

# Form 3: Conveyance Allowance application - Public transport travel only

Year		Term		<b>PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED</b>			
<p><b>If there are more than three students claiming from this home residence, please complete another Form 3 and attach together.</b></p> <p><i>Note:</i> An eligible student may be granted an allowance based on the least expensive public transport fares only. A copy of your ticket/fare purchase should be attached to this form e.g. Victorian Student Pass, Transit Student Pass.</p> <p><b>Please complete Form 5</b> for Multi-mode conveyance allowance: when a student uses more than one mode of transport (e.g. private car and public transport) for a journey between home and school. The distance travelled must be 4.8km or more for each leg of the journey.</p>							
<b>APPLICANT DETAILS</b>							
<b>RESIDENTIAL STREET ADDRESS</b>							
Unit #		Street #		Address			
Town/Suburb				State		Postcode	
Exact distance (in km) from home to school by the shortest practicable route						km	
<b>PARENT/GUARDIAN DETAILS</b>							
First Name		Surname		Telephone			
First Name		Surname		Telephone			
Email							
<b>TRAVELLER DETAILS</b>							
<b>Student one</b>							
First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (student must attend 3 days i.e. FTE 0.6 or more):			
<b>Student claiming (please use X to highlight)</b>							
To/from school	<input type="checkbox"/>			To/From School and off campus	<input type="checkbox"/>		
<b>Student two</b>							
First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (student must attend 3 days i.e. FTE 0.6 or more):			
<b>Student claiming (please use X to highlight)</b>							
To/from school	<input type="checkbox"/>			To/From School and off campus	<input type="checkbox"/>		
<b>Student three</b>							
First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (student must attend 3 days i.e. FTE 0.6 or more):			
<b>Student claiming (please use X to highlight)</b>							
To/from school	<input type="checkbox"/>			To/From School and off campus	<input type="checkbox"/>		

## Eligibility

An application on behalf of a student may be submitted if the student is:

- a Victorian resident.
- school aged and enrolled (3) three or more days per week at a school; and
- attending a school/campus located outside the Melbourne metropolitan conveyance boundary

A student who meets the above requirements may be eligible if they:

- attend their nearest or designated neighbourhood government school/campus appropriate to their year level, at which admission is permissible, or
- attend their nearest appropriate non-government school/campus appropriate to their year level, at which admission is permissible, and
- reside 4.8km or more by the shortest practicable route from the campus attended

**Note:** Eligibility is assessed when the School completes your child's application on the Student Conveyance Allowance System (SCAS). If approved, the allowance payable is based on the one-way distance to make the journey to and from school. For further information regarding the Conveyance Allowance Program see: <https://www2.education.vic.gov.au/pal/conveyance-allowance/policy?Redirect=1>

### **\*Multi-mode conveyance allowances**

Multi-mode conveyance allowance applies when a student uses more than one mode of transport (e.g. private car and public transport) for a journey between home and school.

Refer to Form 5.



# OFFICE USE ONLY

Date Form Submitted		Form Signed - Yes/No – if no, return to Parent/Guardian for signature					
Copy of ticket/fare purchase attached?		Proof of fare/ticket - Yes/No – if no, return to Parent/Guardian for copy to attach					
Parent/Guardian signed?		Date entered/assessed on SCAS		Eligible on SCAS - Y/N?			
Ticket Frequency (circle):	Daily	Weekly	Fortnightly	Monthly	Term	Half Yearly	Yearly
Ticket Amount:							
Service Operator (if known)							
Service Route (if known):							
<p>Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy e.g. lack of available spaces at nearest school/s, Special Case Panel Approval. Attach proof for this application e.g. Letter(s) confirming refused entry from all nearer schools. The letter(s) should be dated prior to the commencement date of the student at the school applying for the conveyance allowance.</p>							
Student one							
Student two							
Student three							
<p><b>Note:</b> Students not attending their nearest school/campus may qualify for a conveyance allowance in some circumstances only. Sibling rights do not apply in any of these circumstances. Further information regarding these circumstances can be found in the Conveyance Allowance Program policy available online at: <a href="https://www2.education.vic.gov.au/pal/conveyance-allowance/guidance">https://www2.education.vic.gov.au/pal/conveyance-allowance/guidance</a> or by contacting your school.</p>							

## OFFICE USE ONLY

School SCAS Coordinator Name (please print): \_\_\_\_\_

School Signature – Principal / Delegate signature: \_\_\_\_\_

Date \_\_\_\_\_

**PARENT/GUARDIAN TO COMPLETE:**

I certify that:

1. All the above details are true and correct to my knowledge.
2. I will notify the principal/delegate in writing within 7 days of any change of address or school.
3. The school will use personal information I have provided such as my address, child's enrolment details to assess and confirm their eligibility for the Conveyance Allowance Program using the Student Conveyance Allowance System (SCAS).
4. I consent to release this information to Department of Education (DET) representatives to assist with assessing my application on SCAS.
5. I understand the conveyance allowance is for the student/s named on the application form/s and cannot be withheld by the school in lieu of fees or late payments.
6. I understand my signed consent is required with this application form for the school to keep the conveyance allowance as a contribution towards school purchased tickets/fares to and from school only (*if you agree to give consent, please complete/sign consent below*).

Parent/guardian name (please print) \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT/GUARDIAN CONSENT FOR SCHOOL TO WITHHOLD CONVEYANCE ALLOWANCE:**

I consent that:

1. The conveyance allowance payable to the student/s named on this application form will be withheld by the school as a contribution towards school purchased tickets/fares to and from school only.
2. I understand there may be additional costs incurred which the school may request that I cover.
3. I understand the conveyance allowance cannot be withheld or contribute towards procured bus services for school excursions.
4. I will notify the principal/delegate in writing if I wish to withdraw my consent to withhold my child's conveyance payments.
5. I understand withdrawal of my consent may not be effective until the next term claim period.

Parent/guardian name (please print) \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

# 2023 PTV School Student ID and Student Pass application form\*

## Applicant details

First name

Last name

Address

State

Postcode

Phone number

## School declaration

I confirm the details of the student named in this application form are correct. I've checked the student's school records and the student is full-time and eligible for a PTV School Student ID. I agree that this school will let PTV know if these details change.

Signature of Principal, Bursar, Registrar or Secretary

Date (DD/MM/YYYY)

Name of signatory

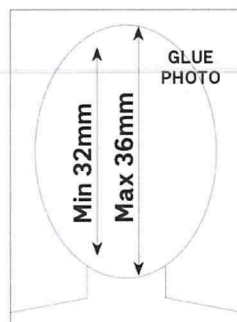
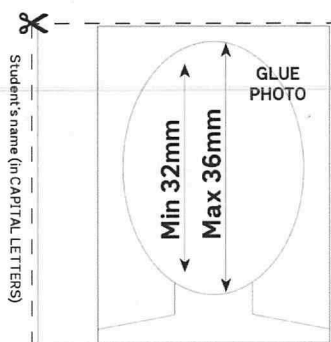
School Name

School telephone number

Official school stamp

\*A \$9 application fee applies.

## Please attach photos here



- Photos must be passport style and include head and shoulders. School photos or photos taken using a smartphone against a white background may be used
- Make sure they're colour, in focus and identical
- Don't use sticky tape
- Stamp the photos with your official stamp. Stamp the top left hand corner, not over the face.

Locations of issue: Metropolitan Premium Stations, staffed V/Line Stations, PTV Hubs, regional bus operators & V/Line ticket agents. Call **1800 800 007** for locations and hours of operation or visit [ptv.vic.gov.au](http://ptv.vic.gov.au)

Some stations may not be able to process forms before 9.30am and between 3.30pm to 6.00pm on weekdays.



## Student Passes

Choose your pass.

Pass validity dates – all from date of purchase until:

1st Half Year 31 July 2023, 2nd Half Year 28 February 2024, Year 28 February 2024.

Year and 1st Half Year Passes available to purchase from 1 January 2023.

2nd Half Year Pass available to purchase from 1 July 2023.

**Victorian Student Pass:** ☐ Half Year \$328.00 ☐ Year \$631.00

### Regional Student Pass:

Geelong (myki) ☐ Half Year \$177.00 ☐ Year \$353.00

Southwest (paper) ☐ Half Year \$118.00 ☐ Year \$235.00

Ballarat (myki) ☐ Half Year \$177.00 ☐ Year \$353.00

Colac (paper) ☐ Half Year \$118.00 ☐ Year \$235.00

Bendigo (myki) ☐ Half Year \$118.00 ☐ Year \$235.00

Portland (paper) ☐ Half Year \$118.00 ☐ Year \$235.00

## Terms and conditions and privacy

1. Issued subject to the Transport (Compliance and Miscellaneous) Act 1983, the Regulations, conditions in the Victorian Fares and Ticketing Conditions, and Conditions of Use on the back of your PTV School Student ID.
2. You must carry your PTV School Student ID or PTV Approved School Student ID when travelling on a Student Pass or concession fare, and present it on request.
3. Your PTV School Student ID and pass remain PTV's property. Lost, stolen or damaged PTV School Student IDs and Student Passes can only be replaced at the place of purchase. Originals, if found, must be returned to PTV.
4. Your PTV School Student ID and Student Pass can only be used by you and can't be transferred to others.
5. It's your responsibility to ensure you remain eligible for your PTV School Student ID. If you're no longer an eligible full time student, return your PTV School Student ID and Student Pass to the place of purchase for a refund.
6. PTV collects your personal information to assess eligibility, administer and manage PTV School Student ID and/or Student Pass applications. PTV may use or disclose your personal information to relevant government agencies and transport operators for purposes associated with the administration of public transport ticketing laws. PTV manages your personal information in accordance with its privacy policy at [ptv.vic.gov.au](http://ptv.vic.gov.au). If you choose not to provide the information requested, PTV may not be able to process your application. You can access your personal information by email: [ptvprivacy@ptv.vic.gov.au](mailto:ptvprivacy@ptv.vic.gov.au) or mail PTV Information Officer, PO Box 4724, Melbourne VIC 3001.

I agree to these terms and conditions and have read the privacy notice.

Signature of student or parent/guardian

Date (DD/MM/YYYY)

Name of signatory

## Office use only

PTV School Student ID number

Concession myki card number

Regional Student Pass number (paper)

Date of issue

Date entered into database

By (initials):

Replacement PTV School  
Student ID number

Replacement myki card number

Replacement Regional Student Pass number

Date of issue

Date entered into database

By (initials)