

# Special Circumstance Adult Student Bus Pass Guidelines and Application

Form ID: PT602-7 (11/20)

## What is a special circumstance adult student bus pass?

A special circumstance student bus pass provides eligible adult students with discounted or free travel on one or more fare charging bus services. Discounted or free travel applies between 6:00 am and 7:00 pm on school days.

## Who can apply?

- Full-time students (600+ hours per year) enrolled at an education facility recognised by the Department of Education;
- aged 18 or older at 1 January in the year of study; and
- studying at a level that is no higher than is offered to any year 11 or 12 student at a senior secondary college;

**AND** have not had the opportunity to complete the equivalent of two years post year 10 study due to circumstances beyond their control, including:

- delayed entry at the start of schooling life;
- interrupted education progress due to disability, illness, family circumstances, frequent changes to school, or other circumstances;
- the time required to complete two equivalent years of post year 10 training and education has been extended because of disability;
- late completion compared to other students in their age group due to initial overseas or interstate enrolment; or
- humanitarian entrant status.

## Am I eligible for free travel?

Students may also be eligible for free travel to and from school if they are the holder of a current concession card, or are listed as a dependant on somebody else's card.

Accepted concession cards are:

- Health Care Card
- Pensioner Concession Card
- Department of Veterans' Affairs Pensioner Concession Card.

## Do not use this form if:

- in the year of study you are aged under 18 at 1 January;
- you are enrolled in a short course or part-time education;
- you have already completed two years of post year 10 study;
- you are enrolled in a course level higher than year 11 or 12, or equivalent;
- you are enrolled at an education facility not recognised by the Department of Education; or
- you have already been approved for free travel but your pass is lost, stolen, damaged or your details have changed - you will need to complete the [Replacement Student Bus Pass for Free Travel Application](#).

## How do I apply?

Complete sections 1 to 7 of this application form:

- **Section 4: Concession Card Details** will need to be completed by the concession card holder if you are applying for free travel.  
**You will also need to attach a copy of the concession card to this application.**
- **Section 6: School Details** must be completed by the Principal, Assistant Principal or Student Coordinator of the education facility. A letter on the official letterhead must also be supplied that states the following information about the student:
  - » name and date of birth
  - » enrolment details
  - » the reason beyond the student's control, for not previously being able to attend two years of post year 10 study.

Submit this application with attachments by:

- **email:** [bus.passes@stategrowth.tas.gov.au](mailto:bus.passes@stategrowth.tas.gov.au) **OR**
- **mail:** Passenger Transport, GPO Box 1242, Hobart TAS 7001

## What happens next?

Applications can take up to four weeks to process. Once processed you will receive a letter advising you of the outcome of your application.

**IMPORTANT** - Applications must be submitted by 31 August of the current school year or they cannot be accepted.

## Section 1: Student Details

|                                       |              |             |
|---------------------------------------|--------------|-------------|
| Title                                 | Family name  | Given names |
| Date of birth                         | Phone number | Mobile      |
| Email address                         |              |             |
| Residential address                   |              |             |
| Suburb or town                        |              | Postcode    |
| Postal address (if not same as above) |              |             |
| Suburb or town                        |              | Postcode    |

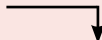
## Section 2: Travel Details

**List all bus services travelled on in the AM and PM:**

|        | From (suburb) | To (suburb) | Bus operator |
|--------|---------------|-------------|--------------|
| 1st AM |               |             |              |
| 2nd AM |               |             |              |
| 1st PM |               |             |              |
| 2nd PM |               |             |              |

## Section 3: Eligibility

Indicate the circumstances beyond your control which prevented you from having the opportunity to complete two years of post year 10 study:

- Delayed entry at the start of your school life.
- Time required to complete two equivalent years of post year 10 training and education has been extended because of disability.
- Late completion compared to others in your age group due to initial overseas or interstate enrolment.
- Humanitarian entrant status.
- Interrupted education progress due to:
  - disability
  - illness
  - family circumstances
  - frequent changes to school
  - other circumstances (further details must be provided) 

## Section 4: Concession Card Details (only complete if applying for free travel)

This section must be completed by the concession card holder:

- If the student in section 1 has their own concession card they must complete this section.
- If they are not the primary concession card holder, for example they are listed as a dependant, this section must be completed by the card holder who receives the Family Tax Benefit for the student.
- A copy of the concession card must be attached to this application.

### Select your concession card type:

Health Care Card

Department of Veterans' Affairs Pensioner Concession Card

Pensioner Concession Card

### Provide your Centrelink Customer Reference Number (CRN) or Department of Veterans' Affairs (DVA) file number:

CRN - - - OR DVA file number

A CRN is 9 numbers and 1 letter - do not use your Medicare card number

### If you, as the card holder, are not the student, provide details:

Title Family name

Given names

Date of birth

### Complete the customer consent:

I, , authorise:

- the Department of State Growth (the department) to use Centrelink Confirmation eServices to perform a Centrelink or Department of Veterans' Affairs enquiry of my Centrelink or Department of Veterans' Affairs customer details and concession card status to enable the department to determine if I qualify for a concession, rebate or service, and
- Services Australia (the agency) to provide the results of that enquiry to the department.

I understand that:

- The agency will disclose personal information to the department including my name, address, payment type, payment status, number of dependent children, and concession card type and status, to confirm my eligibility for a special circumstance adult student bus pass.
- This consent, once signed, remains valid while I am a customer of the department unless I withdraw it by contacting the department or the agency. I can get proof of my circumstances or details from the agency and provide it to the department so my eligibility for a special circumstance adult student bus pass can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances or details, I may not be eligible for a special circumstance adult student bus pass provided by the department.

Card holder signature

Date

## Section 5: Advocate Details (if applicable)

This section allows you to nominate someone to provide assistance with your application, respond to questions, and act on your behalf.

Title Family name Given names

Job title Organisation

Relationship to applicant Phone number

Email address

Address

Suburb or town

Postcode

Complete sections 6 and 7 on the next page →

## Section 6: School Details

This section must be completed by the Principal, Assistant Principal, or Student Coordinator only. A letter explaining the special circumstances and providing the additional information required, as detailed in the guidelines, must be attached.

What is the name of your educational facility?

Is this the first or second year of post year 10 study?      first year                      second year

I confirm that: Yes      No

- The student is enrolled full time (600+ hours per year) and the course runs for the full school year.
- The course level is equivalent to, or lower than that offered at year 11 or 12.
- The student has not completed two equivalent years of post year 10 education or training.
- The student satisfies one or more of the eligibility criteria.
- I have attached a letter in support of this application.\*

### School representative declaration

I declare that the information I have attached to this application is correct, and I authorise officers of the Department of State Growth to conduct any verification checks deemed necessary.

Principal / Assistant Principal / Student Coordinator name

Phone number

Email address

Signature

Date

**\*If a letter of support is not attached, this application cannot be approved.**

## Section 7: Student Declaration

I declare that the information I have given is correct and I authorise officers of the Department of State Growth to conduct any necessary checks to verify the information I have supplied.

Signature

Date

Name

Pass number

Entered by

ID number

Date

office use only

### Personal Information Protection Statement

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the [Personal Information Protection Act 2004](#).

The personal information collected here will be used by State Growth for the purpose of assessing eligibility for student concession travel programs, for cross-checking eligibility for other travel assistance, and for managing participation in travel assistance programs where relevant.

Failure to provide this information may result in your application not being able to be processed or records not being properly maintained. State Growth may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law.

You have the right to access your personal information by request to State Growth and you may be charged a fee for this service.

## ENQUIRIES

Email [bus.passes@stategrowth.tas.gov.au](mailto:bus.passes@stategrowth.tas.gov.au)

Phone 1300 135 513