

CONVEYANCE ALLOWANCE TERM 2 2024

Completed applications need to be received by Wednesday 29 May 2024 to be included in Term 2 claim.

Conveyance Allowance only applies to students attending the Woodleigh Campus located at Langwarrin South and students attending the Penbank Campus located at Moorooduc. These families can get help with the cost of transporting their children to their nearest school or campus. The conveyance allowance is a contribution towards transport costs and is not intended to cover the full cost and is available to students travelling by public transport, private car and private bus.

The Victorian Minister for Education has amended the definition of the closest appropriate school/campus (Instrument of Specification). This may impact some of our families who have been unable to make a claim in the past or deemed ineligible.

Both Woodleigh School and Bayside Christian College are registered the same and classified as same type schools. Therefore, previously if you lived closer to Bayside Christian College you would have been deemed ineligible to receive the conveyance allowance. However, parents can now apply for consideration by providing a “signed letter” to the school because the closest school of the same denomination is not appropriate for their child. You must include your child’s name and demonstrate the below points:

- **The student does not belong to, or associate with, the school’s particular religion, or engage in religious activity associated with the school’s religious doctrines; and**
- **The relevant schools compulsorily require its students to engage in religious activity associated with that religion or religious doctrines.**

The Department of Education and Training will review individual applications on their merits. Please note that you must still meet the main criteria listed below.

Completed conveyance application forms must be signed by the parent or guardian (page 4) must and submitted to the School.

If you have previously submitted a form and there is no change to mode of transport or address details, you are not required to complete a new form for 2024.

New forms must be completed for students attending the School for the first time or existing conveyance allowance claimants who have a change of circumstances affecting eligibility. For example:

- o Moving residence or changing their mode of transport.
- o Changing schools/campuses. I.e. Penbank Campus to Woodleigh Campus

The Department of Education and Training’s main criteria for student eligibility is:

- The School attended is the nearest appropriate school. (or attach supporting letter as per above)
- The student resides more than 4.8kms from the school by the shortest practicable route.
- Students are of school age 5 – 18 years and enrolled at school for 3 or more days per week.

To apply for a conveyance allowance, parents are required to complete the appropriate forms.

1. Travel by contract bus: “Conveyance Allowance Application – Private Bus Travel”
2. Travel by myki bus: “Conveyance Allowance Application – Public Transport Travel”
Must provide prove of purchase i.e. copy of receipt or ticket.
3. Travel by car: “Conveyance Allowance Application – Private Car Travel” will need to be completed for each student, listing all students travelling in the nominated vehicle.

4. Combined travel: Each appropriate form will need to be completed as above, e.g. drive further than 4.8km to catch public transport (Private Car/Public Transport).

The School will lodge 4 claims a year (1 per Term) with the Department of Education and Training. The Department will reimburse the school and the allowance will be credited to your fee account in instalments.

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Contract Bus Reimbursement is determined on the basis of the shortest practicable route from the student's residence to the school and not the actual distance travelled in the bus.

Public Transport The cost of fares is fully refundable.

Private Car Reimbursement is made on the basis of the one-way distance travelled per vehicle and the number of students in that vehicle. Payment is made to the family operating the vehicle.

If you have any queries, please email conveyance@woodleigh.vic.edu.au.