

Application for Education Assistance - School Students at the Gaining Location

- Education Assistance provides tuition assistance or therapy for a member's dependant child attending a primary or a secondary school following a posting to a new location.
- [PACMAN Volume 2, Chapter 8, Part 4](#) refers.

Instructions for completion *(This page must be submitted with your application)*

1. Complete 'Part A - Member's details' and 'Part B - Student's details'.
2. School principal or classroom teacher to complete 'Part C - Certification'. Member or applicant to sign.
3. CO/OC to complete 'Part D - CO/OC recommendation'.
4. REDLO to complete 'Part E - REDLO approval'.

Important information - please read

Complete the form *(Either AD 301 or AD 301-1)* appropriate to your circumstances. To assist you in identifying which form you need to complete, please complete the checklist below. Assistance is available if required from REDLO.

Note: Where invoices and receipts are required, the member must obtain legible invoices and receipts from the provider of the service *(eg Accredited organisation, qualified teacher or therapist)* indicating the period of tuition, subjects and costs incurred.

Circumstances that require discretionary approval by REDLO

If you meet any or all of the criteria below, please complete form AD 301-1 - *Application for Education Assistance - School Students at the Gaining Location*. If the criteria below are not applicable, you may be eligible for education assistance under standard provisions which can be approved at unit level *(Refer to form AD 301 - Application for Education Assistance - School Students at the Gaining Location (For consideration by CO/OC))*.

Does your child meet any of the criteria below? *(Please tick appropriate box(es) as applicable):*

- Local approval has been given for tuition and/or therapy for up to 14 weeks. However, this period has been insufficient to reduce to a reasonable degree the disruption to the child's education resulting from the change of schools on posting. A further period of tuition and/or therapy, for up to 14 weeks, is being sought.
- The child requires additional tuition but is unable to be completed within 18 calendar months since he or she was enrolled at the new school.
- Private school services are being sought for a child with special needs in accordance with Clause 8.4.12.
- Other special circumstances apply *(Attach details)*.

If you answered 'Yes' to any or all of the above criteria, your Application for Education Assistance must be approved by REDLO.

General guidance for submitting discretionary approvals

Applications for approval under discretionary provisions of [PACMAN Volume 2, Chapter 8](#) require additional information. As a guide, the following checklist should be completed and relevant statements and/or documents forwarded through unit administration staff or the relevant customer service centre to the REDLO at the member's posting location with the member's application.

- Member's supporting statement addressing the relevant aspects of the child's criteria selected above, must be attached.
- A current statement from an appropriately qualified person at the dependent's school must be attached.
- A request for a special needs child to attend a non-government school application must provide sufficient evidence to support all factors that the approving authority is required to consider.

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Part A - Member's details

Employee ID	Service number <i>(If applicable)</i>	Rank	Family name	Initials
Unit	Posted from <i>(Old unit)</i>	Posted to <i>(New unit)</i>	Date of posting	

Part B - Student's details

Child's name			
Name of school attended at old location			
Suburb or city			State
Name of new school			
Current school year	Suburb or city	State	Date commenced

Part C - Certifications

School principal or classroom teacher		
School principal or classroom teacher's name		
Name of school		
I certify that _____ is in year _____ and requires private tuition in the following subjects or areas:		
List subjects requiring private tuition <i>(Supporting documentation from the school is attached)</i>		
School's stamp	Principal or classroom teacher's signature	Date
Member I certify that the details I have provided are correct and that I have attached all necessary documentation.		
Member or applicant's signature	Printed name	Date

Part D - CO/OC recommendation

Education Assistance is recommended.

Yes No ➔ If 'No', state reason

Signature	Printed name	Rank or title	Appointment	Date
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Action complete

Part E - REDLO approval

Payment of Education Assistance is approved.

Yes No ➔ If 'No', state reason

Signature	Printed name	Rank or title	Appointment	Date
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Action complete

Completed application and supporting documents are **to be forwarded through unit administration staff or the relevant customer service centre** to the Regional Education Liaison Officer (REDLO), Defence Community Organisation, in the member's posting location, for consideration. REDLO addresses are as follows:

Regional Education Liaison Officer New South Wales Defence Community Organisation Level 3, Defence Plaza 270 Pitt Street SYDNEY NSW 2000	Regional Education Liaison Officer Tasmania Defence Community Organisation Anglesea Barracks Davey Street HOBART TAS 7000	Regional Education Liaison Officer South Australia Defence Community Organisation Health Centre Keswick Barracks KESWICK SA 5035
Regional Education Liaison Officer ACT/WAGGA Defence Community Organisation Ground Floor 21 Napier Close DEAKIN ACT 2600	Regional Education Liaison Officer South Queensland Defence Community Organisation Brisbane Mail Room Gallipoli Barracks ENOGGERA QLD 4052	Regional Education Liaison Officer Western Australia Defence Community Organisation 23 Chalgrove Avenue ROCKINGHAM WA 6168
Regional Education Liaison Officer Victoria Defence Community Organisation 1st Floor Defence Plaza 661 Bourke Street MELBOURNE VIC 3001	Regional Education Liaison Officer North Queensland Defence Community Organisation Townsville MILPO Lavarack Barracks TOWNSVILLE QLD 4813	Regional Education Liaison Officer Northern Territory Defence Community Organisation 3 Tybell Street WINNELLIE NT 0820

REDLO will respond via minute, to member's unit advising outcome and procedures to be followed for payment.