



## INSTRUCTIONS

### Eligibility

The Education Maintenance Allowance is paid to eligible parents of students under 16 years of age who attend a State or a Registered School in Victoria.

The Education Maintenance Allowance will be paid in two instalments and to be eligible you must on the first day of 1st Term (30 January 2006) for the first instalment and on the first day of 3rd Term (3 July 2006) 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 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:

- 28 February 2006** for the first instalment or
- 4 August 2006** 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.

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

### How to Complete the Application Form

NOTE: ALL SHADED 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 the details you have provided, do not match your Centrelink Card details, your application will be rejected by Centrelink, 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. 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. 15/09/1988.

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.

4. Sign and date the form and return it to the school office.

**LATE APPLICATIONS CANNOT BE PROCESSED**