

**NSW DEPARTMENT OF EDUCATION**  
**LIVING AWAY FROM HOME ALLOWANCE**  
**2017**  
**INFORMATION AND APPLICATION FORM**

**ABOUT THE ALLOWANCE**

The **Living Away from Home Allowance** provides assistance to families who must board their children away from home to access secondary education and who meet the criteria for the allowance. Secondary students (NSW 7–12) must be enrolled at either a government secondary school or a non-government school of preferred religion.

**PRE-CONDITIONS FOR ELIGIBILITY**

For a student to be eligible for this allowance, the following are essential conditions:

1. The student's home must be in NSW. The student's primary carer must be a permanent resident of NSW.
2. The student must be living away from home to attend an appropriate secondary school in NSW, QLD, SA, VIC, or the ACT. This provision allows students who live close to a state border to attend a school in an adjoining state.
3. The student must be following a normal secondary course of study at a government school or a registered non-government school.

**ENTITLEMENT**

The Living Away From Home Allowance has been set at \$2,048 for the 2017 school year. In addition, an allowance of \$471 is payable to all Year 11 and 12 students receiving the basic allowance and who are geographically isolated from the nearest government secondary school as set out in criterion 2.1.

The allowance is effective from the commencement of the year in which the application is received and is paid in two equal instalments, one in the first semester and one in the second semester of the year.

**Important Dates:**

- |                   |  |
|-------------------|--|
| 30 June 2017      | Applications for the full year payment are due by 30 June 2017. Applications received after 30 June 2017 and before 30 September 2017 will receive the second semester payment only. |
| 30 September 2017 | Applications for 2017 will not be accepted after 30 September 2017.  |

**APPLICATION FOR ALLOWANCE**

The form should be completed and forwarded to:

Living Away From Home Allowance  
Rural and Distance Education  
PO Box 717  
BATHURST NSW 2795

*For assistance telephone: (02) 6334 8070*

The Rural and Distance Education team in Bathurst must be notified within 14 days of any changes in family circumstances from those given in this application. **Failure to do this may cause the cancellation of the allowance.** Notification should be in writing to the address above or by email to [rde@det.nsw.edu.au](mailto:rde@det.nsw.edu.au).

**RENEWAL OF APPLICATION**

Where there is no change to the circumstances given in the original application, there is no need for the family to renew the application annually, unless specifically requested to do so by the Department of Education. **Family income will be reviewed when the student enters Year 9 and again in Year 11.**

## ELIGIBILITY CRITERIA

The basic criteria relate to income and distance. There is also provision for other circumstances to be considered. A summary is provided below. Examples of evidence to support your claim are provided in the application form.

### Section 1: Income

All applicants must meet this criterion.

To qualify in 2017, the family's adjusted income for the 2015/2016 financial year must not exceed \$66,775

An example of how to calculate your adjusted family income is given on page six of the application.

Taxation assessment notices for income or Centrelink statements from the 2015/2016 tax year **must** accompany the application.

### Section 2: Distance

Applicants who satisfy the pre-conditions and income criterion may be eligible if any of the following apply.

- 2.1 Distance to the nearest government secondary school - The distance between the student's home and his or her nearest government secondary school is in excess of 48 kilometres by road each way or the travelling time required from the transport pick up point to the school exceeds 90 minutes each way.
- 2.2 Distance to a school of preferred religious denomination - The distance between the student's home and his or her nearest secondary school of preferred religion is in excess of 48 kilometres by road each way or the travelling time required from the transport pick up point to the school exceeds 90 minutes each way. This school must be of a specific religious denomination, not a non-denominational secondary school.
- 2.3 Distance from a government secondary school that offers agriculture at a senior level. The student is attending a NSW government agricultural high school specifically to study Agriculture through to the Higher School Certificate level. The student's residence must be more than 48 kilometres from a government secondary school that consistently offers Agriculture as a Higher School Certificate subject.

### Section 3: Other Circumstances

Applicants who satisfy the pre-conditions and income criterion may be eligible if any of the following apply.

- 3.1 One-parent family - The student is from a one-parent family and the parent is required to work and so cannot provide adequate supervision of the student before and after school hours.
- 3.2 Medical - It is established that it is essential to the management of the student's medical condition that he or she lives away from home.
- 3.3 Impassable roads - It is very likely that the student will not have reasonable access to an appropriate government school or school of preferred religion on at least 20 days of the school year because of impassable roads (refers to public roads only).
- 3.4 Change of place of residence when student is in Year 12 - The parents change their place of residence when the student is in Year 12 and it is considered undesirable that the student change schools during the year.

LIVING AWAY FROM HOME ALLOWANCE (LAFHA) 2017

APPLICATION FORM

INFORMATION ABOUT THE STUDENT

All applicants to complete these details

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Date of Birth \_\_\_\_\_ School Attended in 2016 \_\_\_\_\_

Home Address \_\_\_\_\_

State \_\_\_\_\_ Post Code \_\_\_\_\_

Postal Address (if different from above) \_\_\_\_\_

School the student will be attending in 2017:

School Name \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Post Code \_\_\_\_\_

Student's Boarding Address for 2017 if different from above

Address \_\_\_\_\_

State \_\_\_\_\_ Post Code \_\_\_\_\_

Please circle the school year the student is in for 2017 - Year 7 8 9 10 11 12

Name and address of the **nearest government secondary school** to the student's home address:

Name of Government School \_\_\_\_\_

School Address \_\_\_\_\_ Post Code \_\_\_\_\_

Distance by road **directly** from home address \_\_\_\_\_ kms

## INFORMATION ABOUT THE STUDENT'S PARENT(S) OR CARER(S)

All applicants to complete these details

Surname (parent 1) \_\_\_\_\_

Given Name (s) \_\_\_\_\_

Title: Mr. Mrs. Miss. Ms.

Surname (parent 2/partner) \_\_\_\_\_

Given Name (s) \_\_\_\_\_

Title: Mr. Mrs. Miss. Ms.

Residential Address \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address (if different from above) \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Home Telephone No ( ) \_\_\_\_\_ Work Telephone No ( ) \_\_\_\_\_

What is the name of the local town/city that you most frequently visit to purchase household supplies -

Town \_\_\_\_\_

Distance from your home to this town/city \_\_\_\_\_ kms

What is the name of the road (or roads) that you would normally use to access this town/city -

Road \_\_\_\_\_

Please provide your rural address number (RAN) if known

RAN \_\_\_\_\_

**PLEASE PROVIDE A MAP SHOWING YOUR LOCATION eg A GOOGLE MAP, which clearly indicates the distance in kilometres**

### PRIVACY STATEMENT

The personal information provided on this form, *Living Away from Home Allowance 2017* is being collected for the purpose of processing applications for the NSW Secondary Students Living Away from Home Allowance to support students required to board to attend an appropriate secondary school. It will be used by staff of the Department of Education for matters relating to the processing of applications. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the Department's ability to give appropriate consideration to your application. This information will be stored securely. You may access or correct any personal information provided by contacting the Rural and Distance Education office.

**SECTION 1 – INCOME TEST**  
all applicants to complete these details

Calculating Adjusted Family Income

In 2017 the Adjusted Family Income threshold has been set at \$66,775

**Adjusted Family Income** is the combined taxable income from all sources in the 2015/2016 tax year, of each person who will contribute to the maintenance and upkeep of the student in 2017, less \$1,725 for a dependent spouse and \$1,272 for each dependent child (where applicable). If you have a question about this, please contact the Allowances Officer on telephone (02) 6334 8075.

Your taxable income is the figure advised in the **Notice of Assessment** issued by the **Australian Taxation Office**. The Notice of Assessment is normally attached to the tax refund cheque or is the form that advises you of any amount you owe the tax office.

***This Notice must be included with your application.***

**Averaging of income**, as allowed by the Australian Taxation Office is **NOT** acceptable for the calculation of adjusted family income. You must include the actual income received in the relevant financial year, prior to the deduction of a previous year's losses. Centrelink payments are taxable and need to be included as income.

**Separated, divorced or single parents** must disclose any maintenance or child support payments received from a spouse, former spouse or other parent of the student as well as any defacto/partnership incomes. These amounts must be included in the family income before any deductions are made.

**Any other income** (e.g., extraordinary circumstances payments or investment income) which are included in a tax return must be declared.

**Dependant Children – Please insert details of dependent children**

Surname	Given Name	DOB	School attending 2017 (If applicable)	Receiving LAFHA in 2017
				Yes, No or NA
				Yes, No or NA
				Yes, No or NA

**Request for Assessment on Current Year's Income**

Where particular circumstances mean that it would not be appropriate for us to consider the family's 2015/2016 income (for example, where you know the 2016/2017 income will be significantly lower than 2015/2016), you may apply on the basis of the current year's income.

Documentation required:

- a) tax assessments for the 2015/2016 financial year, plus
- b) a letter from your accountant stating your anticipated taxable income for 2016/2017. Please note that a student in their final year of schooling would **not** receive the allowance under the current year's income provision. If you wish to use this option please tick the box below.

- I wish to be assessed on the current year's income. I understand that I will be required to repay any allowance received if my actual income for the current year exceeds the threshold and my child is not eligible for the allowance in his/her final year of schooling.

If you have a question, please contact the Allowances Officer on telephone (02) 6334 8075.

**The worksheet below is to be completed by all applicants**

Copies of taxation documents or Centrelink statements that show how you have calculated the Adjusted Family Income of all categories **MUST** be attached to help in processing your application.

<b>Taxation Notice of Assessments <i>must be attached</i></b>	<b>Worksheet</b>	
	<b>An example</b>	<b>For your use</b>
<b>Taxable income from ALL sources</b>		<b><i>This must be completed</i></b>
Person 1	\$46,554	\$ .....
Person 2	\$20,069	\$ .....
Other income including any additional payments e.g., child support payments, etc:	\$ 400	\$ .....
Total family taxable income (1)	\$67,023	\$ .....
<b>Subtract deductions as applicable</b>		
Dependent spouse @ \$1,725	N/A	\$ .....
Dependent child or children @ \$1,272/child	(4 children) \$5,088	\$ .....
Total deductions (2)	\$5,088	\$ .....
<b>Adjusted Family Income (1 minus 2)</b>	<b>\$61,935</b>	<b>\$ .....</b>

**SELECTING THE RELEVANT CRITERIA OF ELIGIBILITY**

The student is claiming eligibility on the following grounds (tick the one which applies):

- 2.1 Distance to the nearest government secondary school
- 2.2 Distance to a school of preferred religious denomination
- 2.3 Study of agriculture
- 3.1 One-parent family
- 3.2 Medical condition
- 3.3 Impassable roads
- 3.4 Change of place of residence

The criteria are set out in more detail on page 2.

## SECTION 2 - ESTABLISHING YOUR ELIGIBILITY ON ONE OF THE DISTANCE CRITERIA

### 2.1: Distance to nearest government secondary school

I am claiming eligibility for the allowance because of distance to nearest government school

The distance by road **directly** from my home to the nearest government school is more than 48km

Distance is \_\_\_\_\_ kms

The normal time taken to travel from my home to the nearest government school is more than 90 minutes

Time taken is \_\_\_\_\_ mins

Is there a bus service from your home to the school named?

Yes

No

### 2.2: Distance to a School of Preferred Religious Denomination

Details of **nearest** secondary school of preferred religious denomination from your home

Name of school \_\_\_\_\_

Religious denomination of this school \_\_\_\_\_

Address of school, including suburb or town \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Distance from your home to this school is \_\_\_\_\_ kms

### 2.3: Study of Agriculture

Applications under this category will be considered where the student is attending a NSW government agricultural high school specifically because of an intention to study Agriculture at a senior level. The student's residence must be more than 48 kilometres from a government secondary school that consistently offers Agriculture as a Higher School Certificate subject. The Rural and Distance Education office will verify that appropriate courses in Agriculture are not available at a local school before approving the allowance.

Name of closest government secondary school \_\_\_\_\_

Distance from your home to that school \_\_\_\_\_ kms

## SECTION 3 - ESTABLISHING YOUR ELIGIBILITY ON ONE OF THE OTHER CIRCUMSTANCES CRITERIA

### 3.1: One-parent family

Applications under this category will be considered where it is established that the student's sole carer is required to work and so cannot provide adequate supervision of the student before and after school hours.

To support your application, a Statutory Declaration is to be attached, signed by the sole carer, setting out a) why supervision cannot be arranged; and b) that the carer is not in any current relationship.

A Statutory Declaration is attached: Yes

### 3.2: Medical condition

Applications under this category will be considered where it is established that it is essential to the management of the student's medical condition that he or she lives away from home. Please attach a letter or certificate from a relevant medical practitioner stating that this is the case, and the period of time that the student will need to be away from home.

Medical documentation is attached: Yes

### 3.3: Impassable roads

Applications under this category will be considered where the student does not have reasonable access to an appropriate government school or preferred denominational school at least 20 days of the school year because of impassable roads. (Refers to public roads only.)

Please give brief particulars of the road concerned and how you are affected by it.

---

---

Applications must be supported by documented evidence (e.g., from the local council).

Evidence is attached: Yes

### 3.4: Change of Place of Residence

It is a condition of the Allowance that the Department is advised of any change in the family's place of residence during any school year. Applications under this category will be considered only where the student is in Year 12 and the student's parents or carers have changed their place of residence to a location that is more than 48km from the student's current school or the student's travelling time to the current school would exceed 90 minutes each way.

To support your application, please supply the following information:

Family's residential address before the relocation \_\_\_\_\_

Family's new residential address \_\_\_\_\_

Date of the relocation \_\_\_\_\_

Name of student's current school \_\_\_\_\_

Distance from the family's new location to the student's school \_\_\_\_\_

**PAYMENT INSTRUCTIONS:**

Please nominate where the payment is to be directed (A or B)

**A) TO THE PARENT/CARER - either by direct deposit or cheque payment**

**Direct Deposit to Bank:** (please ensure ALL these details are completed to enable prompt payment)

Please write clearly

Account Name \_\_\_\_\_

BSB \_\_\_\_/\_\_\_\_ Account Number \_\_\_\_\_

Name of Bank/Building Society/Credit Union \_\_\_\_\_

Branch Name: (Town/City): \_\_\_\_\_

Signed: \_\_\_\_\_

Account holder

**or**

**Payment by cheque:** Mr Mrs Miss Ms Other

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Address \_\_\_\_\_

Town or Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact telephone numbers (include STD codes) \_\_\_\_\_  
day after hours

**OR**

**B) TO THE SCHOOL/HOSTEL**

Title (e.g. Secretary, Bursar) \_\_\_\_\_

School or Hostel Name \_\_\_\_\_

Address \_\_\_\_\_

Town or Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact telephone numbers (include STD codes) \_\_\_\_\_  
day after hours

**I AUTHORISE PAYMENT AS NOMINATED ABOVE (parent/carer to sign)**

Parent/carer signature \_\_\_\_\_

Date: \_\_\_\_\_

## COMPLETION OF DOCUMENTATION

Please ensure that all relevant sections are completed fully to avoid delays in processing payment.

The following checklist is provided to assist you in completing the application

- All relevant sections are completed.
- The payment details have been completed.
- Taxation documents are attached. (Copies of taxation documents or Centrelink statements that show how you have calculated the Adjusted Family Income **MUST** be attached to your application).
- Additional information has been attached to support the application as necessary.
- The principal of the school the student is attending in 2017 has signed the Principal's Certification (back page) and it is attached to the application.

## PARENTS' DECLARATIONS

This section must be signed by the parents or carers

- (1) I/We am/are responsible for the student's education fees and boarding fees
- (2) I/We am/are responsible for the full support of the student
- (3) I/We will inform the Rural & Distance Education office (PO Box 717, Bathurst) within 14 days of changes to any of the information given on this application during the period for which the allowance is approved.  
In particular, the office must be notified of any of the following:
  - the family taxable income exceeds the means tested amount
  - the student transfers to another school
  - the parents' place of residence changes
  - the parent in a one-parent family remarries or re-partners
  - a student in Year 11 or 12 who previously received the allowance based on criteria other than the isolation factor is eligible to claim the additional allowance for students who are geographically isolated.
- (4) If I/we have asked to be assessed on the current year's income, I/we undertake to repay any allowance received if actual income for the current year exceeds the estimate, and will provide taxation documentation to the Rural & Distance Education office every year my child is eligible for the allowance.
- (5) The information on this application is true and accurate in all respects.

Parent(s)/Carer(s) \_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

Parent(s)/Carer(s) \_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date        /        /2017

**NSW DEPARTMENT OF EDUCATION**  
**LIVING AWAY FROM HOME ALLOWANCE 2017**

**SCHOOL PRINCIPAL CERTIFICATION**

Please obtain the principal's certification of the school your child is attending in 2017 and attach it to your application before you send it in.

**PRINCIPAL'S CERTIFICATION**

I certify the student named below has enrolled and is attending this school in 2017 for a course of study leading to the Higher School Certificate.

Student's Full Name \_\_\_\_\_

in Year (for 2017) \_\_\_\_\_

of (student's home address) \_\_\_\_\_

State \_\_\_\_\_ Post Code \_\_\_\_\_

\_\_\_\_\_  
Principal's Name (please print)

\_\_\_\_\_  
Principal's Signature

School Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_