



Dear Parents / Guardians,

Families may be eligible to claim a reimbursement for the costs of the Geelong Transit Student Pass (TSP) from the Department of Education and Training. **Eligibility refers to families residing more than 4.8km** by the shortest practical route within the closest zoned school according to Find My School <https://www.findmyschool.vic.gov.au/>

Claim for Reimbursement

Complete a Conveyance Application for permission to travel (Green form) and this reimbursement form then submit to the Administration Office, with an attached copy of the ticket purchase receipt. Bellarine Secondary College will then apply for a conveyance allowance reimbursement via DET on the families' behalf.

In order to process your Geelong Transit Student Pass (TSP) Conveyance Reimbursement, it would be appreciated if you could complete the form below and return it to either the Ocean Grove or Drysdale Administration Office at your earliest convenience. Reimbursements will be processed after we have received funds from the Department of Education.

Need Help? If you have questions or concerns relating to the reimbursement process, please email me at shae.dunstan@education.vic.gov.au

Regards,

Shae Dunstan
Bussing Co-ordinator.

Geelong Transit Student Pass (TSP) Conveyance Reimbursement for Eligible Students

Parent / Guardian Name: _____ Child's name: _____

Parent / Guardian Email Address: _____

**Please forward my Geelong Transit Student Pass (TSP) Conveyance reimbursement to me.
(Complete your bank details below)**

BANK DETAILS: BSB# _____ / _____ Account # _____ Account Name: _____

Ticket Receipt Amount: \$ _____

Parents / Guardians Signature _____

OFFICE USE ONLY

FAMILY CODE		STUDENT CODE	
STAFF NAME		STAFF NAME	
STAFF SIGNATURE		STAFF SIGNATURE	