

Monday, 12th January, 2009

201 Forest Street, Wendouree
Victoria 3355 Australia
TELEPHONE +61 (03) 5339 1191
FACSIMILE +61 (03) 5338 0991
EMAIL bgs@bgs.vic.edu.au
WEB www.bgs.vic.edu.au

Dear Parents,

Re: Travel Conveyance Allowance

I am writing to advise you of the arrangements for the Travel Conveyance Allowance for 2009.

The Travel Conveyance Allowance is available to Victorian families who live more than 4.8 km radial distance from Ballarat Grammar, to help with the costs of transporting students to school.

Claims can be made for various forms of transport. Included are, public transport (bus and train), private bus and private car.

The claim is not available to students who bypass a nearer denominational school (this includes multi/inter-denominational schools).

To be eligible to claim the Allowance the student must:

- be enrolled at a primary or secondary school and be aged between 5 and 21 years.
- live more than 4.8km radial distance from the School;
- a student is ineligible for a Conveyance Allowance if there is a nearer denominational school (or multi/inter-denominational school) than the school attended;
- a private car or public transport allowance cannot be claimed if the journey could have been made using a free school or government contracted bus;
- students must use the most economical mode of transport between home and school.

Parents/Guardians are responsible for notifying the School of any change to the information noted on the Application for Conveyance form.

It is the responsibility of the Parent/Guardian to verify the information provided on the form if asked by the School or the Department of Education and Early Childhood Development. You may be asked to provide a scaled map to validate the claim.

An application by a Parent/Guardian placed in previous years is no longer valid. A new form must be completed for each student wishing to make a claim for the 2009 school year.

All applications for Semester 1 must be received by Friday, 6th February, 2009.

Please contact Donna Hateley in our Administration Office on (03) 5338 0965 should you require any further information.

I hope the new and improved benefits provided by the Travel Conveyance Allowance helps you in meeting the costs of a new school year.

Yours sincerely,



Peter Hunt MBA, FPNA, GAICD, AIMM, JP
Business Manager



Tips to Completing Travel Conveyance Forms

General Notes

- One form per student for each claim.
- Students in the Junior School who travel on the Grammar School bus do not need to complete a form.

Bacchus Marsh, Blackwood, Myrniong, Greendale, Dales Creek & Newbury

- Complete all sections of the Public Bus Form (blue form).
- New students to Ballarat Grammar must have a letter from Overnewton Anglican Community College stating there are no positions available.
- Students who travel more than 4.8 km's to the bus can also claim using the Private Car Form (gold form) Section A, B, C & D.

Daylesford Area

- Complete sections A, B, C & D of the Private Bus Form (green form).
- Students who travel more than 4.8 km's to the bus can also claim using the Private Car Form (gold form) Section A, B, C & D.

Ballarat Area

- Students travelling by public transport should complete all sections of the Public Bus Form (blue form).
- Students who travel on the free bus service are NOT eligible to claim Travel Conveyance. However private car can be claimed if they travel 4.8kms or more to the bus.

Maryborough/Clunes

- Students travelling from Maryborough are NOT eligible to claim Travel Conveyance.
- Students travelling from Clunes are NOT eligible to claim Travel Conveyance as there is a free bus service operating.

*Travel Conveyance is only available to students who reside in Victoria.