

**Education, Work Preparation and Training Policy**
*Advancing Social Welfare*

Provides each registered beneficiary, as well as their dependants and/or spouse, with financial assistance to cover the costs associated with pre-school, primary, secondary and tertiary education e.g. school uniforms, tutoring, books, stationery, school fees, excursions, payment to a school for school lunches (not to beneficiary), computer/tablet etc. Includes flights to and from school or other education institutions for students that are boarding. Includes the cost of attending an early learning centre (day care), school camps, tutoring and TAFE fees/special courses, covering the costs for graduation ceremonies, purchase of bicycles, conferences and associated costs (these costs will be paid at the ATO rate) along with the costs and courses associated with work preparation and training in seeking employment and education resources to learn the Yinhawangka language.

**BENEFICIARY INFORMATION**

Application Date:		Date of Birth:	
Full Name:			Suffix: <input type="checkbox"/> Junior <input type="checkbox"/> Senior
Street Address:			
City / Suburb:		State:	Postcode:
Email:		Phone:	

**EDUCATION DETAILS – complete relevant fields**

School / Institution:		
Attendee's Name:	Date of Birth:	Year/Grade:
Relationship to beneficiary:		

**FUNDS REQUESTED**

Course / School Fees:	\$ .....	<input type="checkbox"/> Primary / High school	<input type="checkbox"/> Child Care	<input type="checkbox"/> Tertiary / Higher education	
Books / Stationery / Computer/Tablet:	\$ .....	<input type="checkbox"/> Books	<input type="checkbox"/> Stationery	<input type="checkbox"/> Computer/tablet	<input type="checkbox"/> Tutoring
School lunches / Uniforms / Bicycles:	\$ .....	<input type="checkbox"/> Lunches	<input type="checkbox"/> Uniforms	<input type="checkbox"/> Bicycles	
Work prep courses:	\$ .....	Course type:			
Other:	\$ .....	Please Specify:			
<b>Total funds requested</b>	<b>\$ .....</b>	<b>Up to \$15,000 per beneficiary per financial year (included in overall combined limit of \$15,000) \$500 may be paid direct to beneficiary; balance paid to suppliers or reimbursed upon provision of invoices and receipts.</b>			

**REIMBURSEMENT OR PAYMENT DIRECT TO SUPPLIER?**

Have you already paid the bill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>'yes'</b> please provide:	<input type="checkbox"/> Invoice detailing services from supplier and the amount paid; and <input type="checkbox"/> Receipt / Bank statement / Remittance / Pay slip showing the funds were paid from your bank account.	
If <b>'no'</b> please provide:	<input type="checkbox"/> Invoice detailing services from supplier showing the amount owed; and <input type="checkbox"/> Supplier contact, payment details and ABN, these details should be included on the supplier invoice.	

**SUPPORTING DOCUMENTATION**

- Quote / invoice/ receipt detailing services and cost is attached.
- Supplier contact, payment details and ABN are attached.
- Confirmation of school enrolment / attendance rate / computer requirements.
- If replacing a stolen/broken item, then a police report/repair report must be attached.

**Applications will NOT be processed until supporting documentation and supplier payment details are received.**

- I am not claiming benefits from another source for this expense (e.g. another Trust, government agency, or employer).
- I understand that my application will be processed by the Trustee (Mutual Trust) within **FIVE (5) business days once all required supporting documentation has been received.**

**Beneficiary Signature:** .....

**Date:**        /        /

*NOTE: Please keep a record of your receipts as you may be asked to account for how these funds were spent as per the Yinhawangka Charitable Trust Deed.*

**Please send completed forms and supporting documents to Mutual Trust by:**

**Fax:** (08) 9230 7701 **Email:** [perthadmin@mutualtrust.com.au](mailto:perthadmin@mutualtrust.com.au)

**Mail:** Mutual Trust, PO Box 122, NEDLANDS WA 6909

If you have any queries, please contact us on (08) 9230 7700