



General instructions

- 1. This form is to be used when applying for transport assistance for English as an additional language or dialect (EAL/D) students. It is to be certified and submitted by the Principal Advisor, Education Services (PAES) or delegate.
2. EAL/D students are eligible for transport assistance to their approved intensive language unit (ILU), irrespective of distance.
3. Assistance is limited to a maximum period of 12 months from the initial date of enrolment in an approved ILU.
4. Principals have authority to grant a six month extension to a student's travel if required (refer section C).
5. A separate application must be completed for each student.
6. A new application must be completed when a student changes school or address.
7. Please print clearly and tick [x] where appropriate.
8. Failure to complete all details will delay the issue of a travel pass.
9. For assistance in completing this form please contact (07) 3813 8613.

Section A - Parent/guardian to complete

Information for parent/guardian

This application can take up to 10 working days to process, or longer if the form is not completed correctly.

Student identification is required to collect travel passes.

At the end of a student's 12 month period of assistance, principals may grant an extra six months of travel assistance if it is considered the student requires continued attendance at the ILU.

When the student is no longer eligible for assistance under EAL/D guidelines, they can apply for assistance under the School Transport Assistance Scheme. Forms are available from your local transport provider or online at www.translink.com.au.

Parent/guardian details

Title - please tick [x] Mr [] Mrs [] Ms [] Miss []

Family name

[Text input field for family name]

Given name/s

[Text input field for given name/s]

Principal place of residence

[Text input field for principal place of residence] Postcode

Postal address (if same write 'as above')

[Text input field for postal address] Postcode

Home phone number

[Text input field for home phone number]

Work phone number

[Text input field for work phone number]

Reason for making this application

New application [] Change of school []

Previous school attended

[Text input field for previous school attended]

First date of enrolment at the above school

[Date input field for first date of enrolment]

continued next column...

STIMS:

Change of address []

Previous address

[Text input field for previous address]

Last date at the address above

[Date input field for last date at address]

Parent/guardian certification

I certify that the information provided is true and correct.

I understand that assistance is limited to a maximum period of 12 months from the initial date of enrolment in an approved ILU.

I understand that I am required to complete a new application within seven days should there be any change in the information contained in this application. I understand that if a student loses their pass a new one can be obtained for a fee. It is further understood that the Department of Transport and Main Roads (TMR) reserves the right to withdraw travel assistance and recover monies paid if investigations show the student/s to be ineligible. I understand that persons who intentionally provide false information to obtain a benefit may be liable to a fine under section 149(3) of the Transport Operations (Passenger Transport) Act 1994.

In order to assess an applicant's ongoing entitlement to assistance, TMR will verify the student's personal details with the school attended and schools will disclose to TMR updated information for that purpose. By signing the certification below, I am authorising this exchange of information between TMR and schools.

Parent/guardian signature

[Text input field for parent/guardian signature]

Date

[Date input field]

Section B - Principal Advisor, Education Services (PAES) or delegate

Student details

Family name

[Text input field for family name]

Given name/s

[Text input field for given name/s]

Other names this student goes by

[Text input field for other names]

Department of Education enrolment number

[Text input field for enrolment number]

Male []

Female []

Year (grade)

[Text input field for year]

Date of birth

[Date input field for date of birth]

Name of the nearest ILU to student's residence

[Text input field for nearest ILU name]

What school/program will the student be attending?

[Text input field for school/program]

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First date of enrolment in this school/program

First date of enrolment in an ILU

Date from which transport assistance is needed

Temporary pass number

TransLink zones travelled (for example, zone 1 to zone 5)

Zone

Zone

 to

Principal Advisor, Education Services (PAES) or delegate

I certify that the information provided is true and correct.

Signature

Date

Name

Name of school/program

Contact phone number

Facsimile number

Section C - Approval of six month extension to travel assistance

Principal to complete

This section is to be completed by the principal to approve an extension of an additional six months travel assistance under EAL/D provisions.

Student details

Family name

Given name/s

Other names this student goes by

Department of Education enrolment number

Name of school/program this student is attending

Principal's certification

I certify that this student requires an additional six months of travel assistance as allowed under EAL/D transport provisions.

Principal's name

Principal's signature

Date

Please return this completed form to:

Department of Transport and Main Roads
Translink Division
PO Box 630
BOOVAL FAIR QLD 4304
Fax: 07 2139 5082

Privacy statement: TMR collects the information on the form as authorised under the Transport Operations (Passenger Transport) Act for the purpose of assessing eligibility for assistance under the School Transport Assistance Scheme. These details are accessible by authorised department staff and may also be provided to Queensland Rail, TransLink and the Department of Education staff as required. Your and the student's personal details will not be disclosed by TMR to any other third party without your consent unless required to do so by law or for the purpose of the *Information Privacy Act 2009*. Some of the student's personal identification including name, school and current year level may appear on a travel pass created and issued at the request and discretion of Translink.

Student's name

Departmental use only

Approved

Start date

Finish date

End date 12 month enrolment

Route number

Zones

Zone _____ to Zone _____

Number of zones

Pass sent

Not approved

Reason and action taken

Six month extension: Approved Not approved

End date six month extension

Approving officer's certification

I have assessed this application in accordance with approved school transport policies and procedures and certify that the student is entitled to the level of assistance granted.

Officer's signature

Date

Input officer's certification

I have reviewed travel details on the application with details recorded in STIMS and confirm the student is not receiving assistance for the same journey/s approved on this application. Appropriate details have been accurately recorded in accordance with the STIMS user manual.

Officer's signature

Date