

**EDUCATION MAINTENANCE ALLOWANCE (EMA)
Parent/Guardian Application Form - 2013**

SCHOOL REF ID

The following details must be completed by the applicant (the concession card holder). EMA is payable by Direct Deposit (EFT) to the applicant, Direct Deposit to the school, or as a cheque payment.

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

_____-_____-_____-_____-

* Foster Parents must provide a copy of the temporary care order letter from the Department of Human Services (DHS) or Courts, etc.

EMA PAYMENT METHOD Please **TICK** the box below for your nominated EMA payment method

Direct Deposit to parent

Payment will be made to your bank account by Electronic Funds Transfer (provide bank account details below)

Direct Deposit to school

Payment will be made to school to be held as credit which you can use towards education expenses.

Cheque

Payment will be made as a cheque which will be posted to the school

ACCOUNT NAME (e.g John Smith) _____

FINANCIAL INSTITUTION (e.g Westpac) AND BRANCH _____

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

| CHILD'S SURNAME | CHILD'S FIRST NAME | STUDENT ID | DATE OF BIRTH DD/MM/YYYY | YEAR LEVEL |
|-----------------|--------------------|------------|-----------------------------|---------------|
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The Department of Education and Early Childhood Development collects your personal information for the purpose of administering the Education Maintenance Allowance (EMA) payment. Some personal information may be disclosed to other Victorian Government departments, such as the Department of Human Services, for the purpose of evaluation and monitoring of concession card services.

The Department of Education and Early Childhood Development may disclose some of your personal information to Centrelink to confirm that the details provided matches Centrelink's records. This is to be used for testing eligibility for EMA applications for 2013.

The Department of Education and Early Childhood Development will provide the above bank account details to Westpac Bank for the sole purpose of making the EMA payment into your nominated bank account. The bank account details provided will not be disclosed or used for any other purpose. You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

SIGNATURE OF APPLICANT _____ **DATE** ____/____/____

EMA Eligibility:

The Education Maintenance Allowance is paid to parents of eligible students under 16 years of age, and the student is enrolled at a Government or non-Government School in Victoria on census day, 28 February 2013 for instalment 1 and 2 August 2013 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 (**29 January 2013**) for the first instalment and on the first day of 3rd Term (**15 July 2013**) for the second instalment:

- (a) be an eligible beneficiary of a Centrelink pension, allowance or benefit, that is, a holder of Veterans Affairs Gold Card or be an eligible Health Care Card (HCC) or Pensioner Concession Card (PCC) holder within the meaning of the *State Concessions Act 2004*, **OR**
- (b) be a Veteran Affairs Pensioner (TPI), **OR**
- (c) be a (temporary) 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), or any other benefit or allowance 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 2013 for the first instalment or
2 August 2013 for the second instalment.

Important information

A separate application is required for each school if you have children attending different schools.
If your child transfers schools during the year, you will need to make an application at the new school.

How to Complete the Application Form

NOTE: ALL SECTIONS MUST BE COMPLETED BY APPLICANT / PARENT

1. Complete the APPLICANT/PARENT DETAILS & STUDENT DETAILS section.

Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your Centrelink card - unless you are claiming as a Foster Parent or Veterans Affairs Pensioner. You will also need to provide your Centrelink card to the school.

If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, tick the appropriate box. In this case, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner card to the school.

2. Nominate your payment method for EMA. You can choose to have your EMA payment;

- Paid by direct deposit (EFT) into your nominated bank account **or**
- Paid by direct deposit (EFT) to the school to be held as credit which you can use towards education expenses.
- Paid by cheque which will be posted to the school for collection **or**

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. 15/09/2007.

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

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