

CONVEYANCE ALLOWANCE

Conveyance Allowance only applies to students attending the Woodleigh Campus located at Langwarrin South and students attending the Penbank Campus located at Moorooduc.

Completed conveyance application forms signed by the parent or guardian must be submitted to the School.

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:

- Moving residence or changing their mode of transport;
- Changing schools/campuses. Ie 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.
Please note that due to both Woodleigh School and Bayside Christian College being registered the same they are classified as same type schools. Therefore, if you live closer to Bayside Christian College you are not eligible to receive a conveyance allowance.
- The student resides more than 4.8kms from the school.
- Students are of school age 5 – 18 years and enrolled at school for 3 or more days per week.

Under special circumstances, students may be granted a conveyance allowance to attend a school other than the nearest school. In all cases it is the responsibility of parents to attach supporting evidence from the nearest school.

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 ie 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).

Please note for Woodleigh Campus families: If you live within 4.8km of public transport (ie one of our myki buses) and choose to travel by private bus or car you will not be eligible to claim the conveyance allowance.

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.

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 are 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 contact Robyn Kent on 5971 6100 or email rkent@woodleigh.vic.edu.au.