

SchoolCard scheme procedure for non-government schools

Overview

This procedure informs non-government schools of the following information in relation to School Card

- x eligibility criteria
- x the application process
- x their school's responsibility in the application process
- x what to do with transfer students
- x how to determine the application status
- x the reassessment process
- x last date for applications to be accepted.

Scope

This procedure applies to all non-government schools.

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Detail

To assist non-government schools to determine whether a student is eligible for fee relief, the Department for Education (the department), on behalf of non-government schools, will undertake an objective and external assessment to assess eligibility. The school decides:

- x whether to use department advice in deciding to provide fee relief
- x how much fee relief and how it is provided to the family.

Combined gross family income for both partners, if partnered on 30 June

Application forms

School and application forms (online and printable forms) are available on the

Unique assessment requirements

When completing the form, the student must enter their own customer reference number (CRN) in both the applicant field and student CRN field

Extraordinary and unavoidable expenses do not include:

- x mortgage or rent
- x school fees and other educational expenses
- x motor vehicle expenses
- x child support or maintenance expenses
- x general living expenses (including but not limited to food, clothing, recreation, repairs, local government rates and taxes, power and telephone)
- x financial services expenses (e.g. hire purchase repayments)
- x one-off expenses for replacement of household items (e.g. refrigerator, hot water service)
- x private health insurance premiums
- x loss from business ventures or investments where primary income is from salary or wage

Applicants applying under the hardship criteria must give the School Card Section a copy of the applicant's (and applicant's partner's, where applicable) 2023/24 full individual tax return and details (including copies of receipts) of the extraordinary and unavoidable expenses which occurred during the 2023 financial year.

Change in financial circumstances

An applicant can apply under this eligibility criteria if

- x they experienced a significant change the 2023/24 financial year or from 1 July 2020 to 28 February 2025 inclusive and
- x the change results in the family's average weekly gross income being within the relevant income limits

A significant change of circumstances includes:

- x ceasing employment
- x a reduction in the number of hours employed
- x a change of marital or family circumstances
- x a child or children coming into your care

Applicants applying under these criteria must give the School Card Section documents detailing the change. The applicant must also provide proof of the family's gross weekly income from 1 July (2024 the date the circumstances changed) to 28 February 2025 inclusive. The assessors will consider the average weekly family's gross income from 1 July 2024 (the date the circumstances changed) to 28 February 2025.

Self-employed

If the applicant or the applicant's partner was self-employed during the 2023/24 financial year, applications must include the following information for the applicant and their partner, if applicable) for the 2023/24 financial year:

- x full and complete individual income tax returns
- x business or partnership tax returns
- x business or partnership profit and loss statements
- x a business or partnership depreciation schedule
- x a Centrelink PAYG payment summary showing any taxable Centrelink income received

Processing the form

Online application forms are held centrally and are available at request when required by mail. Manual hard copy application forms are submitted to the School Card Section, where they are held for audit purposes.

The School Card Section will assess the applicants' income. The assessment will be determined on the financial information provided by the applicant, as detailed on the application fact sheet. Following the assessment, the School Card Section will notify:

- x applicants of their eligibility or ineligibility
- x the school of the applicants' status.

ED003M– migrant application form

This form is for applicants who have either:

- x arrived in Australia after 1 July 2020
- x been released from a detention centre after July 2023

Unique assessment requirements

Newly arrived migrants receiving an income (salary or benefits) must submit the following with their application:

- x a copy of their visa
- x a copy of the school fee invoice for 2025
- x Centrelink income statement showing all taxable and/or taxable income (where applicable) for the 2023/24 financial year
- x proof of any other income in addition to Centrelink income

If a sponsor family supports the newly arrived migrant applicant, the sponsor family must submit the following with their application:

- x a copy of the newly arrived migrant's
- x a copy of the sponsor's full 2024 tax return
- x Centrelink PAYG payment summary showing all taxable and/or taxable income (where applicable) for the 2023/24 financial year

Processing the form

Online application forms are held centrally and are available at request when required by audit. Copy application forms are submitted to the School Card Section, where they are held for audit purposes.

The School Card Section will assess the applicants' income. The assessment will be determined on the financial information provided by the applicant, as detailed on the application fact sheet. Following the assessment, the School Card Section will notify:

- x applicants of their eligibility or ineligibility
- x the school -5.2 (t)2 1 Tf -0. (S)-6..9 (a)-5.3 (ppl)55ant15p<dli05.6 Tf 0.00tyT (a)-5.3 (ppl)5tH5irm

x a copy of the application and applicant's partner's,

Non-government school responsibilities in processing applications

Forms ED003A and ED003Y

Schools must complete the 2025 non-government schools applicant data spreadsheet (spreadsheet) that is sent to them by the Department for Education.

The department sends the spreadsheet on the following dates

- x Term 1: 7 February and 28 February and 28 March
- x Term 2: 16 May and 10 June
- x Term 3: 8 August and 12 September
- x Term 4: 21 October and 2 November (FINAL Assessment for 2025)

The spreadsheet will have the online applicants' details already filled out.

Do not add any applicants that have already been entered either by your school or another school. This is to ensure duplicate records are not entered into the department's school card system.

To complete the spreadsheet:

1. Open the spreadsheet supplied by the department
2. If relevant, check the online applicants' details are correct on both the 'Data File' tab and 'Address File' tab.
3. If relevant, add whether the student is Aboriginal or Torres Strait Islander to the online applicants' details.
4. Open the 'Data File' tab if not already open.
5. Enter the following information:
 - o current term (eg term 1)
 - o current date
6. Enter the following data from the manual (paper) application forms:
 - o 10-character Centrelink number (first 9 characters are numerical and the tenth is alphabetical) – take extra care entering this number, it must be exactly as shown on the Health Care Card, Pensioner Concession Card or Centrelink correspondence
 - o the primary cardholder's (applicant's) surname
 - o the primary cardholder's (applicant's) given names
 - o student's surname
 - o student's given names
 - o student's date of birth with the format DD/MM/YY, eg 22/10/10
 - o student's year level (0 to 12)
 - o yes or no to whether the student is Aboriginal or Torres Strait Islander

10. Check the date is correct.
11. Check the applicant's Centrelink number and surname is correct
- 12.

Determine application status

After Centrelink have completed their audit, the School Card Section will send the applicant a letter informing them of their eligibility status. Additionally, School Card Section will send schools a report listing their school card applicants and their application status. The report will show one of the following statuses for each applicant:

- x eligible
- x not eligible
- x mismatch
- x additional information required
- x awaiting assessment
- x seeking approval

The following describes what each status means.

Eligible

The applicant is listed as eligible and is approved for school card assistance for 2025.

Not eligible

The applicant is listed as not eligible and is not approved for school card assistance for 2025. The applicant disagrees with this result and has more information to support their request, they can apply for reassessment of their application (see the reassessing application section for more information).

Mismatch

The applicant's details have not been recorded correctly. Therefore the application may not be able to be assessed by Centrelink, returning from the audit process as 'mismatches'. These appear on the update school card register report as 'Mismatch'. A mismatch report is produced and sent to schools for analysis and correction. Any corrections must be written on the mismatch report and sent to the School Card Section at education.ngsschoolcard@sa.gov.au by the requested date. The following are the most common reasons for mismatches:

- x the primary cardholder's CRN has been incorrectly recorded
- x the first nine digits must be numeric and the tenth (character) must be alpha
- x the family name was not spelt exactly the same way as it appeared on the Health Care Card, Pensioner Concession Card or Centrelink correspondence
- x the applicant has changed their family name since submitting the school card application form and therefore a match could not occur for income verification purposes

Additional information required

The applicant's income cannot be assessed. The School Card Section will send a notification to the applicant requesting that they complete a reassessment form. The applicant must complete the form and return

within 28 days for manual assessment. The most common reasons for 'additional information required' include:

- x the applicant (or partner) was not required to lodge an income tax return for the 2023 financial year and have not notified Centrelink
- x the applicant (or partner) was required to lodge a tax return for the 2023 financial year but have not done so

Awaiting assessment

This applicant has sent an application to the School Card Section, which is waiting to be assessed.

Seeking approval

The applicant has sent an application to the School Card Section without the required documentation. The School Card Section has contacted the applicant requesting more information to enable assessment of their application.

Reassessing applicants

An applicant applying for a reassessment must submit a reassessment application form (ED003R) with one or more of the following attachments (the type of attachment depends on the applicant's situation - see the forms section if unsure which one is required):

- x a full individual taxation return for the applicant and partner (if partnered at 30 June 2023/2024 financial year)
- x Centrelink PAYG payments summary showing a taxable or non-taxable income (e.g. Disability Support J 0 T71.7 (c

