Government of South Australia
Department for Education

ED003B
Updated: 12/19

2020 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	

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

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

Applicant's Surname Name (as it appears on the Centrelink card)	Applicant's Surname	Partner's Surname	
Applicant's Given Name (s) (as it appears on the Centrelink Card)	Applicant's Given Name(s)	Partner's Given Name(s)	
DOB	/ /	/ /	
Centrelink Customer Reference No. (CRN) (**9 numeric** digits followed by **1 alpha** character)	Primary Card holder's CRN	Partner's CRN	
Postal Address			
Suburb/Town/Postcode			Daytime Contact telephone No.

				YES	NO
The total number of Dependent children in your family.		Were you and / or your partner required to lodge an Income Tax Return for the 2018/2019 financial year?	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 2020 (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 2020

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 2018/2019 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 2 – 6**	Date Change Occurred / /		
3	Were you and/or your partner Self Employed during the 2018/2019 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	Did you or your partner have any extraordinary or unexpected expenses during the 2018/2019 financial year? If so, please attach the relevant documents detailed in the attached fact sheet.			
	<u>Change of Circumstances</u> (Refer to Fact Sheet – Change of Circumstances Section)			
2	Did you or your partner cease employment before 29 February 2020? If so, at exactly what date did you or your partner cease work? Please attach the relevant documents as detailed in the attached fact sheet.	You		
		Date ceased	/ /	
		Your Partner		
		Date ceased	/ /	
3	Did you and/or your partner commence self-employment after 1 July 2019? If so, at exactly what date did this occur? Please attach the relevant documents as detailed in the attached fact sheet.	You		
		Date occurred	/ /	
		Your partner		
		Date occurred	/ /	
4	Did you separate from your partner in the 2018/2019 financial year or prior to 29 February 2020? If so, at exactly what date did you separate? Please attach the relevant documents as detailed in the attached fact sheet.			
			/ /	
5	Did a child/children return to your care after 1 July 2019 or prior to 29 February 2020? If so, please attach the relevant documents as detailed in the attached fact sheet			
			/ /	
6	Have you recently re-located from interstate? If so, exactly what date did you arrive in South Australia? Please attach the relevant documents as detailed in the attached fact sheet.sheet. Iff so, at exactly what date did you re-locate to South Australia? If so, please attach the relevant documents as detailed in the attached fact sheet			
			/ /	

SECTION 5- Declaration and Authorisation

1. I declare that my family's gross income for the 2018/2019 financial year or gross weekly income as at 29 February 2020 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.
2. I declare that I have completed all relevant sections of the application and <u>attached appropriate documentation</u> to support your application.
3. I declare that I, and my partner (where applicable) have been invoiced for the above listed student(s) school fees.
4. I declare that I have completed and signed the Income Confirmation Authorisation as outlined in Appendix A.

Signature of Applicant: _____ / /

Signature of Partner: _____ / /

School Card is administered by the Department for Education. Additional information is available at **www.sa.gov.au** or contact the School Card Section on free call 1800 672 758.
Please Note: Applications for the 2020 School Card Scheme close 20th November 2020.

2020 SCHOOL CARD FACT SHEET FORM B
HARDSHIP/CHANGE OF CIRCUMSTANCES/SELF-EMPLOYED

Eligibility Income Limits

The income limits applied to determine eligibility are available at www.sa.gov.au, your child(ren)'s school or by contacting the School Card Section on 1800 672 758.

Please Note: Different eligibility income limits may apply for students attending a Government or a Non-Government school.

Eligibility for School Card assistance is dependent upon the combined family gross income for the 2018/2019 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, Carers 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
- Business/Partnership income from self-employment (includes depreciation)

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 2018/2019 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 2018/2019 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, water 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) 2018/2019 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 2018/2019 financial year.

2. Change of Circumstances

Applicants can apply under change of financial circumstances where they have experienced a significant change during the 2018/2019 financial year or during the period 1 July 2019 to 29 February 2020 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 2019, or date the circumstances changed, to 29 February 2020 inclusive.
- A Centrelink Income Statement showing any taxable and non-taxable Centrelink income received (e.g. Parenting Payment, Newstart, Disability Support Pension, Carers Pension,etc.)
- If self employed, copies of a financial statement which details the income and expenses of the business from 1 July 2019 up to 29 February 2020.

NOTE: Applications under the change of circumstance criteria are assessed on the average weekly family gross income from 1 July 2019, or the date the circumstances changed, to 29 February 2020.

3. Self-Employed

Applicants who were self employed or had partners who were self-employed during the 2018/2020 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 2018/2020 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

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

Please Note: Applications for the 2020 School Card Scheme close 20th November 2020.

2020 School Card Appendix A - Income Confirmation Written Consent

I ……. authorise:
(Applicant's Given Name and Surname)

- the Department for Education to use the Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable the business to determine if I qualify for School Card.
- where details cannot be obtained using the Centrelink Confimation eServices I authorise the Department for Education to obtain details from Centrelink to assist in the determination for School Card.
- the Australian Government Department of Human Services (the department) to provide the results of that enquiry to the Department for Education.

I understand:

- the department will disclose personal information to the Department for Education including my name/address/payment type/payment status/one off payment/income/assets/deductions/shared care arrangements/partner status/Youth Allowance Independent Rate to confirm my eligibility for School Card.
- this consent, once signed, remains valid while I am a customer of the Department for Education unless I withdraw it by contacting the Department for Education or the department.
- I can get proof of my circumstances/details from the department and provide it to the Department for Education so that my eligibility for School Card can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for School Card assistance provided by the Department for Education.

Signature of Applicant: …….. Date: ……../……./2020

I …… authorise:
(Partner's Given Name and Surname)

- the Department for Education to use the Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable the business to determine if I qualify for School Card.
- where details cannot be obtained using the Centrelink Confimation eServices I authorise the Department for Education to obtain details from Centrelink to assist in the determination for School Card.
- the Australian Government Department of Human Services (the department) to provide the results of that enquiry to the Department for Education.

I understand:

- the department will disclose personal information to the Department for Education including my name/address/payment type/payment status/one off payment/income/assets/deductions/shared care arrangements/partner status/Youth Allowance Independent Rate to confirm my eligibility for School Card.
- this consent, once signed, remains valid while I am a customer of the Department for Education unless I withdraw it by contacting the Department for Education or the department.
- I can get proof of my circumstances/details from the department and provide it to the Department for Education so that my eligibility for School Card can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for School Card assistance provided by the Department for Education.

Signature of Partner: …….. Date: ……../……/2020