

ACT Education Directorate Future of Education Student Equity Fund

Application completion checklist

This checklist has been developed to assist applicants and support persons to complete applications to the *Future of Education Student Equity Fund* accurately, to prevent delays in processing payments.

Health Care Card and Pensioner Concession Card		
1.	Have I attached both sides of my <i>Health Care Card</i> or <i>Pensioner Concession Card</i> ?	<input type="checkbox"/>
2.	Is my <i>Health Care Card</i> or <i>Pensioner Concession Card</i> eligible and currently valid? Note: HCCs endorsed 'FO', 'CD', 'MO', & 'DSP Blind' are not eligible. Medicare or health insurance cards are also not acceptable evidence of low-income status.	<input type="checkbox"/>
3.	Are all required details, i.e., dependants, signature, expiry date, and endorsement code, visible on my <i>Health Care Card</i> or <i>Pensioner Concession Card</i> ? Note: All dependants you are claiming for must be listed on your card. If they are not, you will need to provide a different card or alternative proof of dependency.	<input type="checkbox"/>
4.	Does the address on my <i>Health Care Card</i> or <i>Pensioner Concession Card</i> match the address on my application? Note: If not, you will need to provide alternative proof of home address, e.g., driver's license, electricity bill, etc.	<input type="checkbox"/>
Applicant and dependant details		
5.	Are all of mine, my dependant's, and [if relevant] my partner's details input correctly? Note: Check for typos in names, date of births, school year levels, addresses, etc.	<input type="checkbox"/>
6.	Have I made the appropriate selections throughout the application? For example, have I chosen the correct school category, i.e., preschool, primary, etc.?	<input type="checkbox"/>
7.	Is my child attending school this year or are they enrolled to start next year (2025)? Note: If they are starting in 2025, they are not eligible for payment in 2024.	<input type="checkbox"/>
8.	Am I sure my child/children's school have the most up-to-date details in their records, i.e., our home address, caring arrangements, etc.? Note: If not, you will need to contact your school and update your details to be approved for payment (unless experiencing extenuating circumstances).	<input type="checkbox"/>
9.	Are my bank details correct?	<input type="checkbox"/>
Providing alternative proof of low-income status		
10.	Am I living with a partner/spouse and have shared parental responsibility for a dependent student/s? Note: If so, you will need to provide equivalent financial evidence for both partners, as the fund's assessment process will consider your couple-combined income.	
11.	Have I provided the required financial evidence? <ul style="list-style-type: none">• Australian Taxation Office Notice of Assessment• Payslips indicating your income for the past 8 weeks.	
12.	If I am applying with my partner using our combined coupled- income, have we provided equivalent financial evidence for both partners?	<input type="checkbox"/>
13.	Have I provided proof of my home address, e.g., driver license, electricity bill, etc.?	<input type="checkbox"/>