

# Application for Education Assistance - School Students at the Gaining Location

For consideration by CO, OC or REDLO

- 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. Approving authority to complete 'Part D - CO, OC or REDLO approval'.
4. If approved, return completed form to member for submission with receipts to unit administration staff or the relevant customer service centre.
5. Member will be reimbursed on production of receipts.

## 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 the Regional Education Liaison Officer (REDLO), Defence Community Organisation.

**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 where CO, OC or REDLO can approve

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

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

- The child has not attained or is unlikely to maintain a sufficient standard in a subject or subjects, and requires additional tuition that the school is unable to provide *(Tuition for one hour per week, for up to 14 weeks in a previously studied subject, or for up to six months in a subject not previously studied but a subject at the new school)*. Tuition must be completed within 18 months of the child enrolling at school in the new location.
- The child is in Years 10, 11 or 12 and requires tuition in a subject that is essential to his or her career aims but is not provided at the new school. The subject or a directly related subject was provided at the child's former school *(Tuition for one hour per week for the duration of the school year)*. Tuition must be completed within 18 months of the child starting study at the new school.
- The child requires a therapy service that cannot be provided at the school. This service is critical to the educational progress of the child. Member must be recognised as member with dependant(s) with special needs.
- An assessment is required of the child's special need in order to develop an appropriate educational program in the new location. The assessment cannot be provided by a government agency at the locality *(Reimbursement of the cost of assessment up to a specified maximum amount)*.

If you answered 'Yes' to any or all of the above criteria, your CO, OC or REDLO can approve this application for Education Assistance.

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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**

<b>School principal or classroom teacher</b>		
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		
School's stamp	Principal or classroom teacher's signature	Date
<b>Member</b>		
I certify that the details I have provided are correct.		
Member or applicant's signature	Printed name	Date

**Part D - CO, OC or REDLO approval**

Payment of Education Assistance is approved				
<input type="checkbox"/> Yes <input type="checkbox"/> No ➔ If 'No', state reason				
Signature	Printed name	Rank or title	Appointment	Date

Action complete