

**2012 SCHOOL CARD APPLICATION FORM B**
HARDSHIP/CHANGE OF CIRCUMSTANCES/SELF-EMPLOYED**OFFICE USE ONLY**

Application No.	Processing Details		
	Initial of Verifier	Date Verified	Application Indicator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PLEASE SEND TO: SCHOOL CARD SECTION
GPO BOX 1152
ADELAIDE SA 5001

SECTION 1 – Applicant and Partner's (where applicable) Details

Applicant's Surname	<input type="text"/>	Given Name(s)	<input type="text"/>	DOB	<input type="text"/> / <input type="text"/> / <input type="text"/>
Partner's Surname	<input type="text"/>	Given Name(s)	<input type="text"/>	DOB	<input type="text"/> / <input type="text"/> / <input type="text"/>
Postal Address	<input type="text"/>				
Suburb / Town	<input type="text"/>			Postcode	<input type="text"/>
Daytime Contact Telephone No	<input type="text"/>	The Centrelink Customer Reference No. (CRN) (must be 9 numeric digits followed by 1 alpha character)		Primary Card Holder CRN <input type="text"/>	
				Partner's CRN <input type="text"/>	

The total number of Dependent children in your family.	<input type="text"/>	Were you and / or your partner required to lodge an Income Tax Return for the 2010 / 2011 financial year?		YES	NO
			YOU		
			YOUR PARTNER		

SECTION 2 - Details of Your Dependent Child/Children

Student's Family Name (write 'As Above' if same as Applicant)	Student's First Name (as it appears on the Centrelink card)	Student's Date of Birth	Name of School the student attends (in full) for 2012 (do not abbreviate)	Centrelink Customer Reference No. of dependent child (must be 9 numeric digits followed by 1 alpha character)	Year Level	Term started in 2012
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PLEASE include ALL dependant students in the family on this form irrespective of the school they attend

SECTION 3 - Questions for Applicants

	Please refer to your Fact Sheet attached before answering these questions. Please place an X in the appropriate square(s).		YES	NO
1	Are you applying under Hardship during the 2010/2011 financial year? If yes, go to Section 4, Question 1			
2	Are you applying under Change of Circumstances? If yes, go to Section 4, Question 3 - 10	Date Change Occurred / /		
3	Were you and/or your partner Self Employed during the 2010/2011 financial year? If yes, sign Section 5, Declaration and Authorisation	You		
		Your Partner		

**SECTION 4 - Questions for Applicants**

	Please refer to the Fact Sheet attached before answering these questions. Please place an X in the appropriate square(s).	YES	NO
	<u>Hardship</u> (Refer to Fact Sheet – Hardship Section)		
1	Was your family's income above the School Card limits for the 2010/2011 financial year?		
2	Did you or your partner have any extraordinary or unexpected expenses during the 2010/2011 financial year?		
	<u>Change of Circumstances</u> (Refer to Fact Sheet – Change of Circumstances Section)		
3	Did you or your partner cease employment before 28 February 2012?	You	
		Your Partner	
4	If so, at exactly what date did you or your partner cease work?	You	/ /
		Your Partner	/ /
5	Did you and/or your partner commence self-employment after 1 July 2011?	You	
		Your Partner	
6	Did you separate from your partner in the 2010/2011 financial year or prior to 28 February 2012?		
7	If so, at exactly what date did you separate?	/	/
8	Did a child/children return to your care after 1 July 2011 or prior to 28 February 2012?		
9	Have you recently re-located from interstate?		
10	If so, at exactly what date did you re-locate to South Australia?	/	/

SECTION 5- Declaration and Authorisation

- I declare that my family's gross income for the 2010/2011 financial year or gross weekly income as at 28 February 2012 is within the School Card income limits for the number of dependent children and that the information provided in this application is true and correct and
- I authorise the Department for Education and Child Development (DECD) to forward my Centrelink Customer Reference Number and family name to Centrelink to confirm that our family income is below the School Card income limits for the number of dependent children as assessed by Centrelink and, for a shared care child, to confirm that my percentage of care of the child was at least 50% as at 30 June 2011, and
- I authorise the release of information as outlined in Appendix A.

Signature of Applicant: _____ / /

Signature of Partner: _____ / /

School Card is administered by the Department for Education and Child Development. Additional information is available at www.decd.sa.gov.au/goldbook/ or contact the School Card Section on free call 1800 672 758.



2012 SCHOOL CARD FACT SHEET FORM B
HARDSHIP/CHANGE OF CIRCUMSTANCES/SELF-EMPLOYED

No. of Your Dependent Children	2010/2011 Annual School Card Income Limit	2010/2011 Average Weekly School Card Income Limit
1	\$34,335	\$661
2	\$35,271	\$679
3	\$36,207	\$697
4	\$37,143	\$715
5	\$38,079	\$733
Each additional dependent child	\$936	\$18

Eligibility for School Card assistance is dependent upon the combined family gross income for the 2010/2011 financial year being within the School Card income limits (as shown above):

The combined gross family income for the applicant and partner(where applicable) includes:

- Gross salaries, wages and allowances from an employer(s)
- Taxable Centrelink pensions, benefits and allowances
- Non-taxable or Tax-exempt pensions and benefits (eg Disability Support Pension)
- Gross interest and dividends
- Benefits from the Department of Veteran's Affairs
- Supplementary income as identified in the Supplementary tax return
- Fringe benefits (e.g. provision of a car, entertainment expenses)
- Foreign income including pensions and employment

Gross income does not include any amounts received for:

- The TPI component of your Department of Veteran's Affairs benefits
- Family Tax Benefits parts A and B
- Child maintenance payments
- Carer Allowance

The ED003B form is for specific applicants who wish to apply for School Card under the following provisions:

1. Hardship

Where the applicant(s) are over the School Card limits but have experienced hardship in the 2010/2011 financial year which has resulted in the family's average weekly gross income being within the School Card income limits the applicant can apply on hardship grounds. Assessment under hardship will deduct any expenditure from the family gross income which is considered either extraordinary or unavoidable during the 2010/2011 financial year.

Extraordinary and unavoidable expenses include the following:

- Out of pocket medical and/or dental expenses (actual cost after insurance, Health Fund or Medicare claims have been deducted)
- Expense for caring for a person with a disability including cost of respite care
- Travel and accommodation expenses incurred by families for ongoing medical treatment
- Other expenses of an extraordinary or unavoidable nature (eg funeral expenses)

Extraordinary and unavoidable expenses do not include the following:

- Mortgage/rent
- Materials & Services Charges and other educational expenses
- Motor vehicle expenses
- Child support/maintenance expenses
- General living expenses (including food, clothing, recreation, repairs, local government rates and taxes, power and telephone)
- Financial services expenses (eg hire purchase repayments)
- One-off expenses for replacement of household items (eg refrigerator, hot water service, washing machine)
- Private health insurance premiums
- Loss from business ventures or investments where primary source of income is from salary/wages



Application Process

Applicants applying under Hardship must forward copies of the following documents to the School Card Section:

- A completed ED003B application form
- A copy of the applicant and applicant's partner (where applicable) 2010/2011 **Full** individual tax return as provided to the Australian Taxation Office (ATO) **not** Notice of Assessment/Taxation Estimates or Electronic Lodgement Declaration.
- Details (including copies of receipts) of extraordinary and unavoidable expenses which occurred during the 2010/2011 financial year.

2. Change of Circumstances

Applicants can apply under change of financial circumstances where they have experienced a significant change during the 2010/2011 financial year or during the period 1 July 2011 to 28 February 2012 inclusive, which has resulted in the family's average weekly gross income being within the School Card income limits based on the number of dependent children.

A significant change of circumstances will include:

- ceasing employment
- a reduction in the number of hours employed
- a change of marital/family circumstances
- a child/children came into your care
- commencing self employment
- re-locating from interstate

Application Process

Applicants applying under the Change of Circumstances criteria must forward to the School Card Section the following relevant documentation:

- A completed ED003B application form
- Documentation detailing the change in financial circumstances
- Copies of documents (eg. payslips) which detail the family's gross weekly income from 1 July 2011, or date the circumstances changed, to 28 February 2012 inclusive.
- A Centrelink Income Statement showing any taxable and non-taxable Centrelink income received (e.g. Parenting Payment, Newstart, Disability Support Pension, etc.)
- If self employed, copies of a financial statement which details the income and expenses of the business up to 28 February 2012.

NOTE: Applications under the charge of circumstance criteria are assessed on the average weekly family gross income from 1 July 2011, or the date the circumstances changed, to 28 February 2012.

3. Self-Employed

Applicants who were self employed or had partners who were self employed during the 2010/2011 financial year must apply for School Card on an ED003B application form.

The following information for both the applicant and his/her partner (if applicable) must be attached to the completed ED003B application form for the 2010/2011 financial year:

- Copies of the Full and complete individual income taxation returns(s) as provided to the ATO (**not** Notice of Assessment/Taxation Estimates or Electronic lodgment Declaration/s).
- Copies of the Business/Partnership taxation return(s)
- A copy of the Business/Partnership Profit and Loss Statement(s)
- A copy of the Business/Partnership depreciation schedule
- A copy of the Centrelink PAYG payment summary showing any non-taxable Centrelink income received

All completed ED003B application forms and the supporting documentation must be sent to the School Card Section for processing at address:

School Card Section
GPO Box 1152
ADELAIDE SA 5001

If you require more information about the 2012 School Card Scheme please contact your children's school, www.decd.sa.gov.au/goldbook/ or the School Card Section on free call 1800 672 758.



2012 SCHOOL CARD APPENDIX A
FORM B - HARDSHIP / CHANGE OF CIRCUMSTANCES / SELF EMPLOYED

I authorise Centrelink to provide information to the Department for Education and Child Development to assist in the assessment of my entitlement to services from the Department for Education and Child Development. I understand that the information provided by Centrelink may include, where relevant, current or historical details of payments received, dependents, percentage of care held by me for a shared care child as at 30 June 2011, Centrelink deductions, income, assets and confirmation of my current address.

I understand that this authority, once signed, is effective only for the period I am an applicant of the School Card Scheme with the Department for Education and Child Development. I understand that this authority to obtain information from Centrelink can be revoked at any time by giving notice to Centrelink.

I understand that I will be able to obtain a written copy of the statements received from Centrelink at any time from Centrelink.

More detailed information is available on Centrelink's website at www.centrelink.gov.au