



PAYMENT OPTIONS

In Person Cheque, Cash, EFTPOS and Credit Card payments are all accepted at the School's main administration during office hours (8.00 am to 3.45 pm, Monday to Friday).

Direct Deposit Direct Deposits can be made to the WCHS bank account. It is **VITAL** that the student name is included as a reference. Eg Smithson Jenny Y8

Account Details:

A/C Name: Warnbro Community High School
Branch No. (BSB): 066-040
Account No.: 19904648

Telephone Credit Card payments can be made by telephone during office hours.
Phone ACCOUNTS on 9528 9400.

Mail

Cheques, money orders or credit card payment authorities can be mailed to:

Warnbro Community High School
2 Swallowtail Parade
Warnbro WA 6169

Periodical Payment Arrangements: We understand that some families may not be in a position to pay the full amount all at once. If you would like to make regular payments, over a period of time, please complete a Periodical Credit Card Authorisation form enclosed and return it to the accounts department as soon as possible. When filling out the details on the front of the sheet all sections need to be completed. On the back of this sheet are some pre-planned schedules that give dates at monthly or fortnightly intervals for your convenience. If you do not have a credit card or debit card that is a MasterCard or VISA, please phone to discuss other possible arrangements.

Secondary Assistance Scheme

Department of Education provides an allowance to Parents/Guardians who are holders of the following- Centrelink Family Health Care Card, Centrelink Pensioner Concession Card or Veterans' Affairs Pensioner Concession Card (only the blue annual Veterans' Affairs Card is eligible). Card held must be current during term one (5 February to 11 April 2025) for at least 4 weeks, have student listed on the card and not expired at the time of applying for SAS. The allowance is paid to parent or guardian of students enrolled in years 7 to 12. This includes students who turn 18 years of age (students born in 2006 or before are ineligible in 2025). The allowance consists of two components:

- \$300.00 Clothing Allowance paid directly to the parent/guardian or you may elect to have this paid to the school and put towards your child's voluntary contributions and compulsory charges.
- \$235.00 Educational Program Allowance paid directly to the school. This will be applied towards education program charges in the first instance, with any residual to be applied to the voluntary contribution (for years 7 to 10) or as negotiated with the parent/guardian (for years 11 to 12).
- **A NEW APPLICATION NEEDS TO BE MADE EVERY YEAR-** If you have claimed in a previous year it is not automatically paid to you in the new year. **Please bring your bank details and Centrelink card to be sighted by staff when you are applying in 2025. To apply for the assistance, please attend the School's Administration Reception before Friday 11 April 2025. APPLICATIONS CLOSE ON FRIDAY 11 APRIL 2025.**



GENERAL INFORMATION

The Western Australian Government through the Department of Education provides an allowance to assist eligible families with secondary schooling costs.

Parents/guardians must apply for the Secondary Assistance Scheme (SAS) each school year (annually) – applications do not carry forward to future years.

To be eligible for the allowance the parent/guardian must hold a Services Australia (Centrelink) or Veterans' Affairs card that represents a statement of income for the family.

The allowance consists of two components:

- \$300 Clothing Allowance paid directly to the parent/guardian or the school.
- \$235 Education Program Allowance paid directly to the school.

Application is made by the parent or guardian for student/s enrolled in Years 7–12 studying a full-time secondary course at a Western Australian public school.

ELIGIBILITY CRITERIA

Parent or Guardian must hold one of the following cards:

- Centrelink Health Care Card
- Centrelink Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card

Please Note: The only Veterans' Affairs Card that meets the criteria is a blue card that is issued annually and expires in December each year. This card is income means tested.

The parent/guardian must be the holder of a card that is valid sometime during first term. Students must be listed on claimant's card (except for some year 11 and 12 students, or in cases of disability/health reasons). In this instance, the school must sight both concession cards. The only exception to this is when a student holds their own health care card and has been declared independent by Centrelink (e.g. Living Away from Home) in which case, a letter of confirmation from Centrelink must accompany the application. The concession card must not be expired when applying for SAS.

The allowance is paid up to and including the year the student turns 18 years of age i.e. students born in 2006 or before are ineligible in 2025.

APPLICATION FORMS

Application forms should not be altered and are to be completed at the school or emailed during Term 1 only. If completing an application via email and/or signing the application electronically, applicants must also email a copy of both sides of their concession card with the application to the school. If the application form is completed prior to the commencement of Term 1, the school must complete the enrolment confirmation section to confirm attendance. Forms dated by the school prior to

Term 1, 2025 will not be accepted. Please ensure you keep a copy of the signed form for school records.

Personal information collected will only be used for the purpose of managing the SAS. The Department will not disclose your personal information for any other reason.

LATE APPLICATIONS

Late applications will only be accepted in extenuating circumstances and must be accompanied with a written explanation.

Eligible interstate or overseas students who are enrolled after first term may apply for the allowance. Date of enrolment must be noted on the application.

CONTRIBUTIONS AND CHARGES

Schools will receive the Education Program Allowance of \$235 for SAS recipients. This will be applied towards education program charges in the first instance, with any residual to be applied to the voluntary contribution (for years 7 to 10) or as negotiated with the parent/guardian (for years 11 to 12).

CLOTHING ALLOWANCE

The clothing allowance of \$300 will be paid to the parent/guardian unless indicated on the application form that you wish for it to be paid to the school. If payment is to be made to the parent/guardian, the payment will be deposited into the nominated bank account. It can take between 8 to 12 weeks to receive this payment.

PROCESSING OF PAYMENTS

Applicants must submit the completed form to their school with their concession card. The school must check the form for accuracy, view the concession card and witness the application. Schools will then submit applications to the Financial Planning and Resourcing Directorate for processing via:

- electronic file (via email) whilst retaining the **original application form at the school**

or

- posting the **original application forms** retaining a copy for the school records.

If you change any of your details supplied on the application form, please notify us as soon as possible on 9264 4516.

We will endeavour to have all clothing payments made to the parent/guardian by 31 May 2025.

FURTHER INFORMATION

Parents: For queries about an application, contact your school in the first instance.

Further queries can be directed to the Allowances Coordinator.

Telephone: (08) 9264 4516

E-mail: student.allowances@education.wa.edu.au