

# Leaving School?

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1. Suggested Steps to Take
2. Youth Allowance
3. Health Care Card

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**Disclaimer:** This following information is meant as a helpful guide and has not been endorsed by Centrelink  
Before acting on this information, we strongly recommend you contact your Centrelink Office and Careers  
Coordinator to confirm the currency and accuracy of the information

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## Before You Leave School We Suggest You -

### (a) Meet with your Career Coordinator

Your Careers Coordinator can provide assistance before and after you leave school and/ or they can refer you to other people who can assist you

### (b) Obtain and read a free copy of the “2008 – 2009 School Leavers Guide” from:

- Your Careers Coordinator or
- The Banyule/Nillumbik LLEN ph: 9439 6522 or email [steveplant@bnllen.org.au](mailto:steveplant@bnllen.org.au) or
- The BNLLEN website [www.bnllen.org.au](http://www.bnllen.org.au)

### (c) Register with your Careers Coordinator for *On Track* support

If you register, you will be contacted in the future and offered assistance with your transition into work or further education.

### (d) Have a *School Exit Form* authorised to confirm the last day of enrolment.

The authorised ***School Exit Form*** will be necessary if you are seeking or are you are already receiving Youth Allowance

The School Exit Form is attached at the end of this document

The form must be completed and stamped by the school

*Note: You will have trouble getting the form authorised during school holidays so do this as soon as possible.*

### (e) Update your contact details on the school records.

Check at the school office to make sure they have your address, phone number, mobile phone number and email contact

If you are possibly going to change address, provide an alternative contact

### (f) Gather up important documents and put them in one place:

- Your MIPS Plan
- Your current resume
- References and referee details

### (g) Collect “Proof of identity” and keep the items safe:

- Birth Certificate or Extract of Birth
- Passport
- Other

### (a) Obtain a Tax File Number (TFN)

Your school can assist you to obtain this, otherwise obtain an application form from the Australian Taxation Office website [www.ato.gov.au](http://www.ato.gov.au). You will need a TFN when you get a job

### (h) Open a bank account

Shop around for an account without fees.

You will need a bank account if you work or receive government payments.

This account can also be used to confirm your identity with Centrelink.

You will also require a Tax File Number and proof of identity to open this account.

## After You Leave School We Suggest You -

### (a) Follow up with any actions described in your MIPS Plan. For example:

- Make an appointment with Centrelink
- Contact:
  - A Job Network Member
  - Youth Pathways Program
  - Group training Organisation
- Check job vacancies daily
- Keep in contact with your Careers Coordinator
- Apply for courses
- Advise the school of changes in your contact details
- Advise Centrelink of changes in your circumstance
- Follow up medical or other appointments

### (b) Make an appointment with Centrelink

- If you are receiving Youth Allowance, advise Centrelink when your circumstances change otherwise **you may incur a debt!**
- If you are not receiving Youth Allowance you should check your eligibility for Youth Allowance and / or a Health Care Card.

### (c) Register your intent to claim if you wish to receive Youth Allowance. This can be done:

- Online by accessing the Centrelink website [www.centrelink.gov.au](http://www.centrelink.gov.au)
- By Telephone 132490 - Youth and Student Services
- In person at a Centrelink Customer Service Centre

*Note: Knowing that you may be able to qualify for the Independent Rate of Youth Allowance may effect your decisions about when and if you choose to study*

*More details can be found by searching the Centrelink website [www.centrelink.gov.au](http://www.centrelink.gov.au).*

### (d) Collect evidence required for *Proof of Identity* and other documents prior to visiting Centrelink and if possible make photocopies of all documents

*Proof of Identity* requires the establishment of 100 points: This can be achieved for example using:

- Australian birth certificate 70 Points
- Australian Passport (current) 70 Points
- Bank statement or passbook 40 Points
- Current Medicare Card showing name 20 Points

Other documents which may be required include but are not limited to:

- Tax File Number or completed application
- Most recent bank statements; current at the date you contacted Centrelink
- Parental Income details and most recent tax returns

## Eligibility for Youth Allowance

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You may be eligible for Youth Allowance if you are:

- 16–20 years old and
  - studying or undertaking an Australian Apprenticeship full-time, or
  - looking for full time work or undertaking a combination of approved activities, or have temporary exemption from the participation and activity test requirements.
- 21–24 years old and studying or undertaking an Australian Apprenticeship full-time.
- If you turn 25 you can keep getting Youth Allowance until you finish your course or Apprenticeship.

### Did you know?

You may be eligible for Youth Allowance in some circumstances if you are 15 years old, and you are:

- considered [independent](#), and
- above the school leaving age in your State or Territory, and
- looking for work, studying or undertaking an Australian Apprenticeship full-time.

## Independence test for Youth Allowance

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If you apply for Youth Allowance, you will be assessed as either dependant or independent.

You are considered independent if:

- you have worked full-time (at least 30 hours a week) for at least 18 months in the last 2 years, or
- you have worked part-time (at least 15 hours a week) for at least 2 years since leaving school, or
- you have been out of school for at least 18 months and have earned at least 75% of the maximum rate of pay under [Wage Level A of the Australian Pay and Classification Scale](#) in an 18 month period, or
- you have partial capacity to work as determined by a Job Capacity Assessment, or
- you are or have been previously married or living in a marriage-like relationship for at least 12 months, or
- you have, or have had a dependent child, or
- you have parents who cannot exercise their responsibilities, or
- you are unable to live at home due to extreme family breakdown, violence in the home, or serious threats to your health or well-being, or
- you are a refugee, orphan or someone who cannot live at home, or
- you are in State care, or only stopped being in State care because of your age.

## Maximum rate of pay under Wage Level A of the Australian Pay and Classification Scale?

The table below lists the maximum rate of pay under Wage Level A of the **Australian Pay and Classification Scale** (formerly known as the National Training Wage Award rates) over recent years and the minimum amounts that young people must earn to qualify as independent under the self-supporting rules:

### Maximum rate of pay under Wage Level A of the Australian Pay and Classification Scale

Dates Effective	Maximum rate of pay under Wage Level A	75% of Rate which equals Minimum Earnings
1 October 2008 to present date	\$26,043	\$19,532
1 October 2007 to 30 September 2008	\$25,134	\$18 850

Sourced: Centrelink website 7th July 09

## Payment Rates for Youth Allowance

The Youth Allowance payment rates for 2008 listed below are a guide only.

Income and assets tests will be used to work out how much you can get.

If you are not independent, the parental means test will also usually apply.

If you are	The maximum fortnightly payment is
under 18 years and living at home	\$203.30
under 18 years and not living at home	\$371.40*
18 years and over and living at home	\$244.40
18 years and over and not living at home	\$371.40
single with children	\$486.60*
partnered with no children	\$371.40*
partnered with children	\$407.80*

Sourced: Centrelink website 7th July 09

\* You may qualify for Rent Assistance

If you receive Youth Allowance you may qualify for additional payments and benefits

If you are under 18 years of age and not considered independent, your payments will usually be paid to your parents or guardian

## Low Income Health Care Card - Income Test

This income test is effective from 1 July 2008. Your Low Income Health Care Card is assessed on gross income for the eight week period ending the day you lodge your claim. Your income must be below the limit that applies to you. This limit varies depending on whether you are single or coupled or have dependants.

### What is the Maximum Gross Income to qualify for a Health Care Card?

Your [income](#) must be below the limit that applies to you for the eight week period for you to be eligible for a Low Income Health Care Card.

Status	Weekly Income	8 weekly income
Single, no children	\$450.00	\$3600.00
Single, or couple combined, one child	\$783.00	\$6264.00
Partnered (combined), no children	\$749.00	\$5992.00
For each child, add	\$34	\$272.00

Sourced: Centrelink website 7th July 09

Each time you apply or renew your Low Income Card, you will be required to re-qualify for the card. To be entitled to a new or renewed card, your weekly income must be no higher than the Maximum Gross Income required to qualify for a Health Care Card (as stated in the table above).

### What is the Maximum Gross Income to retain a Health Care Card?

Once you have been issued with a Health Care Card, your weekly income must not exceed the limits below during the entitlement period. The entitlement period is from the date of issue to the date the card expires or you lose entitlement to use the card.

If your income does change, you must tell Centrelink and we can work out if you are still qualified for the card and can continue to use it.

Status	Weekly Income	8 weekly income
Single, no children	\$562.50	\$4500.00
Single, or couple combined, one child	\$978.75	\$7830.00
Partnered (combined), no children	\$936.25	\$7490.00
For each child, add	\$42.50	\$340.00

Sourced: Centrelink website 7th July 09

# STUDENT CHECK SHEET

## Have you?

YES NO

Met with your Careers Coordinator

Checked for or obtained a copy of any local *School Leaver Guide*

Registered for *On Track* Support

Had the *School Exit Form* authorised

Updated your contact details with your school

Gathered up your important documents

Gathered up your "Proof of Identity"

Obtained a Tax File Number

Opened a Bank Account

Contacted Centrelink to:

- Advise them of your changing circumstance
- Apply for a Health Care Card
- Establish your entitlement for assistance

# STUDENT EXIT FORM

Instructions: Take this form to the School Office to get written confirmation of the date you exited from school and then it can be used as evidence when registering for assistance with Centrelink.

## Student Details

Name of student:

Address:

Date of Birth:

## School Details

Name of school:

Contact Person and phone number:

I certify that \_\_\_\_\_  
(name of student)

Was a full time student and exited our school on \_\_\_\_\_  
(date)

School Stamp

\_\_\_\_\_  
Signature School Representative

\_\_\_\_\_  
Signature of Student