



ST CLAIR HIGH SCHOOL
STUDENT ASSISTANCE SCHEME
POLICY AND PROCEDURES

Date of Writing	June, 2003
Date of Review	

The Student Assistance Scheme (SAS) provides support for students attending NSW government schools. The scheme enables financial assistance to be provided to eligible families for school related expenses such as:-

- School uniforms
- Textbooks
- School excursions or related costs
- School camps
- Subject specific costs
- Stationery needs

- NB. 1/. There is no exhaustive list of items that can be approved.
2/. Eligibility conditions on the provision of funds are determined by the School SAS Committee.
3/. It is not permissible to use the SAS to fund the General School Contribution.

The following procedures are designed to ensure that the limited funds provided by the NSW State Government for the SAS are distributed in an equitable manner.

SAS Committee

This committee has been established under guidelines stipulated by the Department of Education and Training (DET). It comprises three representatives appointed by the school principal; these being the Head Teacher Welfare, Senior School Assistant and a Parents and Citizen representative. This committee judges applications in confidence and assesses the merits of each on the basis of the established criteria. Its decision is final and no appeals will be entered into.

Criteria

1. Any student eligible for Austudy will not be assisted from the SAS as the payments from Austudy are expected to be used for the same purpose as the SAS.
2. In a number of situations (eg. part payment of excursions), should the application be successful, funds may be simply transferred within the school accounts to pay for the need.

Limits

To ensure the limited funds are distributed equitably the following limits will apply to applications.

ITEM	Limit
School Uniform	50% of cost up to a maximum of \$100/student/year
School Shoes	\$40/student/year
Excursions	50% of cost of excursion up to a maximum of \$100/student/year
Sporting Competitions	50% of cost up to a maximum of \$100/student/year
Subject Materials Contributions	50% of the cost of the course.
School materials	50% of the cost up to a maximum of \$50/student/year

NB. An overall limit of \$200 / student/year applies to all of the SAS funding.

**ST CLAIR HIGH SCHOOL
STUDENT ASSISTANCE SCHEME
APPLICATION FORM**

APPLICATIONS CANNOT BE CONSIDERED UNLESS ALL DETAILS ARE GIVEN

Student's Name: _____ Year: _____ Date of Birth: _____
 Parent's / Guardian's Name: _____ Phone: _____
 Address: _____ PC: _____

Reason(s) for Claim:

If receiving a Pension/Benefit, please state Health Card Number: (must be supplied) _____

Do you receive a Family Allowance for this student? YES / NO

Is the student eligible for Austudy? YES / NO

On the presentation of this form your Health Card must be sighted for your application to be considered.

Health Card sighted by: _____ Date: _____

Declaration: I declare that the above information is correct.

Signature Parent / Guardian: _____ Date: _____

All applicants will be notified of the Committee's decision, whether successful or otherwise.

Type and Amount of Assistance Requested (please tick)

Uniform Shoes Excursion Competition Subject Materials Education Materials

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

Item	Cost	Limit (see over page)	Funding Requested

OFFICE USE ONLY

Approved / Not Approved Amount Available: \$ _____

Signed: _____ Date: _____

Cheque / Receipt / Order	Cheque / Receipt / Order	Cheque / Receipt / Order
Number:	Number:	Number:
Date:	Date:	Date:
Amount:	Amount:	Amount:
Item:	Item:	Item: