

# EDUCATION MAINTENANCE ALLOWANCE 2009 APPLICATION FORM

**APPLICANT'S SURNAME  
OR SCHOOL REF ID**

First Instalment      Second Instalment

The following details must be completed by the applicant. Details must be entered exactly as they appear on the applicant's card. The applicant must be the main card holder.

**Note that you can nominate the EMA Payment be made by Electronic Funds Transfer (Direct Credit) to your nominated bank or financial institution account, or that the EMA Payment is made by Cheque.**

**SCHOOL NAME** \_\_\_\_\_

### APPLICANT / PARENT DETAILS

**SURNAME** \_\_\_\_\_  
**FIRST NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**TOWN/SUBURB** \_\_\_\_\_ **STATE** \_\_\_\_\_ **POSTCODE** \_\_\_\_\_  
**CONTACT PHONE NUMBER:** \_\_\_\_\_

**CENTRELINK PENSIONER CONCESSION / HEALTH CARE CARD NUMBER (CRN)**     **OR**     **FOSTER PARENT**     **OR**     **VETERANS AFFAIRS PENSIONER**

\_\_\_\_\_          \_\_\_\_\_    

### PREFERRED PAYMENT METHOD Please tick the method of your choice

Payment by Electronic Funds Transfer (EFT) to your nominated account      Payment by Cheque

### ACCOUNT DETAILS FOR EFT PAYMENT This may be the same as used for any CentreLink Payments

**ACCOUNT NAME (Eg John Smith)** \_\_\_\_\_  
**FINANCIAL INSTITUTION NAME (Eg Westpac)** \_\_\_\_\_  
**BRANCH NAME** \_\_\_\_\_  
**BSB No.** \_\_\_\_\_ **BANK ACCOUNT No.** \_\_\_\_\_

*\* If you are unsure of the above details check your Bank Statements or enquire at your Financial Institution.*

### STUDENT DETAILS

SURNAME	FIRST NAME	STUDENT ID	DATE OF BIRTH DD/MM/YYYY	YEAR LEVEL

I certify that to the best of my knowledge, that the information provided is correct. I have not claimed the EMA for the above student/s at another school for this instalment.

This consent authorises this school and the Department of Education and Early Childhood Development to confirm with Centrelink whether or not the details I have provided matches Centrelink. This is to be used for testing eligibility for EMA applications for instalment 1 and/or 2 of 2009. I authorise Centrelink to disclose, from Centrelink records: Customer CRN, Customer First Name/s, Customer Surname, Customer Payment Type, Customer Payment Status and Customer Payment End Date.

This consent also authorises the Department of Education and Early Childhood Development to provide the above bank account details to Westpac Bank for the sole purpose of making the EMA payment into my nominated bank account. The bank account details provided will not be disclosed or used for any other purpose.

I may revoke this Customer Consent record at any time by giving this school or the Department of Education and Early Childhood Development written notice that my consent is revoked. I understand that if I revoke this consent, I may no longer be eligible to claim EMA payments. I acknowledge that I have read and understood this Customer Consent record.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

## Eligibility

The Education Maintenance Allowance is paid to parents of eligible students under 16 years of age who are enrolled a Government or non-Government School in Victoria on census day, 27 February 2009 for instalment 1 and 7 August 2009 for the second instalment.

The Education Maintenance Allowance will be paid in two instalments and to be eligible you must on the first day of 1st Term (**28 January 2009**) for the first instalment and on the first day of 3rd Term (**13 July 2009**) for the second instalment:

- (a) be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the State Concessions Act 2004: **OR**
- (b) be a Veteran Affairs Pensioner (TPI), **OR**
- (c) be a foster parent.

### **AND**

- (d) submit your application to the school by the date/s listed below.

Parents who receive a Carer Allowance (formerly known as Child Disability Allowance), Mobility Allowance, Remote Area Allowance or any other benefit not income tested by Centrelink are not eligible for the EMA unless they also comply with one of (a) (b) or (c) above.

## Submission dates

The application form must be lodged at the school by:

- 27 February 2009** for the first instalment or
- 7 August 2009** for the second instalment.

## Important information

A separate application is required for each school if you have children attending different schools. If you transfer your child, you will need to make a new application at the new school. All staff are required to treat the information that you provide as confidential.

Application forms not complying with the following instructions will be returned without being processed.

## How to Complete the Application Form

NOTE: ALL SECTIONS MUST BE COMPLETED BY APPLICANT / PARENT

1. Tick the box to indicate if this application is for the first instalment or the second instalment.
2. Complete the APPLICANT / PARENT DETAILS section.  
  
Make sure that the Surname and First Name details match those on your Centrelink card, unless you are claiming as a Foster Parent or Veterans Affairs Pensioner.  
  
Enter the CRN Number from your Centrelink Card, unless you are claiming as a Foster Parent or Veteran Affairs Pensioner.  
  
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, tick the appropriate box. In this case, you will have to produce documentation to confirm your status as a Foster Parent or provide your Veterans Affairs Pensioner card to the school where you lodge your application.
3. Nominate your preferred payment method. Cheques will be posted to your School for distribution.
4. Where you nominate to be paid by Electronic Funds Transfer (EFT), complete the ACCOUNT DETAILS section to identify the bank or financial institution account into which you wish the payment to be deposited.
5. Complete the STUDENT/S DETAILS section for students at this school.  
  
Enter SURNAME AND FIRST NAMES in full.  
Enter the DATE OF BIRTH e.g. 15/09/1993.  
Enter the YEAR LEVEL, unless the student is ungraded, e.g. attending a Special School or Language Centre, then enter 'UNGRADED' in the YEAR LEVEL column.
6. Sign and date the form and return it to the school office.

# LATE APPLICATIONS CANNOT BE PROCESSED

**Queries relating to eligibility and payments of the EMA should be directed to your school.**