

# Toronto High School

## STUDENT ASSISTANCE SCHEME

### POLICY

(To be read in conjunction with DEC associated policies)

#### 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:

ITEM	LIMIT
School Uniform	50% of cost up to a maximum of \$50/ student/ year
School Shoes	\$50/ student/ year
Excursions	20% of cost of excursion up to a maximum of \$50/ student/ year
Subject Fees	20% of the cost of the course
Sporting Competitions or Representing The School at State or National Level	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.
An overall limit of \$100/ student/ year applies to all the SAS funding.	

# INSET CURRENT LOGO

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*):

<input type="checkbox"/>	Uniform	<input type="checkbox"/>	Shoes	<input type="checkbox"/>	Subject fees
<input type="checkbox"/>	Sport fees	<input type="checkbox"/>	Excursion	<input type="checkbox"/>	Other (attach Letter)
<input type="checkbox"/>	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: \_\_\_\_\_

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

## 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....