

Exceptional circumstances - WA Student Assistance Payment

Please note the below guidelines that State has provided that address exceptional circumstances to schools in relation to the WA Student Assistance Payment.

Verify identity and validate claims:

In some exceptional cases, families may require support from you to complete a claim through an alternative method. This is the 'school exception claim' process.

The claimant can use this process when they meet one of the following criteria:

- they are unable to:
 - complete the claim form
 - provide 100 points of identification
- they want to claim for more than 10 students
- they are an independent minor:
 - under regulation 147(1) of the School Education Act 1999 (WA), as deemed by the principal
 - with a current letter of confirmation or statement from Centrelink that confirms independent status
- is a young carer under the Carers Recognition Act 2004 (WA)
- is from a remote or small school.

For this process, either the principal or other delegated authority needs to sign and complete the 'Office Use only' section of the claimant's paper-based form.

Nominate delegates:

To nominate delegates, principals need to email their initial list of authorised delegates by close of business 19 April 2024.

Email wasap.delegate@education.wa.edu.au with your delegate's:

- name
- school code
- school name
- position
- Department employee number (this is the letter E and a 7-digit number)
- email address.

Principals can update the delegated authority list at any point by mailing wasap.delegate@education.wa.edu.au.

The system will only be updated weekly.

The Department of Education will maintain a delegated authority list for each school and use it to validate the exception claim declarations.