

## Instructions for completing Secondary Assistance Applications

1. Download the Secondary Assistance Application form from [here](#).
2. Print and complete the form manually or electronically.
3. Complete the cardholder's information in the Concession Card parent/Guardian information section.
4. Completed the Centrelink Health Care Card or Pension Concession card or Veterans' Affairs Pensioner Card details in the Concession Card parent/Guardian details section.
5. Complete your Churchlands SHS student details for those listed on your card, please select the option to pay the Clothing Allowance to the school or to you, as the parent. We encourage payment of the Clothing Allowance to the school to pay your students Charges firstly and remainder to Contributions.
6. If you have elected the clothing allowance to be paid to you as the parent/guardian, please provide your banking details in the Bank account details section
7. Please complete the Parent/guardian declaration. If you have printed the application please sign and date. If you are completing this online please type/insert a signature and date and select the box confirming the form was completed electronically.
8. Please attach the completed form, in addition to a copy of the **back and front** of your concession card and email to [rmoores@churchlands.wa.edu.au](mailto:rmoores@churchlands.wa.edu.au). Would you please title the application "SAS – cardholder name".

Thank you for completing the form and we will process the Allowance(s) to your child's Contribution and Charges as soon as practicable.