



Student Subsidised Travel Scheme

The Student Subsidised Travel Scheme (SSTS) provides travel assistance to school and tertiary students.

There are 2 main types of assistance:

1. a fares allowance which may be payable to students who live in the Defined Remote Area; and
2. a Road Travel Subsidy payable for students living anywhere within Western Australia.

To be eligible for either type of assistance, students must either be an Australian citizen or hold a permanent residency visa and meet certain eligibility criteria.

Students living in the Defined Remote Area (DRA) who attend school outside the DRA

A fares allowance is provided to those students living within the DRA who elect to attend a recognised school, college or university away from home.

The SSTS provides the following travel assistance between home and school by regular passenger transport (air, bus or rail):

- primary and secondary students with 4 return trips per calendar year;
- first year tertiary students, under 20 years of age, who **have not** previously accessed the SSTS, to receive 4 return trips per calendar year;
- first year tertiary students, under 20 years of age, who **have** previously accessed the SSTS, to receive 3 return trips per calendar year;
- all other tertiary students to receive 2 return trips per calendar year.

Free travel is limited to the cost of the fare of the most direct route between home and Perth. Any additional cost must be borne by the parents.

A special exemption is made for students attending agricultural colleges, School of Mines or other approved specialised education centre - these students are subsidised for the full journey.

A fares allowance is also provided to escorts of eligible students who are unable to travel alone due to a disability.

The following students living within the DRA **are not eligible** for the subsidy:

- 26 years of age or older;
- receiving Youth Allowance (applies to tertiary students only) or is an Abstudy approved boarder; or
- if only one parent lives in the DRA, and the student primarily resides with a parent in the town/city where he/she attends school/college.

If you are not eligible for assistance under the SSTS, contact Centrelink for transport assistance information.

School of Isolated and Distance Education

The Student Subsidised Travel Scheme entitles students attending the School of Isolated and Distance Education (SIDE) to 3 return trips to Perth during the 2 years of their post-compulsory study. Students can receive 1 return trip in Year 11 and up to 2 return trips in Year 12. Students must apply through SIDE for their travel entitlement.

Eligibility for the Scheme is based on satisfying **all** of the following criteria:

1. the student is dependent on their parents (ie does not have full-time employment);
2. the student lives with their parents;
3. the parents' home is situated within the DRA, as determined by the Scheme; and
4. the student must be studying at least 3 subjects with SIDE.



Student Subsidised Travel Scheme

Arranging Air Travel

1. Lodge an *Application for Student Subsidised Travel* form with the Department of Transport (DoT) **at least one month** prior to the date of travel to meet ticket terms and conditions. You may need to apply earlier if you will be using a 14-day advance purchase ticket.

Application forms must be mailed to DoT. **Faxed applications for travel will not be accepted.** Send completed application forms to DoT's Travel Subsidy Officer at the address on the bottom of this page.

2. Upon approval of the application, DoT will issue a travel voucher, which will be sent to the address provided on the application form.
3. As soon as the travel voucher is received, follow the procedures relevant to the airline the student will be travelling with (please see next page).

You must have a travel voucher before you can book travel under the Student Subsidised Travel Scheme.

4. Students travelling with e-tickets must check in at the airport with their student identification, which can be a student card with a photo or a letter from the school.
5. You are able to apply for the whole years travel vouchers at the start of the year allowing you to make all bookings well in advance, securing the dates you want to travel.
6. For further information about tickets, please contact the airlines.

Conditions of Air Travel

1. For travel by air, the student is entitled to an amount no greater than the minimum 14-day advance purchase ticket for the most direct route between the student's home and Perth.
2. The parents/traveller must pay any additional cost.
3. If all of the entitlements are not used before the end of the calendar year, they can not be carried over to the next year - **unused trips do not accumulate.**
4. Travel is subject to the availability of bookings with the airline.
5. If you choose to book and pay for your trip before applying for free travel, you may apply for reimbursement by sending a copy of your ticket and a completed *Application for Student Subsidised Travel* form to DoT's Travel Subsidy Officer.
6. If a booking is not available for the date specified on the travel voucher and you wish to change the travel date by more than one month, you should contact DoT's Travel Subsidy Officer on 9216 8759.
7. If a trip is cancelled, you must notify DoT immediately so the travel entitlement can be reinstated. Reinstatement of the travel entitlement will depend on the cancellation conditions of the booking.
8. The parents/traveller must pay any fees that result from cancelling or changing travel arrangements, or from not booking early enough. Additional costs can be paid by credit card over the phone to the airline.

It is important to apply for your travel at least one month before your proposed travel date.

You may need to apply earlier if you will be using a 14-day advance purchase ticket.



Student Subsidised Travel Scheme

Booking Travel with Qantas

Students will need to obtain a 14-day advance purchase ticket (fare code: V14ANO).

Travel on Qantas can be booked by contacting Qantas or any travel agent (subject to the travel agent accepting the Department of Transport (DoT) travel voucher).

1. To book travel directly with Qantas phone: **1300 368 115**
Do not contact General Reservations.
2. Advise the operator that you wish to book travel under the Department of Transport Student Subsidised Travel Scheme.
3. You will need to quote DoT's company profile number: **783 476**
4. You will also need to tell the operator DoT's travel voucher number, your contact details, the forward and return dates of travel and any other relevant information.
5. Write the booking number on the travel voucher and send it to:
Qantas Business Travel Centre (Domestic)
Qantas Airways
PO Box D166
PERTH WA 6840
6. Upon receipt of the voucher, Qantas will send you an itinerary/receipt.

Booking Travel with Skywest

1. Students will need to obtain either a 14-day advance purchase ticket or the relevant student fare.
2. Students travelling on Skywest services must book directly with Skywest by contacting:
Skywest
Phone: 9478 9999
3. Alternatively, fax the travel voucher, making sure you include your contact details, to:
Skywest
Fax: 9478 9955
4. Advise that you wish to book travel under the Department of Transport, Student Subsidised Travel Scheme.
5. You will need to quote DoT's travel voucher number, your contact details, the forward and return dates of travel and any other relevant information.
6. Write the booking number on the travel voucher and send it to:
Skywest Airlines
PO Box 176
CLOVERDALE WA 6985
7. Upon receipt of the voucher, Skywest will send you an itinerary/receipt.