1. Rationale
The Student Assistance Scheme (SAS) is a limited annual allotment of funds, provided to support students attending New South Wales government schools. The scheme enables financial assistance to be provided to eligible families for school related expenses. These expenses include, but are not limited to, such things as: school uniform, textbooks, school excursions or related costs, school camps, subject specific costs. It is not possible to fund the Administration Charge, school formals or school jerseys from this scheme.

2. TEAM
Eligibility conditions on the provision of funds are determined by the Student Assistance (SAS) Team appointed by the Principal when required, which comprises the Year Adviser, Head Teacher Welfare, a Deputy Principal and the School Administration Manager. This team considers applications in confidence and assesses the merits of each application on the basis of established criteria. Its decision is final.

3. CRITERIA
Any student eligible for Youth Allowance (full time students aged 16-24) will generally not be assisted from the SAS as payments from Youth Allowance may be used for the same purpose as the SAS. In a number of situations, should the application be successful, funds may be simply transferred within the school accounts to pay for the need.

4. LIMITS
To ensure the extremely limited funds are distributed equitably, the following limits will apply to applications. The clear expectation is that the applicant is to make some contribution:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Uniform</td>
<td>50% of cost up to a maximum of $50/ student/ year</td>
</tr>
<tr>
<td>School Shoes</td>
<td>$50/ student/ year</td>
</tr>
<tr>
<td>Excursions</td>
<td>20% of cost of excursion up to a maximum of $50/ student/ year</td>
</tr>
<tr>
<td>Subject Fees</td>
<td>20% of the cost of the course</td>
</tr>
<tr>
<td>Sporting Competitions or Representing The School at State or National Level</td>
<td>An amount of up to $20 will be provided to DEC endorsed representation (for travel and/or accommodation only). The Principal is to be Formally approached in writing with precise outline of the sporting or representative event.</td>
</tr>
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</table>

An overall limit of $100/ student/ year applies to all the SAS funding.
Student’s Name: ______________________________ Year: ______
Date of Birth: ________________
Parent’s/ Guardian’s Name: _______________________________________
Phone: ___________________
Address: ____________________________________________________

Reason(s) for Claim (confidential):

If receiving a pension/ benefit, please state Health Card Number: (must be supplied) ____________
On the presentation of this form your Health Card (if you have one) must be sighted for your application to be considered.
Health Card sighted by: ______________________________________ (SAS) Date: ________________
Do you receive a Family Allowance for this student? YES/ NO
Is the student eligible for Youth Allowance? YES/ NO
Declaration: I declare that the above information is correct.
Signature Parent/ Guardian: ___________________________________________________________
Date: ____________________________________

All applicants will be notified of the SAS Team’s decision, whether successful or otherwise.

Type and Amount of Assistance Requested (please tick):

<table>
<thead>
<tr>
<th>Uniform</th>
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<th>Subject fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport fees</td>
<td>Excursion</td>
<td>Other (attach Letter)</td>
</tr>
</tbody>
</table>

Sporting Competitions or Representing The School at State or National Level (must be accompanied by a written letter to the Principal)

Please give full details of requirements otherwise application cannot be considered.

OFFICE USE ONLY

Approved/ Not Approved Amount Available: $ ____________
Signed: ____________________________ Date: ______________________________

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<th>Cheque/ Receipt/ Order</th>
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5. PROCEDURE

1. SAS application form given out (by SAS or Executive teaching staff).
2. SAS application form returned to office - Form checked by SAS and Health Care sighted and signed by SAS.
3. Completed and checked SAS form filed into office SAS tray.
4. SAS forms collected weekly from SAS tray.
5. SAS Team meet to consider forms (weeks 3 & 7 of each term).
6. Approved/disapproved forms returned to SAS for approval/disapproval letters to be sent out and approved.

This policy was last ratified by the School Executive in....