

Student Conveyance Allowance System

School User Guide (v5.0)



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**this document is also available on the internet at
at <http://www.education.vic.gov.au/school/principals/finance/Pages/transportscas.aspx>**

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1 Introduction

This guide is produced by the Family Payments Unit (FPU) of the Department of Education and Training. The Family Payments Unit (FPU) is responsible for the management of the Student Conveyance Allowance Program and the Student Conveyance Allowance System (SCAS).

1.1 Purpose

The purpose of this guide is to assist schools in the use of the Student Conveyance Allowance System (SCAS).

1.1.1 Student 'Conveyance Allowance Application' Form

Completed conveyance application forms must be submitted to the students' school for input into SCAS in accordance with the 'Conveyance Allowance Policy' and see the Section for Administration by Schools. Schools need to request a completed conveyance application form signed by the parent or guardian prior to creating an application in SCAS in the following circumstances:

- Students applying for the allowance for the first time at this school;
- Existing conveyance allowance claimants who have a change of circumstances affecting eligibility. For example are:
 - Moving residence;
 - Changing their mode of transport;
 - Changing schools/campuses.

However if schools are satisfied that existing conveyance allowance claimants have no changes of circumstance then there is no need for annual 'Student Conveyance Allowance Application' forms to be submitted to the school.

Current 'Student conveyance application forms' can be found at:

<http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx>

1.2 Quick Links

The following provides links to the relevant sections within this user guide.

1.2.1 Gaining Access to SCAS

How do schools get access to SCAS?

Schools should contact the Family Payment Unit (FPU) to request access to the SCAS system.

Click [here](#) for more information.

How is security roles allocated to school users?

Security roles within the system are assigned to government school users through their EDU001 user accounts, and to non-government school users through EDUWEB accounts.

Click [here](#) for more information.

What roles are available for school users?

Each authorised school user account is assigned the role of 'Provider User', or 'Provider Approver', or if appropriate, both.

Click [here](#) for more information.

Can other schools see my school records?

No. Each school user account is authorised to access data ***only for its own school.***

Click [here](#) for more information.

How do school users login to SCAS?

Schools login to the SCAS system through a 'School Portal', using a web browser.

Click [here](#) for more information.

1.2.2 Creating a Conveyance Allowance Application

How do schools enter the necessary personal details of students applying for a conveyance allowance?

For government schools, the SCAS system obtains data from *Cases21*. Government schools will continue to maintain and update student details using the *Cases21* system.

Click [here](#) for more information.

Non-government schools may enter data directly into the SCAS system or use the data import facility available in SCAS.

Click [here](#) for more information.

How do schools enter enrolment and travel details for a conveyance allowance application?

Conveyance allowance details must be entered directly into the SCAS system. To create a new application, follow these steps:

- Search for the student record: click [here](#) for more information;
- Create the new application: click [here](#) for more information;

Does the SCAS system check to see if the application is valid?

Yes, SCAS checks that the application meets the eligibility requirements.

Click [here](#) for more information;

What checks are applied by the system?

The system applies checks on student enrolment, transport details, and applicant details.

- Enrolment Details: click [here](#) for more information;
- Transport Details: click [here](#) for more information;
- Applicant Details: click [here](#) for more information.

Are schools able to override the system checks?

Schools are able to use various Application Overrides for some system checks directly, and may request other Application Overrides by contacting the FPU.

Application Overrides: click [here](#) for more information.

Can schools delete or modify an application?

Yes, an application may be modified or deleted by a school.

To 'Modify' an Application: click [here](#) for more information.

To 'Delete' an Application, you should first view it, and then select the 'Delete' button:

Delete: click [here](#) for more information.

1.2.3 Creating and Submitting a Claim

How do schools create a claim?

A claim consists of one or more 'claimable' conveyance allowance applications.

Click [here](#) for more information.

How do schools submit a claim in SCAS?

Schools submit a claim in SCAS by using the 'Submit' button on the 'View Claim' screen.

Click [here](#) for more information.

How can schools track the status and progress of a claim?

Schools should check the 'Claim Status' using the 'View Claim' option

Click [here](#) for more information.

Can schools modify or delete a claim?

Schools cannot delete a claim, but may modify a claim after it is rejected by FPU.

Click [here](#) for more information.

How will schools know if there is a problem with the validity of the claim?

A claim may be suspended by FPU: the claim suspension status is visible to the school user from the 'View Claim' option.

Click [here](#) for more information.

What action must a school take if a claim is rejected?

A claim may be rejected for a variety of reasons: a school should log into SCAS and review the 'Rejected Note' relevant to each application and take the appropriate action.

Click [here](#) for more information.

How many claims must schools submit each year?

Schools must submit a claim in each of the four (4) claim periods: a claim period equates to a school term.

Click [here](#) for more information.

How will schools know claim period deadlines?

Schools should check the SCAS system calendar for details of the claim period deadlines or check the closing dates on the SCAS home page.

Click [here](#) for more information.

Will schools have to re-enter application information for each new Term?

If there are no changes to an application, the application will continue until the travel end date recorded in the application has been reached.

Click [here](#) for more information.

How will schools Roll Forward Applications into the next school year?

The SCAS system provides a 'Roll Forward Applications' facility on the 'Control Panel' to assist schools in this process.

Click [here](#) for more information.

1.2.4 Reporting**Can schools report on the value of payments made to students for specific periods?**

Yes. Schools may produce reports on payments to students.

Click [here](#) for more information.

2 System Access

SCAS is made available to schools via the web.

Government schools can access the web portal using their Employee ID number and EduMail password.

All non-government school users require an EduWeb account. Non-government schools should already have an EduWeb account used to access other DET systems. The Principal or delegate holds details of this account.

- EduWeb accounts can be created on line through the following DET link:
<http://www.eduweb.vic.gov.au/public/accmgt/newaccount/> or
- Contact the DET Service Desk, 1800 641 943

2.1 Security Roles

To use the SCAS system a user must be authorised and authenticated. Government school users will be granted access through their EDU001 accounts. Non-government school users will access the system using authorised EDUWEB accounts.

2.2 User Roles

To gain access to your school's SCAS system you must submit a 'SCAS Staff Details' form to the Family Payments Unit (FPU). On that form, you must specify the level of access required by each user.

School users have available two role types, School User and School Approver.

The 'Provider User' role has access to all functions with the exception of submitting a claim. Users with the 'Provider Approver' role have access to all the SCAS system functionality. If appropriate, both roles ('User' and 'Approver') can be assigned to the same person.

SCAS can support either a 'Provider User' or a 'Provider Approver' role for multiple schools.

2.3 Data Access

Note that access to each school's data is protected by security integrated into the SCAS system: *each school may access only its own data.*

2.4 SCAS Login

The SCAS system is accessed through a web browser. To login to the system, do the following:

- Open a web browser;
- Type the SCAS URL <https://scas.eduweb.vic.gov.au/scas> into the browser address field;
- Press 'Enter': a screen similar to Figure 2-1 below will be displayed:

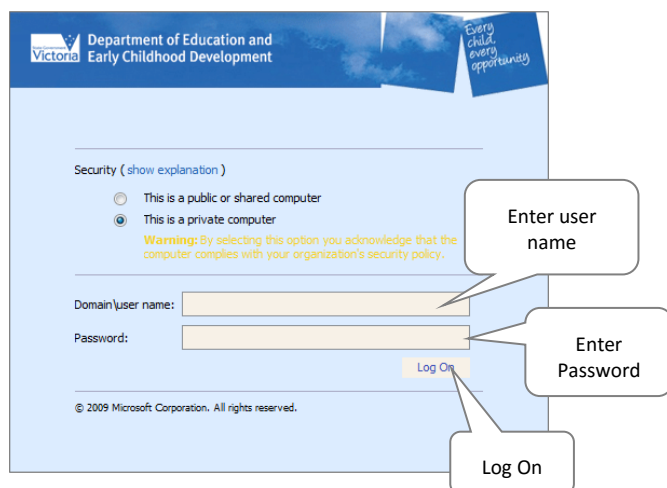


Figure 2-1 Login Panel

It is recommended that users populate the bullet for 'This is a private computer' to maximise the automatic log out period for non-activity.

Key in your user name and password and click 'Log On'.

For government school users your Domain\user name: is your Employee ID number and your Password: is your network password.

For non-government school users your user name is your EduWeb user name and your Password: is your EduWeb password.

After successfully logging in, the SCAS 'Control Panel', the 'Welcome Screen' and 'Calendar' are displayed (Fig 2-2 below).

The centre panel of this screen contains a brief summary of the status of claims.

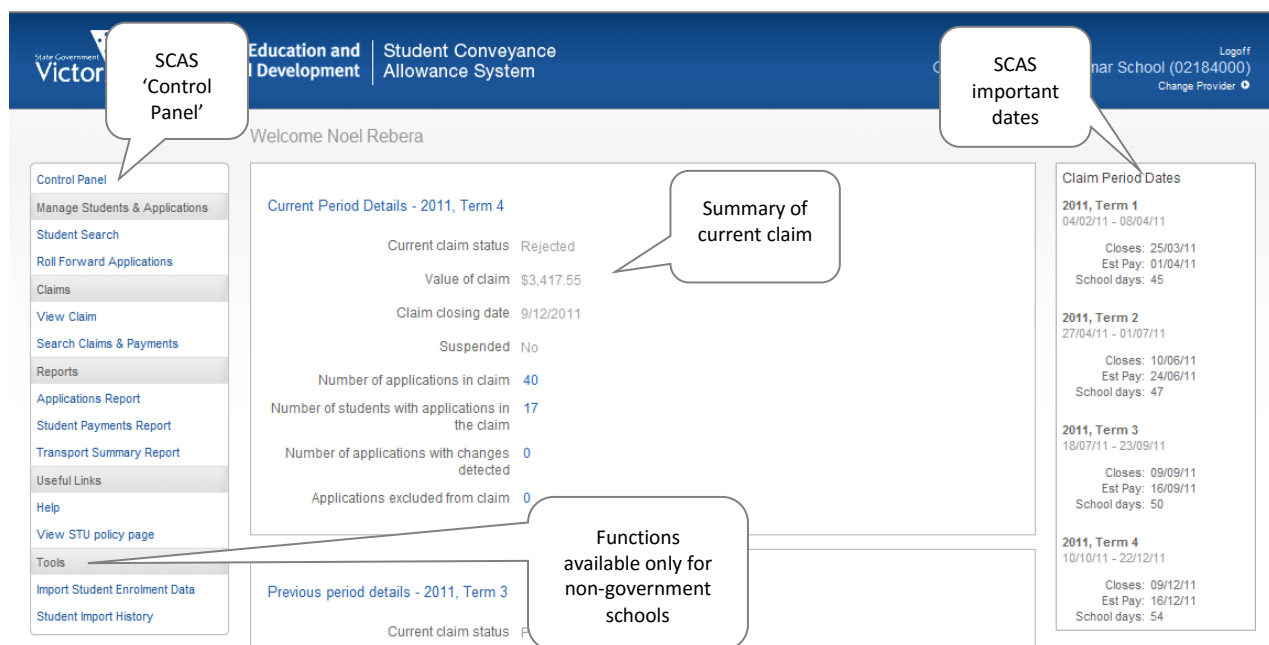


Figure 2-2 SCAS Control Panel, Welcome Screen and Calendar for a non-government school

The three sections of this initial screen are described below.

2.4.1 SCAS Control Panel

This SCAS 'Control Panel' provides access to all the SCAS functions.

2.4.2 Welcome Screen

The panel in the centre of the 'Control Panel' is the welcome screen; it displays a summary status of claims.

2.4.3 System Calendar

The panel on the right hand side of the 'Control Panel' is the SCAS calendar of important dates.

2.5 SCAS Logoff

To exit from the system click the 'Logoff' link see below:

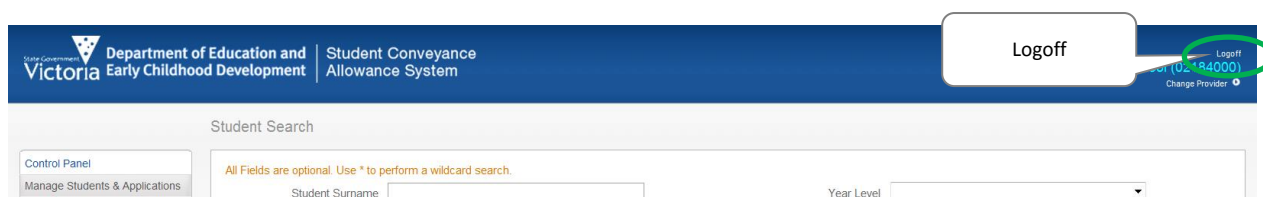


Figure 2-3 SCAS Logoff link

3 Manage Students and Applications

This section covers managing all aspects of student enrolment data, as well as creating and managing conveyance allowance applications.

3.1 Student Enrolment Data Sources

In order to create conveyance allowance applications, the SCAS system must be populated with student data.

- For government schools:
 - All relevant student enrolment data is obtained from and synchronised with *Cases21* by an overnight process.
 - Student enrolment data cannot be manually entered in SCAS; it is to be kept up to date in *Cases21*.
- For non-government schools:
 - Student enrolment data should be entered using the 'Import Student Enrolment Data' option. The manual process may only be used if the number of enrolments is less than ten.

Government school users should skip directly to section 3.3 'Student Search' of this document.

The following section 3.2 is relevant to non-government schools only.

3.2 Creating and Updating Student Enrolment Data (non-government schools)

As there is no IT integration between non-government school systems and SCAS the following processes are designed to detect changes that may affect the student's eligibility to receive conveyance allowance.

Each non-government school must populate SCAS with its student enrolment data before conveyance allowance applications can be created. The SCAS system provides two methods:

- Automated input of single, or multiple student data records using the 'Import Student Enrolment Data' tool;
 - The import file should only contain students applying for the conveyance allowance, not the entire school enrolment data base.
- Manual input of each student's data, using 'Create New Student', followed by 'Save Student';

Either, or both, of these methods may be used by non-government schools to both enter and update student enrolment data into SCAS.

3.2.1 Create New Student – Manual Input



If you have a large number of conveyance allowance students, (more than ten) it is strongly recommended you use the import student facility rather than entering students manually.

See 3.2.2 below.

To manually enter a new student record, select the 'Student Search' option from the SCAS 'Control Panel', and then click the 'Create New Student' button, as shown below (Fig 3-1).

Student Search

All Fields are optional. Use * to perform a wildcard search.

Student Surname:

Student First Name:

Student ID:

Birthdate:

Year Level:

Currently Enrolled:

Open or ended applications:

Address Invalid:

Displaying 1 to 28 of 28 results

Surname	First Name	Student ID	Birthdate	Year level	Currently Enrolled	Current Application	Address Invalid
Amidala	Princess	G0UL005	29/07/1992	11	Yes	Yes	No
Baggins	Bilbo	A238734175	11/10/1985	07	Yes	Yes	No
Baggins	Frodo	A743987414	21/07/1997	07	Yes	Yes	No
Bezukhov	Pierre	A848200291	22/09/2000	07	Yes	No	No
Chickens	Darles	A575671750	18/10/2000	01	Yes	Yes	No
Chocolate	Cadbury	ABC2014	01/01/1996	09	Yes	No	No
Dantes	Edmond	A801890814	02/04/1996	04	Yes	Yes	No
de Gisborne	Guy	A468128202	01/07/1989	12	Yes	No	No
Dorbey	Florence	DOMB002	05/10/1998	02	Yes	No	No
Drood	Edwin	A417998779	11/08/1988	04	Yes	No	No

Figure 3-1 Student Search screen

The system then displays the 'New Student' screen, shown below (Fig 3-2).

New Student Screen - Save Student

The 'Save Student' option is used both to save a new student record, and to save updates and amendments to a student record.

Save Student

Student ID:

Student First Name:

Birthdate:

Enrolment Date:

Contact Number:

Residential Address 1:

Residential Suburb:

Student VSN:

Student Surname:

FTE:

Exit Date:

Year Level:

Residential Address 2:

Residential Postcode:

Current Application

Application ID	Travel Start Date	Travel End Date	Claimable?	App Status	Override Status	Change Detected?
84LCKC	18/07/2011	22/12/2011	Y	Eligible	Accepted	N

Past Applications

There are no past applications for this student

Figure 3-2 Input new student / Edit existing student screen

To create a new student record, enter all mandatory information.

To amend a student record, change the relevant fields.

Complete the operation by clicking the 'Save Student' button.

If the student record is created successfully, the system displays the 'Data has been saved successfully' message.

The student enrolment record is now complete, and ready for the creation of an Application.



Note: New Student Screen - Save Student processing:

- SCAS cannot map to a PO Box or RMB address. If a component of the street address is incorrect e.g. *misspelling of street name etc.* then SCAS will display:

Address Is Invalid - the address could not be resolved OR the Postcode is not a valid Victorian Postcode

- You cannot 'Create' or 'Modify' an Application until the address has been corrected.
 - You may need to check with the parent for the correct street description, especially in remote locations.

3.2.2 Import Student Enrolment Data



As there is no IT integration between non-government schools systems and SCAS the following processes are designed to detect changes that may affect the student's eligibility to receive conveyance allowance.

Typically, non-government schools manage their student enrolments through their own system. For efficiency and accuracy gains, it is recommended that schools import their student enrolment data into SCAS using a file formatted as specified in section 6.4. 'Import Student Enrolment Data'.



Note: that only students claiming the allowance should be included in this file.

Only non-government school users are able to enter or amend student enrolment details in bulk by using the 'Import Student Enrolment Data' facility.

To access this function, click the 'Import Student Enrolment Data' option in the SCAS 'Control Panel', and the 'Student Import' screen will be displayed see (Fig 3-3) below:

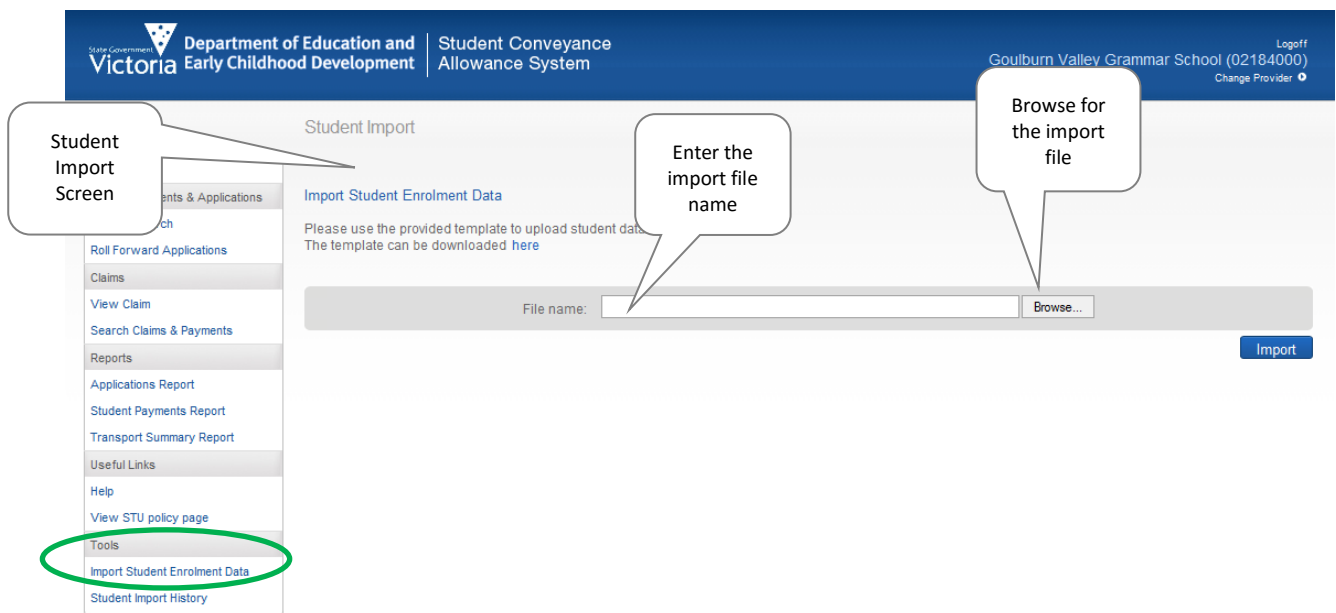


Figure 3-3 'Student Import' initial screen – select Student Enrolment Data file

To select the prepared import file, key in the name of the file or use the 'Browse' button to locate and select the file. Click the 'Import' button to import the file.

Click on the 'Check Progress' button to see the results.

The results screen (Fig 3-4) will appear while SCAS processes each student's record in the import file:

Student Import

Student Upload Results

Import Status: Complete

Number of student records found: 3
 Number of new students added: 0
 Number of student records successfully processed: 2
 Number of existing students updated: 2
 Number of applications with changes detected: 1 [View all changed applications](#)
 Number of rejected records: 1

Check Progress

Informational messages are provided in the following rows:

Row Number	Student Name	Student ID	Message	Icon
1	Pierre Bezukhov	A848200291		✓
2	Andante Molto	A645123604	Address Is Invalid	⚠
3	Bilbo Baggins	A238734175	Student Contact Invalid Length	✗

Figure 3-4 'Student Import' - processing screen with 'Check Progress' button

SCAS will process the import file until the **'Import Status:'** is **'Complete'** however conveyance allowance payments cannot be made unless **all** errors are corrected.

Click on the 'date' in the 'student import history'. The records in your 'complete' import will each have icons as displayed in the table below.

The following **'Icons'** indicates which students / records in your file need corrective actions.

Refer to Table 1 below (Tab 3-1):

Icon Reported	Comments	Actions to be Taken - 'Import Student Enrolment Data' process
✓	NO Error – SCAS has updated the student's enrolment	None
⚠	Error - SCAS has updated the student's enrolment	Correct your import file and Import your file again
✗	Error – SCAS has NOT updated (rejected) the student's enrolment	Correct your import file and Import your file again

Table 3-1 'Student Import' – 'Icon' reported



Notes on 'Import Student Enrolment Data' processing:

- SCAS will report on any student imported with a bad address as **'Address is Invalid'**
- Use the **'Message'** description to assist the trouble shooting process / correction of errors
- You may elect to use the **'Student Import History'** process to check if errors exist on any previous import attempts.

The ⚠ and ✗ **'Icon's** indicate an error, refer to Figure 3-5 'Student Import' – 'Informational messages'

Informational messages are provided in the following rows:

Row Number	Student Name	Student ID	Message	Icon
1	Pierre Bezukhov	A848200291		✓
2	Andante Molto	A645123604	Address Is Invalid	⚠
3	Bilbo Baggins	A238734175	Student Contact Invalid Length	✗

Rejected record

Message reported

Icon reported

Figure 3-5 'Student Import' – 'Informational messages'

3.2.3 Student Import History

To track the status of the import process, choose 'Student Import History' on the SCAS 'Control Panel' see Fig 3-6 below.

Student Import History

History

Click the relevant link to check on progress

Date	User	Status
11/7/2011	SCASSMNonGUF3 SCASSMNonGUS3	Complete
11/7/2011	SCASSMNonGUF3 SCASSMNonGUS3	Complete
11/7/2011	SCASSMNonGUF3 SCASSMNonGUS3	Complete
11/7/2011	SCASSMNonGUF3 SCASSMNonGUS3	Complete
11/7/2011	SCASSMNonGUF3 SCASSMNonGUS3	Complete
11/7/2011	SCASSMNonGUF3 SCASSMNonGUS3	Complete
11/7/2011	SCASSMNonGUF3 SCASSMNonGUS3	Complete
11/7/2011	SCASSMNonGUF3 SCASSMNonGUS3	Complete

Figure 3-6 'Student Import History' screen

Check the import file history by clicking the appropriate link shown in the 'Date' column; the screen below will appear (Fig 3-7).

Student Import

Student Upload Results

Import Status: Complete

Check Progress

Number of student records found: 3

Number of new students added: 0

Number of student records successfully processed: 2

Number of existing students updated: 2

Number of applications with changes detected: 1 [View all changed applications](#)

Number of rejected records: 1

Message reported

Icon reported

Informational messages are provided in the following rows:

Row Number	Student Name	Student ID	Message	Icon
1	Pierre Bezukhov	A848200291		✓
2	Andante Molto	A645123604	Address Is Invalid	⚠
3	Bilbo Baggins	A238734175	Student Contact Invalid Length	✗

Figure 3-7 'Student Import' screen showing import status

3.3 Student Search

Click the 'Student Search' option in the SCAS 'Control Panel'; the screen below will be displayed (Fig 3-8):

Department of Education and Early Childhood Development | Student Conveyance Allowance System

Search fields

Student Search

All Fields are optional. Use * to perform a wildcard search.

Student Surname

Student First Name

Student ID

Birthdate

Year Level

Currently Enrolled

Open or ended applications

Address Invalid

Search Results Table

Click to see student record

Search Print

Create New Student

Displaying 1 to 28 of 28 results

Surname	First Name	Student ID	Birthdate	Year level	Currently Enrolled	Current Application	Address Invalid
Amidala	Princess	GOUL005	07/1992	11	Yes	Yes	No
Baggins	Bilbo	A238734175	11/10/1985	07	Yes	Yes	No
Baggins	Frodo	A743987414	21/07/1997	07	Yes	Yes	No
Bezukhov	Pierre	A848200291	22/09/2000	07	Yes	No	No
Chickens	Darles	A575671750	18/10/2000	01	Yes	Yes	No
Chocolate	Cadbury	ABC2014	01/01/1996	09	Yes	No	No
Dantes	Edmond	A801890814	02/04/1996	04	Yes	Yes	No
de Gisborne	Guy	A468128202	01/07/1989	12	Yes	No	No
Dombey	Florence	DCMB002	05/10/1998	02	Yes	No	No
Drood	Edwin	A417998779	11/08/1988	04	Yes	No	No

Figure 3-8 Student Search screen

A search results table is displayed. Each of the entries in the 'Student ID' column (shown in blue) is a hyperlink to the full student enrolment record.

To select a student click the blue hyperlink.

If the required student record is not visible in the search results table, a student search can be made by using the search fields (see Fig 3-8 above).

When the student record is found, click the link (shown in blue) in the 'Student ID' column to display the current student information.

This information is used for managing student conveyance allowance Applications; from here you may create new applications for a student, view current and past applications and application payment history.

The lower part of the screen displays the following:

- The 'Applications' tab, which shows current and past applications.
- The 'Payments' tab, which shows the application payment history.

3.3.1 Government Schools

State Government Victoria Department of Education and Early Childhood Development | Student Conveyance Allowance System

Logoff (01802200) Change Provider

Student - Vader, Darth

Control Panel
Manage Students & Applications
Student Search
Roll Forward Applications
Claims
View Claim
Search Claims & Payments
Reports
Applications Report
Student Payments Report
Transport Summary Report
Useful Links
Help

Student ID: GOUL006
Student First Name: Darth
Birthdate: 26/02/1996
Enrolment Date: 1/02/2005
Contact Number: 00000006
Residential Address 1: 2
Residential Suburb: A-Random Suburb

Student VSN: 841088637
Student Surname: Vader
FTE: 1.0
Exit Date: 1/02/2020
Year Level: 12
Residential Address 2: A-Random Grove
Residential Postcode: 9999

Applications Payments

Application history is shown

Create New Application

Current Application

Application ID	Travel Start Date	Travel End Date	Claimable?	App Status	Override Status	Change Detected?
FRSTL7	18/07/2011	22/12/2011	Y	Eligible	Applied	N

Past Applications

There are no past applications for this student

Applications tab is selected

Read Only student data in SCAS is managed through Cases21

Figure 3-9 Student screen for a government school showing details of a student enrolment record

3.3.2 Non-Government Schools

State Government Victoria Department of Education and Early Childhood Development | Student Conveyance Allowance System

Logoff School (02184000) Change Provider

Student - Ginandtonicus, Marcus

Control Panel
Manage Students & Applications
Student Search
Roll Forward Applications
Claims
View Claim
Search Claims & Payments
Reports
Applications Report
Student Payments Report
Transport Summary Report
Useful Links
Help
View STU policy page
Tools

Student ID: A818823127
Student First Name: Marcus
Birthdate: 22/10/1995
Enrolment Date: 4/02/2006
Contact Number: 15051995
Residential Address 1: 78
Residential Suburb: A-Random Suburb

Student VSN: 818823127
Student Surname: Ginandtonicus
FTE: 1.0
Exit Date:
Year Level: 11
Residential Address 2: A-Random Place
Residential Postcode: 9999

Applications Payments

Student data can be amended through:

- Manual Input or the
- Import Student Enrolment Data process

Application history is shown

Save Student

Create New Application

Current Application

Application ID	Travel Start Date	Travel End Date	Claimable?	App Status	Override Status	Change Detected?
84LCKC	18/07/2011	22/12/2011	Y	Eligible	Accepted	Y

Past Applications

There are no past applications for this student

Applications tab is selected

Figure 3-10-1 Student screen for a non- government school showing details of a student enrolment record

3.3.3 View Application History Using Applications Tab

The application history shows a summary entry for the current application, and any past applications.

Applications

Payments

Create New Application

Current Application

Application ID	Travel Start Date	Travel End Date	Claimable?	App Status	Override Status	Change Detected?
84LCKC	18/07/2011	22/12/2011	Y	Eligible	Accepted	N

Past Applications

There are no past applications for this student

Fig 3-10 Application History

3.3.4 View Application Payment History Using Payments Tab

With the **'Payments'** tab selected the screen below shows the payment summary history information for each application.

Applications

Payments

Application Payment History

Claim Period	Application ID	Claim Status	Value this period	Adjustments	Total
2012, Term 1	SM5RZK	Pending Payment	\$12.60	\$0.00	\$12.60
2011, Term 3	84LCKC	Paid	\$0.00	\$422.00	\$422.00

Fig 3-10-1 Application Payment History

3.4 Create New Application



From the SCAS 'Control Panel', click the 'Student Search' option, search for a student, and then click the desired 'Student ID' link. The 'View Student' screen will appear (Fig 3-11).

To create an application click the 'Create New Application' button as shown below:

Control Panel

- Manage Students & Applications
- Student Search
- Roll Forward Applications
- Claims
- View Claim
- Search Claims & Payments
- Reports
- Applications Report
- Student Payments Report
- Transport Summary Report
- Useful Links
- View Conveyance Policy page
- Help
- Ticket - Fares Cross Reference 2013
- Specific Student Search
- SCAS Self-paced Online Training
- Tools
- Import Student Enrolment Data
- Student Import History

Student - Amidala, Princess

Student ID: GOUL005
 Student First Name: Princess
 Birthdate: 29/07/1992
 Enrolment Date: 1/02/2005
 Contact Number: 00000005
 Residential Address 1: 2
 Residential Suburb: A-Random Suburb

Student details

Student Surname: Amidala
 FTE: 1.0
 Exit Date: 1/02/2020
 Year Level: 11
 Residential Address 2: A-Random Road
 Residential Postcode: 3999

Create a new application for this student

Applications | Payments

Current Application

There is no current application for this student.

Past Applications

There are no past applications for this student.

Figure 3-11 'View Student' screen showing 'Create New Application' button

The 'Create New Application' screen will appear (Fig 3-12) below.

Create New Application

Enrolment Details | Transport Details | Summary And Finish

Student ID: GOUL005
 Student First Name: Princess
 Birthdate: 29/07/1992
 Enrolment Date: 1/02/2005
 Contact Number: 00000005
 Residential Address 1: 2
 Residential Suburb: A-Random Suburb
 Is Address Invalid: No

'Read only' student information data

Student VSN: 776367771
 Student Surname: Amidala
 FTE: 1.0
 Exit Date: 1/02/2020
 Year Level: 11
 Residential Address 2: A-Random Road
 Residential Postcode: 3999

Enrolment Details tab is selected

Student is severely physically disabled: No
 Student is on PSD Program: No
 Provider Type: School

These fields may be changed to suit

Defined as physically or intellectually disabled, blind, deaf
 Program for Students with Disabilities

Table of nearest school campuses

School	Campus
Goulburn Valley Grammar School (02184000)	Goulburn Valley Grammar School (02184001)
Sirius College (02195800)	Shepparton Campus (02195806)

System generated interactive route map

Figure 3-12 'Create New Application' screen showing the initial 'Enrolment Details' tab

To create an application you must complete the following stages, presented in the three tabs below (Fig 3-13):

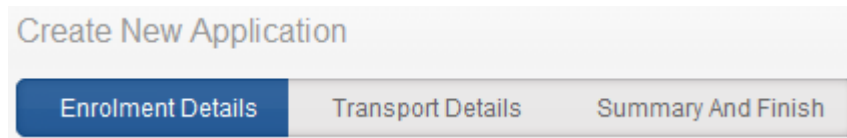


Figure 3-13 'Create New Application' – the three tabs



Each tab must be completed before proceeding to the next; a typical sequence would be:

- Complete the 'Enrolment Details' tab, then click 'Confirm & Next';
- Complete the 'Transport Details' tab, then click 'Confirm & Next';
- Complete the 'Summary and Finish' tab:
 - Tick the 'User Certified' statement box, 'I hereby certify that the information provided within this application is true and correct to the best of my knowledge.'
 - Then click the 'Confirm & Finish' button.

3.4.1 Enrolment Details tab

This tab displays 'read only' student enrolment information at the top of the screen to assist the Create Application process.

This information can only be changed for:

- Government schools:
 - through *Cases21*
- Non-government schools by the process:
 - Manual Input or
 - Import Student Enrolment Data

After completing the required fields, the system displays:

- The route from the student's residential address to the selected campus;
- A map of the calculated route, and the corresponding distance;
- A table of school campuses (including distance) nearest to the student's residential address will be displayed



Notes:

- If SCAS is unable to calculate a route and distance from the student's home to the selected campus, it displays the message 'unable to calculate distance'.
 - The school should verify /correct the residential address and if necessary change the students SCAS enrolment details.
- SCAS will display the list of *matching* campuses nearest to the student residence

Example: if the student is enrolled at a *government primary school*, the list of school campuses presented in this table will be *government primary schools*.

An example of the route map and table of nearest campuses is shown in below (Fig 3-14):

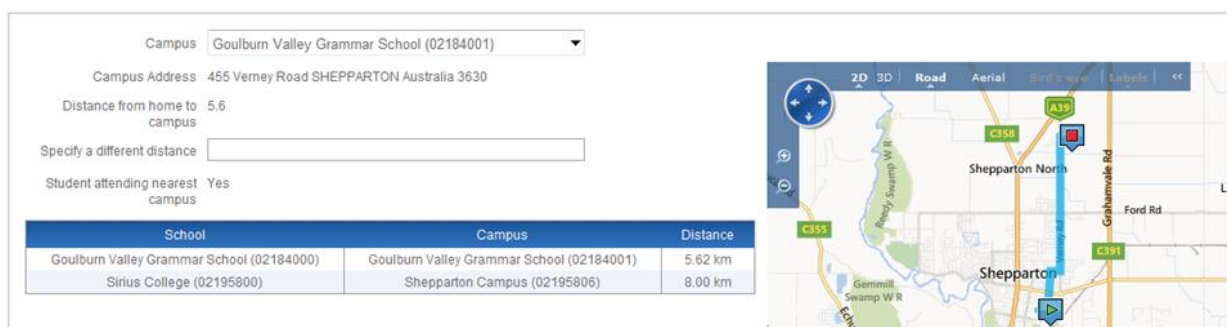


Figure 3-14 'Enrolment Details' tab - Route map and nearest campuses table

When all required fields on the 'Enrolment Details' tab have been entered, click the 'Confirm & Next' button to progress to the next tab.

3.4.1.1 Student is on PSD Program

The Program for Students with Disabilities (PSD) ONLY applies to Government schools, usually for Special Schools or Specialist Schools.

Student is on PSD Program	<div>Yes</div> <div>No</div>	Program for Students with Disabilities
---------------------------	------------------------------	--

As default, SCAS automatically populates this field as 'No'.

Non-Government Schools should always ensure 'No' is selected as the PSD program does **NOT** apply.

3.4.1.2 Provider Type Special Schools

When selecting from the 'Provider Type', drop down list, 'Special School', SCAS will display an additional field 'Does student live within the designated transport area (DTA)?'

The User **MUST** select either 'Yes' or 'No' as part of the 'Create New Application' or 'Modify' Application Conveyance Allowance Program (CAP) eligibility process.

NULL or a blank entry cannot be accepted and will fail the process.

Student is severely physically disabled	<div>Yes</div>
Student is on PSD Program	<div>No</div>
Provider Type	<div>Special School</div>
Does student live within the designated transport area (DTA)?	<div>Yes</div> <div>No</div>

The 'Does student live within the designated transport area (DTA)?' field will ONLY appear if the 'Special School' 'Provider Type' is selected regardless if the school is either a Government or Non-Government school.

From a CAP perspective DTA apply ONLY to Government Schools.

For **Non-Government 'Special Schools'** to overcome SCAS functionality issues, we recommend that Users select 'Yes' as a work around. This will assist with the CAP eligibility for Applications.

If 'No' is selected the Application will fail CAP eligibility regardless of any Override Reason Code (ORC) is used.

3.4.2 Transport Details tab

A complete 'Transport Details' tab is shown in Fig 3-15 below:

Control Panel
Manage Students & Applications
Student Search
Roll Forward Applications
Claims
View Claim
Search Claims & Payments
Reports
Applications Report
Student Payments Report
Transport Summary Report
Useful Links
Help
View STU policy page
Tools
Import Student Enrolment Data
Student Import History

Create New Application

Enrolment Details Transport Details Summary And Finish

Student Name Andante, Molto
Student ID A819563023
Application ID C77MH4

Application Status Eligible
Override None
Travel End 22/12/2011

Read only data

Current status of the application

Not Claimable
Please check the summary

Draft

A private bus or private car conveyance allowance is not available if the journey could have been made using a free school bus or public transport service

Student claiming To/from school allowance
Travel commencement date 10/10/2011
Date travel ends 22/12/2011
Single or Multi mode transportation Single

Fields to be completed by users

Sequence 1
Travel Mode

Transport mode is required for this sequence

Attachments
File name: Browse...
No attachments exist for this application
Add Attachment Delete Attachment

Previous Confirm & Next > Save Draft

Figure 3-15 'Create New application' screen showing the 'Transport Details' tab

Read only information is shown at the top part of the screen, together with fields which you must complete, displayed below it. The read only information is shown in Fig 3-16 below:

Create New Application

Enrolment Details Transport Details Summary And Finish

Student Name Andante, Molto
Student ID A819563023
Application ID C77MH4

Application Status Eligible
Override None
Travel End 22/12/2011

Read only data

Current status of the application

Not Claimable
Please check the summary

Draft

A private bus or private car conveyance allowance is not available if the journey could have been made using a free school bus or public transport service

Figure 3-16 'Transport Details' tab - common 'read only' information

You must complete the first three fields shown in Fig 3-17 below:

Create New Application

Enrolment Details Transport Details Summary And Finish

Student Name Andante, Molto
Student ID A819563023
Application ID C77MH4

Application Status Eligible
Override None
Travel End 22/12/2011

Read only data

Current status of the application

Not Claimable
Please check the summary

Draft

A private bus or private car conveyance allowance is not available if the journey could have been made using a free school bus or public transport service

Student claiming To/from school allowance
Travel commencement date 27/04/2011
Date travel ends 22/12/2011

Figure 3-17 'Transport Details' tab - allowance type and travel start and end dates

If the 'Student claiming' field is set to 'Off campus only', the system does not display any 'Travel Mode' fields, but if either of the other choices are made, the system displays the 'Travel Mode' field, as follows (Fig 3-18):



Note: The 'Off campus only' or 'To/From School Allowance and off campus' drop down selection will only appear for students in 'Year Level' 11 or 12.

A private bus or private car conveyance allowance is not available if the journey could have been made using a free school bus or public transport service

Student claiming	To/from school and off campus	Number of school days off campus per week	1
Travel commencement date	10/10/2011		
Date travel ends	22/12/2011		
Single or Multi mode transportation	Single		

Figure 3-18 'Transport Details' tab - 'Student claiming' with 'To/from school and off campus' selected, 'Single or Multi mode transportation' field with 'Single' selected

The choice of 'Single or Multi mode transportation' also determines the number of 'Travel Mode' sequence(s) displayed; for 'Single', one travel mode sequence is displayed, and for 'Multi-Mode', the system displays two travel mode sequences.

The choice of 'Travel Mode' determines which other fields are displayed. Travel modes can be split into two main categories:

- Public transport, consisting of Public Bus, or Train: the allowance for travel on public transport is based on tickets, which range from Daily tickets through to Yearly tickets.



Note: The school SCAS user must advise students to purchase the most economical ticket available to them. A more costly ticket will not be approved by FPU.

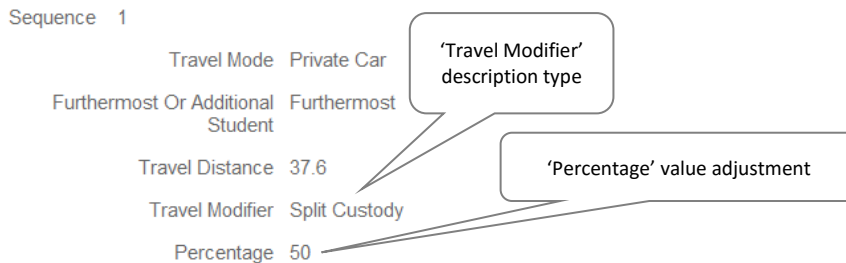
- Private transport, consisting of Bicycle, Motorcycle, Private Bus, Private Car, and Private Taxi: travel on private transport is based either on a fixed allowance (Bicycle, Motorcycle, Taxi), or on the distance travelled (Private Bus and or Private Car).

3.4.2.1 Travel Modifier

The 'Travel Modifier' feature adjusts the normal payment amount on a percentage basis for the specific Travel Mode(s) in an individual Application.

The FPU must enable the 'Travel Modifier' before a school can use the feature.

The 'Travel Modifier' description type and the 'Percentage' adjustment will appear in the Application. Refer to the figure below for an example.



Notes:

- The FPU must enable the 'Travel Modifier' feature before use by the SCAS user at the school;
- Any consideration for the use of the 'Travel Modifier' must be compliant with conveyance allowance policy

Examples:

- If the 'Percentage' is 50, then the conveyance allowance payment amount for that 'Sequence', 'Travel Mode' is reduced by 50% for that specific 'Travel Mode';
- Could be used for 'Split Custody' or different Travel Mode(s) for AM and PM times

After the 'Travel Mode' information is completed, progress to the next tab by clicking the 'Confirm & Next' button.

3.4.3 Summary and Finish tab

'Summary and Finish' tab is shown below (Fig 3-19):

Create New Application

Enrolment Details | Transport Details | **Summary And Finish**

Student Name: Amidala, Princess
Student ID: GOUL005
Application ID: 4DQTWL

Application Status: Eligible
Override: None
Travel End: 19/12/2014

Note the change of status of the application

Claimable ✓
Draft

Allowance Summary

Daily Estimated Amount: \$4.93
Upfront Amount: \$0.00

Term 1	Term 2	Term 3	Term 4	Total
\$231.71	\$226.78	\$241.57	\$261.14	\$961.20

Applying an override requires application to be included in a claim

Add/Edit Overrides | **Applicant Details**

User Certified

☐ I hereby certify that the information provided within this application is true and correct to the best of my knowledge.

User Certified box needs to be ticked

Previous | **Confirm & Finish**

Figure 3-19 'Create New Application' screen - 'Summary and Finish' tab.

You may elect to either:

- Click on the 'Previous' button to edit the information in the 'Transport details' tab;
- Complete the Create Application process by:
 - Ticking the 'User Certified' box to accept that 'I hereby certify that the information provided within this application is true and correct to the best of my knowledge':
 - Click the 'Confirm & Finish' button to finalise the create Application process;
 - Return to the 'View Application' screen
- Click the 'Add/Edit Overrides' button to manage your Overrides:
 - Proceed to section 3.4.5 'Application Overrides' of this document for details
- Click the 'Applicants Details' button to edit the non-mandatory parent or guardian information:
 - Proceed to section 3.4.4 'Applicant Details' of this document for details.

3.4.4 Applicant Details

The applicant (that is usually the parent or guardian) information is optional.

It is not mandatory to enter or update applicant information.

A complete 'Applicant Details' tab is shown below (Fig 3-20):

Create New Application

Enrolment Details Transport Details Summary And Finish

Control Panel
Manage Students & Applications
Student Search
Roll Forward Applications
Claims
View Claim
Search Claims & Payments
Reports
Applications Report
Student Payments Report
Transport Summary Report
Useful Links
Help
View STU policy page
Tools
Import Student Enrolment Data
Student Import History

Student Name Andante, Molto Application Status Eligible
Student ID A819563023 Override None
Application ID C77MH4 Travel End 22/12/2011

Claimable ✓
Draft

Applicant First Name JDS_SHANNON
Applicant Surname JDS_GRAY
Applicant Type Parent
Applicant Contact 422450988
Applicant Address Line1 2
Applicant Address Line2 Curtis Street
Applicant Suburb BENDIGO
Applicant Postcode 3550

Cancel Applicant Save Applicant

Fig 3-20 Applicant details in the 'Create New Application' Screen.

3.4.5 Application Override

SCAS provides an 'Application Override' facility (commonly known as an Override) in recognition that circumstances may arise whereby the conveyance application falls outside the conveyance allowance policy. These applications require an override with a reason code applicable to that specific situation otherwise the application will be deemed 'Not Claimable'.



Notes: Overrides:

- There is no need for any Override if the Application is 'Claimable';



- Only use an Override that is relevant to your Application / conveyance allowance policy;
- You may need evidence (as an attachment file) in SCAS to support your Override;
 - SCAS supports most popular format types when attachment(s) are used;
 - Examples: Microsoft WORD, EXCEL, Notepad, Adobe PDF
- An Override does not guarantee a CA payment for an Application;
- Multiple Overrides may be used in an individual Application;
- Any Override in an 'Applied' state will be excluded from your conveyance allowance claim:
 - Until the FPU checks the Override for conveyance allowance policy compliance;
 - If 'Accepted', the Application will be included in your CA claim;
 - If 'Rejected' the Application will be excluded from your conveyance allowance claim:
 - SCAS will notify all your school's SCAS users / approvers by email;
 - An 'Existing Note' for the reason why the Override was rejected will be provided in the Application;


Click on the 'Add/Edit Overrides' button as shown on the 'Create New Application' screen - 'Summary and Finish' tab screen (3-19 above) to start the Override process.

3.4.5.1 Add Override


Click the 'Add Override' button, to display the panel below (Fig 3-21-1):

Create New Application

Enrolment Details Transport Details Summary And Finish

 Campus attended by student Goulburn Valley Grammar School (02184001) is not the nearest

Student Name Molto, Andante Application Status Not Eligible
Student ID A645123604 Override Applied
Application ID CMJXG9 Travel End 19/12/2014

Not Claimable Please check the summary 

Draft

Applying an override reason code will allow this application to be included in a claim

Add Override

Pick a reason for an override from a drop down list

Override Reason Code

Description

Value

Override Note

Override Attachment Browse...

An explanatory note must be entered

An attachment may be included in support of the override

Save overrides to continue

Add Attachment

Delete Override

Cancel Overrides Save Overrides

Figure 3-21-1 'Add Override' panel


Additional overrides may be added by clicking the 'Add Override' button again.

The 'Save Overrides' button is used to save overrides.


Figure 3-21-2 below shows a completed Override, 'Override Note' and 'Override Attachment'.

Create New Application

Enrolment Details Transport Details Summary And Finish

 Campus attended by student Goulburn Valley Grammar School (02184001) is not the nearest

Student Name Molto, Andante Application Status Not Eligible
Student ID A645123604 Override Applied
Application ID CMJXG9 Travel End 19/12/2014

Not Claimable Please check the summary 

Draft

Allowance Summary

Daily Estimated Amount \$4.93
Upfront Amount \$0.00

Term 1	Term 2	Term 3	Term 4	Total
\$231.71	\$226.78	\$241.57	\$261.14	\$961.20

Applying an override reason code will allow this application to be included in a claim

Override Reason Code Lack of available places in nearest school
Description

Override Note as per attached file, no places at the nearest school

Override Attachment [No Places at this School.txt](#)

Add/Edit Overrides Applicant Details

Figure 3-21-2 'Add Override' panel

3.4.5.2 Delete Override

To delete an override, use the 'Delete Override' button. After the 'Delete Override' button has been clicked, click the 'Save Overrides' button to record the deletion in SCAS.



Note that overrides which have been automatically 'Applied' by SCAS or in a 'Rejected' state do not have a 'Delete Override' button, and hence cannot be deleted in this manner. Contact the SCAS Helpdesk in the FPU for support regarding this matter.

3.4.5.3 User Certified Statement

Tick the 'User Certified' box if you accept that 'I hereby certify that the information provided within this application is true and correct to the best of my knowledge.'

Click the 'Confirm & Finish' button to complete the create Application process.

Refer to the following screen below Figure 3-22-1 for details.

Figure 3-22-1 'User Certified' screen

3.4.5.4 Application Confirmation

3.4.5.4.1 Application has an Override in an 'Applied' state

In the example below, this 'Application has an Override in an 'Applied' state and the Application is 'Not Eligible' and 'Not Claimable'. At this stage, the Application is excluded from the CA Claim.

Figure

3-22-2 'Application Confirmation' screen – Override Applied – Not Eligible - Not Claimable

Any Override in an 'Applied' state will be excluded from your conveyance allowance claim until the FPU checks the Override for conveyance allowance policy compliance:

- If 'Accepted', the Application will be included in your conveyance allowance claim:
 - The Override will be in the 'Accepted' state;
 - The Application will indicate as 'Claimable' with a green tick.
- If 'Rejected' the Application will be excluded from your conveyance allowance claim:
 - SCAS will notify all your school's SCAS users / approvers automatically by email;
 - The reason why the Application / Override was rejected will be provided in the Application 'Existing Notes' field:
 - The school SCAS user will need to make the appropriate changes to the Application and 'Re-Submit' the claim again.

3.4.5.4.2 Application has No Override

This is another example of an Application Confirmation: here the Override status is 'None' and the Application is 'Eligible' and 'Claimable'.

Refer to Figure 3-22-3 'Application Confirmation' screen – Override None – Eligible - Claimable below.

Application Confirmation

Student Name Amidala, Princess
Student ID GOUL005
Application ID 4DQTWL

Application Status Eligible
Override None
Travel End 19/12/2014

Claimable

Application has been successfully created.

View Application

Figure 3-22-3 'Application Confirmation' screen – Override None – Eligible - Claimable

3.4.6 View Application

This option enables a user to browse the contents of an Application; it also provides options to Modify, Delete, and Print the Application.

View Application can be accessed after the 'Application Confirmation' process or clicking on the student's 'Application ID' hyperlink in various SCAS screens.

Fig 3-23 below shows the 'View Application' screen with the 'Application Summary' tab selected.

View Application

Application Summary | Student Enrolment Details | Transport Details | Applicant Details | Overrides

Student Name SURNAME001, FNAME001
Student ID GOUL001
Application ID YF2SZL

Application Status Eligible
Override Applied
Travel End 22/12/2011

Claimable

Complete

Modify Delete Print

Changes detected in this enrolment record

Changes to student details detected. Click modify to update Application

#	Field	New value	Original value
1	Address Line 1	1234	123

View all Applications for this student

Allowance Summary

Daily Estimated Amount \$0.26
Upfront Amount \$0.00

Add Application Note

Enter Note

Add Note

Figure 3-23 'View Application' screen showing an application with 'Changes to students details detected'

For government schools, changes in the student's enrolment details are held in *Cases21*. These will be detected by SCAS via the overnight synchronisation process.

For non-government schools, student enrolment changes will be detected by SCAS via the Manual Input or 'Import Student Enrolment Data' file process.

A completed SCAS Application is based on point in time student data. If the student enrolment data is updated by government or non-government enrolment systems, SCAS needs to receive this update.

Then the completed/existing SCAS Application needs to be reviewed by the school and in most cases to follow the 'Modify' process to check if the student's new enrolment data affect conveyance allowance eligibility.

Examples of the 'View Application' screen are presented in **Appendix 1 View Application Screens**.

3.4.7 Modifying an Application

An Application may require modification where the details for a student or applicant have changed, where new or altered transport details are required, or where a claim has been rejected by FPU.

'Modify Application' functionality is accessed via the 'Modify' button on the 'Application Summary' tab of the 'View Application' screen, shown below (Fig 3-24):

The screenshot shows the 'View Application' interface. At the top, there are tabs: 'Application Summary' (selected), 'Student Enrolment Details', 'Transport Details', 'Applicant Details', and 'Overrides'. Below the tabs, student information is displayed: 'Student Name SURNAME001, FNAME001', 'Student ID GOUL001', and 'Application ID YF2SZL'. To the right, application details are shown: 'Application Status Eligible', 'Override Applied', and 'Travel End 22/12/2011'. On the far right, there is a green box labeled 'Claimable' with a green checkmark, and an orange box labeled 'Complete'. At the bottom right, there are three buttons: 'Modify', 'Delete', and 'Print'. A callout bubble labeled 'Modify an Application' points to the 'Modify' button. Another callout bubble labeled 'Application Summary tab is selected' points to the 'Application Summary' tab.

Figure 3-24 'View Application' screen - Modify button

When the 'Modify' button is clicked, SCAS will check if the Application is at an:

- 'Complete' status and has been 'Paid' in a claim; (go to section 3.4.7.1 of this document)
- 'Complete' status and has not been 'Paid' in a claim; (go to section 3.4.7.2 of this document)
- 'Draft' (incomplete) status (go to section 3.4.7.2 of this document)

3.4.7.1 'Complete' status and has been 'Paid' in a claim

SCAS has the ability to adjust payments (either positive or negative) in the next submitted claim if an Application has incorrect 'Transport Details'.

Example: The Application 'Travel Mode' was originally configured as 'Public bus', with a 'Victorian Student Pass - Half Yearly' ticket however the Application should have been configured as 'Private Car', 'Furthermost' since the start of the year.

SCAS will calculate what was 'Paid To Date' in the original Application; what should have been paid if the Application was correctly configured; end the original Application; start a new Application in the current term and adjust either a positive or negative amount in the new Application.



Notes:

- Use 'Claim History' or 'View Claim' to see actual payment adjustments
- The 'Estimated Payments' screen:
 - in the original Application:
 - will not reflect accurate dollar values until the current claim is at a 'Paid' state
 - in the new Application:
 - will reflect accurate dollar values
- Any unpaid arrears will be included in the adjustment

When the 'Modify' button is clicked, the 'Modify Application' screen will appear:

Modify Application

Are you modifying this application because there was a mistake with the transport leg details?

-
- Click on the 'Yes' button to continue with the 'Modify Application' process:

Modify Application

To correct the transport leg mistake a new application will be created with a commencement date of:

-
- - SCAS will automatically default the commencement date to the first school day of the current term
- Click the 'Next' button to continue

Modify Application

In order to correct the transport leg mistake, the existing application will have a travel end date of 13/07/2014 and a new application will be created with a travel commence date of 14/07/2014.

Applications which are modified as a result of student or parent details changing require a revised Application form.

-
- Click the 'Confirm' button to continue
- Modify / change the appropriate field(s) in your Application
- When completed, you may elect to 'View Application' that will display a screen similar to that shown below.

[Claim History](#)

[View all Applications for this student](#)

Allowance Summary

Daily Estimated Amount \$2.82

Upfront Amount \$0.00

Estimated Payments

Term 1	Term 2	Term 3	Term 4	Total
\$132.54	\$129.72	\$138.18	\$149.06	\$549.50

Actual Payments

Brought Forward From Application 555SCG	Actual Total For KMZPW4	Combined Total
\$227.85	\$0.00	\$227.85

3.4.7.2 'Complete' status and has not been 'Paid' in a claim and 'Draft' status

The 'Modify Application' screen will appear, see below (Fig 3-25):

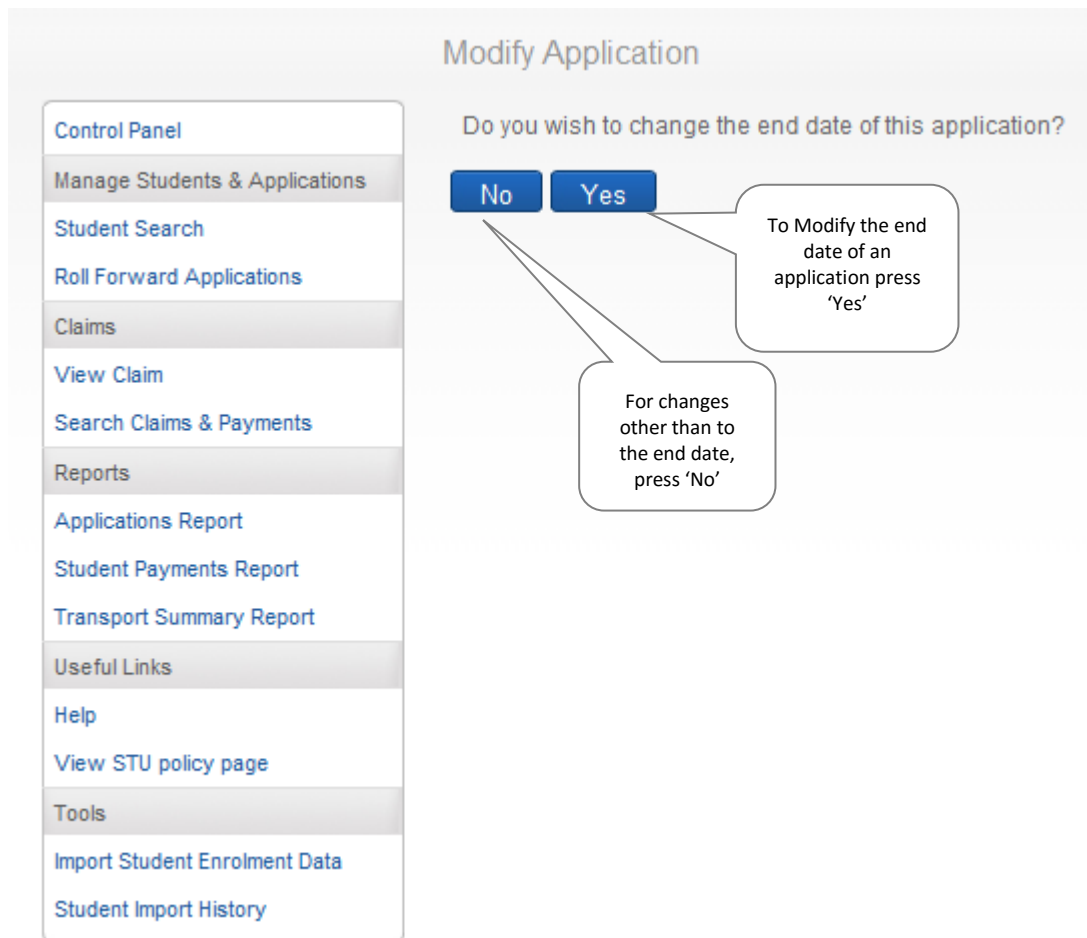


Figure 3-25 'Modify Application' - initial screen

To change the application end date click the 'Yes' button for all other changes click the 'No' button.

3.4.7.3 Change Travel End Date

Change the 'Date travel ends' in the format 'dd/mm/yyyy' or use the calendar tool, then click the 'Next' button. To confirm the date, click on the 'Confirm' button see Fig 3-26 below:

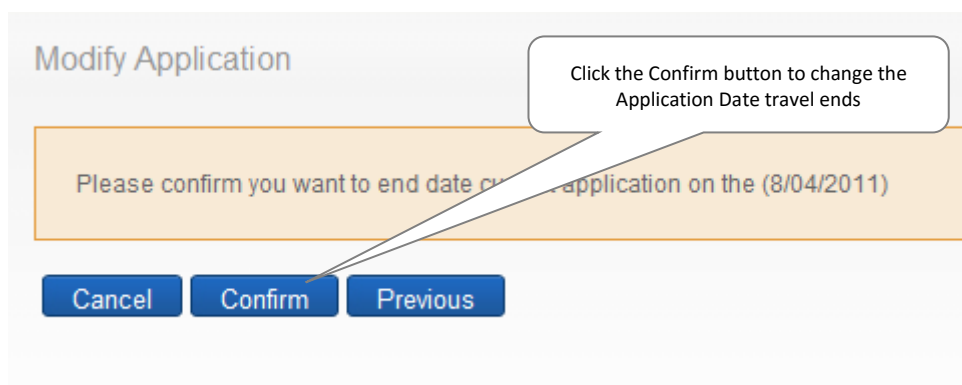


Figure 3-26 'Modify Application' - change 'Travel End' date confirmation

3.4.7.4 Change Any Other Application Data

Clicking the 'No' button on the Modify screen (Fig 3-25 above), prompts you to enter the date from which any changes (other than travel end date) will be effective.



Note: this date cannot be greater than the last school day of the current calendar year.

What happens next depends on the date entered, and is described by one of the following three scenarios:

- The date entered (and from when the change is to be effective) is *after* the first day of the claim start date;
- The date entered (and from when the change is to be effective) is *on* the first day of the current claim period, and the application *is* associated with a previous claim period;
- The date entered (and from when the change is to be effective) is *on* the first day of the current claim period and the application *is not* associated with a previous claim period.

3.4.8 Delete an Application

'Delete Application' functionality is accessed via the 'Delete' button on the 'Application Summary' tab of the 'View application' screen, shown below (Fig 3-27):

The screenshot shows the 'View Application' screen with the 'Application Summary' tab selected. The screen displays student details (SURNAME001, FNAME001, GOUL001) and application details (Eligible, Applied, 22/12/2011). On the right, there are two status boxes: 'Claimable' (green) and 'Complete' (orange). Below these are three buttons: 'Modify', 'Delete', and 'Print'. A callout box points to the 'Delete' button with the text 'Delete an application'.

Figure 3-27 'View Application' screen - 'Delete' button

Click the 'Delete' button to delete the application. You will need to confirm the deletion or cancel the deletion.



Note: an Application can only be deleted if no payment has been made.

3.4.9 Print Application

An individual Application may be printed using the 'Print' button on the 'Application Summary' tab of the 'View Application' screen, shown below (Fig 3-28):

The screenshot shows the 'View Application' screen with the 'Application Summary' tab selected. The screen displays student details (SURNAME001, FNAME001, GOUL001) and application details (Eligible, Applied, 22/12/2011). On the right, there are two status boxes: 'Claimable' (green) and 'Complete' (orange). Below these are three buttons: 'Modify', 'Delete', and 'Print'. A callout box points to the 'Print' button with the text 'Print an Application'.

Figure 3-28 'View Application' screen - 'Print' button

You may elect to 'Save' your results as a PDF file.

An example of an Application Summary Report is included in **Appendix 2 Sample Reports**.

3.5 Roll Forward Applications

Applications are generally valid for a school year, a facility is provided to 'Roll Forward Applications' into the following school year. The application roll forward function can be run after the 1st January each year.

Applications can be rolled forward if:

- The application was 'Claimable' and ended on the last school day of the previous year;
- The student has no applications in the current year;
- The student's year level recorded in the Application is not '12' in the previous year.

The 'Roll Forward Applications' option is available from the 'Control Panel' (Fig 3-29 below), when applications meeting the criteria are found:

Control Panel

- Manage Students & Applications
- Student Search
- Roll Forward Applications
- Claims
- View Claim
- Search Claims & Payments
- Reports
- Applications Report
- Student Payments Report
- Transport Summary Report
- Useful Links
- Help
- View STU policy page
- Tools
- Import Student Enrolment Data
- Student Import History

Roll Forward Applications

The year levels and counts below indicate the number of students from the previous year with eligible applications which can be rolled forward into this year.

Select the year levels you would like to roll forward. The system will create new applications for these students for the current year, retaining all other existing application details.

Select	Year Level	Number of Applications
<input checked="" type="checkbox"/>	04	45
<input type="checkbox"/>	09	49

Roll Forward

Tick to select all year levels

Figure 3-29 'Roll Forward Applications' screen

For each year level listed, a count of the number of applications that can be rolled forward is displayed. You may then roll forward applications for all the year levels listed by clicking the 'tick box' beside the 'Select' heading, or select one or more individual year levels by clicking the corresponding 'tick box', and then clicking the 'Roll Forward' button.

An example of the 'Roll Forward applications' screen with one year level selected is shown below (Fig 3-30):

Roll Forward Applications

The year levels and counts below indicate the number of students from the previous year with eligible applications which can be rolled forward into this year.

Select the year levels you would like to roll forward. The system will create new applications for these students for the current year, retaining all other existing application details.

Select	Year Level	Number of Applications
<input checked="" type="checkbox"/>	04	45
<input type="checkbox"/>	09	49

Roll Forward

Figure 3-30 'Roll Forward Applications' screen with year level '04' selected

Clicking the 'Roll Forward' button initiates the process, and displays the following message:

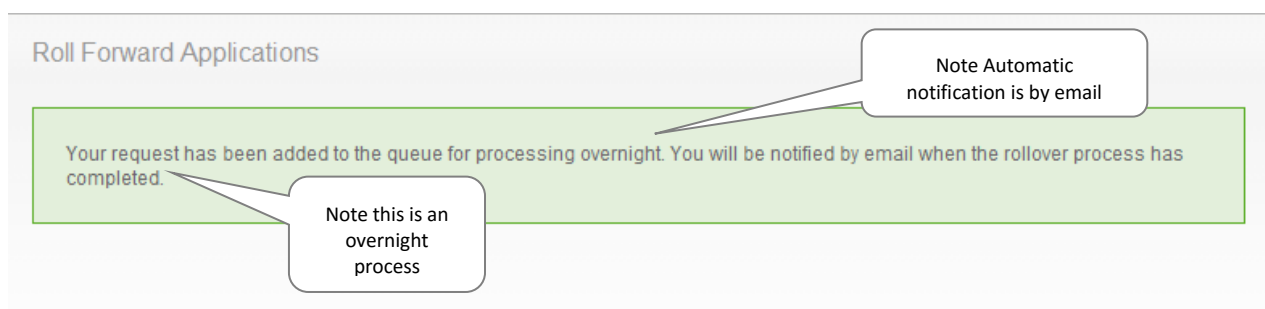


Figure 3-31 'Roll Forward Applications' request issued successfully

SCAS revalidates and re-creates Applications with the following attributes:

- Travel commencement date is the first school day of the current school year;
- Year levels '00' to '11' are incremented to the next year level (previous year level + 1);
- Year level of 'UG' remain as year level 'UG';
- Date travel ends is set to the last school day of the current calendar year;



Notes:

- When the roll forward process is completed, all approved SCAS Users / Approvers for your school will be notified automatically by email
- As part of the Roll Forward Applications revalidation process, Applications will be excluded from the claim when:

- The Application is not eligible, and has no 'Accepted' override

Examples of ineligible applications:

- The students Enrolment residential 'Is Address Invalid' is 'Yes':
 - There are errors in the address, SCAS cannot confirm the address:
 - The school should verify /correct the residential address and if necessary change the students SCAS enrolment details
- 'Student attending nearest campus' is 'No':
 - SCAS has found there is one or more closer campuses than the campus selected in your application;
- The distance from the student residential address to the enrolled campus has been calculated to be less than 4.8km;

4 Claims

A 'claim' represents one or many applications made by a school for the payment of a conveyance allowance for a given period.

4.1 Claim Periods

There are four claim periods with each period corresponding to one of the four terms of the school year. A school must 'Submit' a 'claim' four times a year: once in each claim period.



Claim Period Dates are found on the SCAS Welcome Screen / 'Control Panel'.

4.2 Claimable Applications

When an Application is created, it is flagged as either 'claimable', or 'not claimable'.

The 'life' of an application runs from the 'Application commencement date' to the 'Date travel ends'. As long as there are no changes to student enrolment data, transport details, or applicant details, an application which is 'claimable' will remain 'claimable', and be included in each period's claim until the 'Date travel ends' is passed (for most students, the end of the school year).

A claim must be submitted to FPU by the due date before any payment can be made.

4.3 Preview a Claim and Request School Approval



Selecting the 'View Claim' option in the SCAS 'Control Panel' provides access to two closely related functions:

- Claim Preview: where the current claim status is 'Not Submitted'
- View Claim: where the current claim status is 'Submitted', 'Rejected', 'Ready to Pay', 'Pending Payment', or 'Paid'

When SCAS recognises that no claim has been submitted in the current claim period, it offers the user a 'Claim Preview' listing all the applications that would be included in the next claim. An example of a 'Claim Preview' is shown below (Fig 4-1):

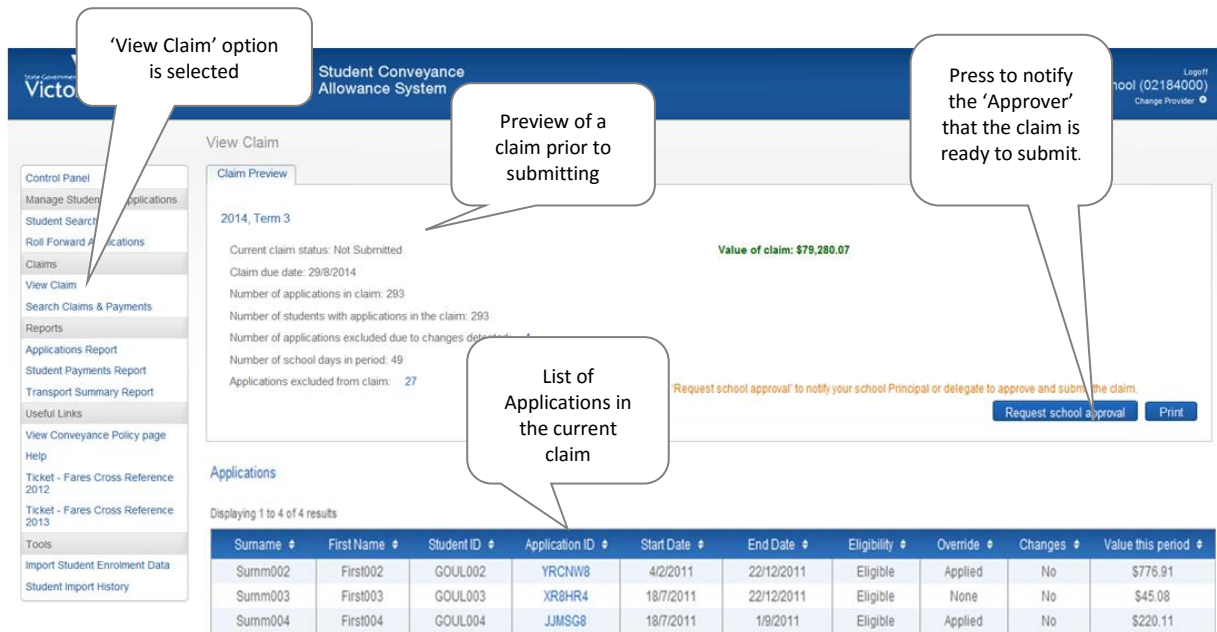


Figure 4-1 'Claim Preview' screen

Before submitting the claim, go to 'Applications Report' on the 'Control Panel' and check that you do not have any applications left in 'Draft' (or incomplete) state. 'Draft' Applications are excluded from your claim. The claim must be approved by a user with 'Provider Approver' access. If applicable, click on the 'Request school approval' button to notify the 'Provider Approver' (by email) at your school that the claim is ready for approval.

The claim submission process must be continued by the 'Provider Approver', as described in section 4.3.1 below.

4.3.1 Submit Claim

The 'View Claim' option in the 'Control Panel' provides access for the 'Provider Approver' to 'Submit' a claim; see Fig 4-2 below:

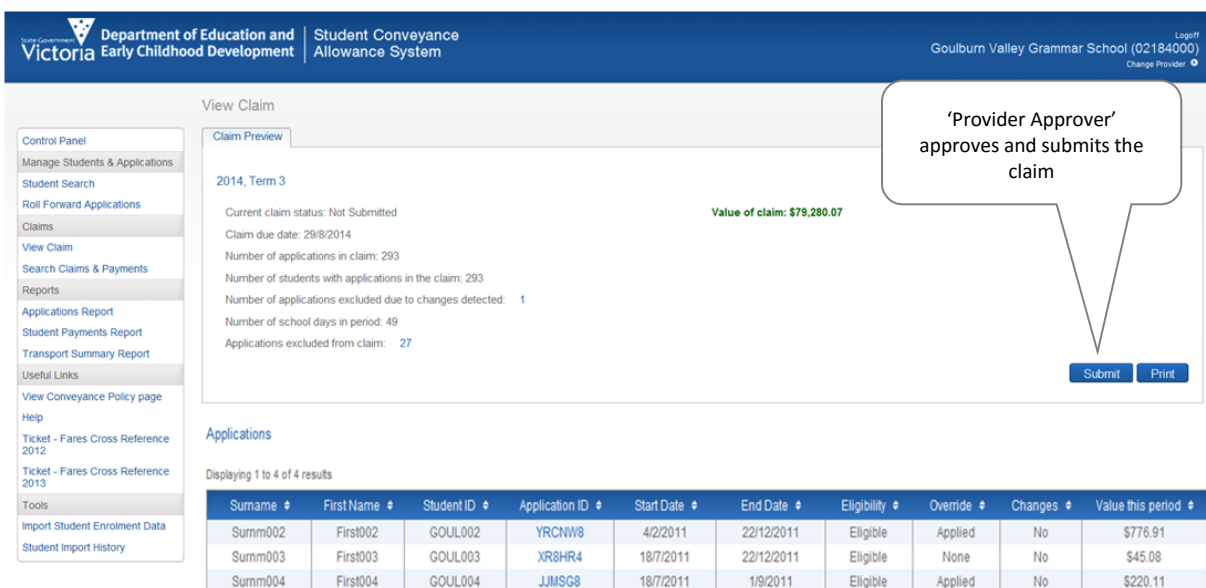


Figure 4-2 'Claim Preview' screen with 'Submit' button

Click the 'Submit' button to display the following screen (Fig 4-3):

Victoria Department of Education and Early Childhood Development | Student Conveyance Allowance System

Goulburn Valley Grammar School (02184000) Logoff
Change Provider

Control Panel
Manage Students & Applications
Student Search
Roll Forward Applications
Claims
View Claim
Search Claims & Payments
Reports
Applications Report
Student Payments Report
Transport Summary Report
Useful Links
Help
View STU policy page
Tools
Import Student Enrolment Data
Student Import History

Submit Claim

2011, Term 2

Claim Value: \$28.86

Important: Please read before submitting this claim
By submitting this claim you hereby certify that the students detailed in the Applications attend your school and to the best of your knowledge are entitled to the student conveyance allowance as per Departmental guidelines

☐ I certify that the information supplied is true and correct

Submit Cancel

Certification is required

Submit certified claim to the FPU

Figure 4-3 'Submit Claim' initial screen after clicking 'Submit' button

The approver may continue by certifying the claim, and clicking the 'Submit' button. When the 'Submit' button is clicked, the following message appears (Fig 4-4):

Submit Claim

Claim successfully submitted.
Please note: this claim will be available for viewing shortly depending on the number of applications in the claim.

Figure 4-4 'Submit Claim' screen immediately after successful submission

Notes on submitting a claim

- only authorised SCAS user(s) with 'approver' access can submit a claim;
- a claim can be submitted only between the calendar claim period open and close dates;
- only one claim can be submitted in each claim period;
- once submitted to the FPU, a claim cannot be modified;
 - Contact the SCAS Helpdesk to have the claim un submitted / 'Rejected';
 - Any 'Rejected' claim will have a 'Rejected Note' from the FPU:
 - The school SCAS user can view the 'Rejected Note' relevant to each Application and take the appropriate action to 'Submit' the claim again
- A student may have more than one application associated with a claim for a given claim period.

4.4 Modifying or Deleting a Claim

Schools cannot delete a claim, but they may modify it.

- **Modify:**
 - A school may modify a claim which has not been submitted;
 - Where a claim has already been submitted, a school should contact the SCAS Helpdesk and request that it be 'Rejected' in order that the school make modifications.
- **Delete:**
 - A school cannot delete a claim. If the claim status is 'Submitted', a school should contact the SCAS Helpdesk and request that it be 'Rejected'.

When the FPU rejects a claim, the claim status indicates 'Rejected', and control of the claim is returned to the school.

4.5 Revise a Claim

If there is a need to revise a claim that has already been submitted, the only course of action open is to request that the FPU reject the submitted claim. Contact the SCAS Helpdesk to have the claim un-submitted.

When the FPU rejects a claim, the following occurs:

- The claim status is set to 'Rejected';
- Each 'Provider Approver' user of that school is notified of the rejection by email;
- Control of the claim is returned to the school.

Revising a claim consists of removing and, if necessary, modifying the applications which make up a claim. The next step is to request school approval of the revised claim and then 'Re-submit' the revised claim to the FPU.

4.6 Search Claims and Payments

The 'Search Claims & Payments' option from the 'Control Panel' provides access to this functionality (Fig 4-5 below):

Department of Education and Early Childhood Development | Student Conveyance Allowance System

Logoff Page (01154900) Change Provider

Control Panel

- Manage Students & Applications
- Student Search
- Roll Forward Applications
- Claims
- View Claim
- Search Claims & Payments
- Reports
- Applications Report
- Student Payments Report

Claim Search

Search Claims and Payments

Claim Period: All
Status: All
Value From:
Suspended: All
Audit Status: All
Payment Type: All

To:

Search results are displayed

Search Print

Click the link to see detail

Displaying 1 to 3 of 3 results

Claim Period	Status	Value	# Applications	Suspended	Audit Status	Payment Type
2011, Term 2	Submitted	\$341.04	2	No		Claim
14/7/2011	Ready to Pay	\$50.00				Adhoc Payment
14/7/2011	Submitted	\$45.00				Adhoc Payment

Figure 4-5 'Claim Search' screen - after selecting 'Search Claims & Payments' option



Notes on 'Search Claims and Payments'

- Sort results by clicking the heading of any column;
- Results may be saved in a PDF file by clicking the 'Print' button.
- If no matching data is found, the message will appear: 'Your search returned no results, please try again'.

4.6.1 View Claim

The 'Claim Period' column contains (Fig 4-5) links to more detailed information. Clicking on the blue link displays of the 'View Claim' screen Fig 4-6 below:

View Claim

View Claim

2014, Term 2

Current claim status: Paid
Claim due date: 26/7/2014
Number of applications in claim: 3
Number of students with applications in the claim: 3
Number of applications excluded due to changes detected: 0
Number of school days in period: 46
Applications excluded from claim: 3

Value of claim: \$1,302.00

Value of the selected claim

Print claim

Print

Add Note

Note

Add Note

Applications

Displaying 1 to 3 of 3 results

Surname	First Name	Student ID	Application ID	Start Date	End Date	Eligibility	Override	Changes	Value this period
Amidala	Princess	GOUL005	4DQTWL	28/1/2014	19/12/2014	Eligible	None	No	\$458.49
Chickens	Darles	A575671750	555SCG	28/1/2014	19/12/2014	Eligible	None	No	\$227.85
Dantes	Edmond	A801890814	WZXN77	28/1/2014	19/12/2014	Eligible	None	No	\$615.66

Figure 4-6 'View Claim' screen

4.6.2 Print Claim

The 'Print' claim report will always produce a Comma Separated Values (CSV) file, one-line summary for each Application, detailing the student, travel start and end dates with the appropriate 'Value This Period' together with 'Claim Status' and 'Override' information.

The Comma Separated Values (CSV) files; is
'SCAS_Claims_Applications_for_YYYY_Term_#_extract_YYYYMMDD.csv'

Example CSV file – opened with Microsoft EXCEL below.

Student Surname	Student First Name	Student ID	ID	Travel Start	Travel End	Eligibility	Override	Changes	Value This Period	Provider	Campus	Claim Period	Claim Status	Claim Date	Total Claim Value	Number Of Apps
Amidala	Princess	GOUL005	4DQTLW	28/01/2014	19/12/2014	Eligible	None	No	\$458.49	Goulburn V	Goulburn Va	2014, Tern	Paid		\$1,302.00	3
Chickens	Darles	A575671750	555SCG	28/01/2014	19/12/2014	Eligible	None	No	\$227.85	Goulburn V	Goulburn Va	2014, Tern	Paid		\$1,302.00	3
Dantes	Edmond	A801890814	WZXN77	28/01/2014	19/12/2014	Eligible	None	No	\$615.66	Goulburn V	Goulburn Va	2014, Tern	Paid		\$1,302.00	3

5 Reports

SCAS provides two major reporting facilities with the additional capability to produce / Save a PDF file. The 'Print' button accesses the reports below:

- 'Student Search' screen: produces report file 'StudentSummaryyyyyymmdd.pdf'
- 'View Application' screen: produces report file 'ApplicationSummaryyyyyymmdd.pdf'
- 'Claim Search' screen: to produce the report file 'SCAS_Claims_extract_yyyymmdd.pdf'
- 'View Claim' screen: to produce the report file 'SCAS_Claims_Applications_for_yyyy_Term_#_extract_yyyymmdd.csv'



Note yyyyymmdd is today's date; # represents the number of the Term such as 1, 2, 3 or 4.

5.1 Applications Report

SCAS stores comprehensive data on all conveyance allowance Applications. This option is available from the 'Control Panel' option 'Applications Report', and displays a screen similar to that shown below (Fig 5-1):

Student Surname	Student First Name	Student ID	Applicant Surname	Applicant First Name	Application ID	Travel Start	Travel End	Claimable	Changes Detected
Amidala	Princess	GOUL005	Appsumm005	Appfirst005	4DQTWL	28/1/2014	19/12/2014	Yes	No
Baggins	Bilbo	A238734175	ASNIM- A238734175	AFNIM- A238734175	R54QNQ	28/1/2014	19/12/2014	Yes	Yes
Baggins	Frodo	A743987414	ASNIM- A743987414	AFNIM- A743987414	BLM2QT (Draft)	22/4/2014	19/12/2014	No	No
Chickens	Darles	A575671750	ASNIM- A575671750	AFNIM- A575671750	555SCG	28/1/2014	13/7/2014	Yes	No

Figure 5-1 'Applications Report' screen



Notes on Applications Report

- an asterisk (*) may be used for partial matching: E.g. search argument of 'smit*' in the 'Student Surname' field would return all student records where the student surname begins with 'SMIT';
- upper or lower case searching will furnish the same result: E.g. 'smit', 'SMIT' are all equivalent;
- SCAS searches all applications for this particular school: i.e. both current applications and those that have been paid in previous claim periods;
- sort results by clicking the heading of any column;
- Results may be saved in a PDF file by clicking the 'Print' button: the default file name is 'SCAS_Applications_extract_yyyymmdd.pdf', where yyyyymmdd is today's date.

5.2 Student Payments Report

The information stored in SCAS regarding payments for students is available through the 'Student Payments Report' option of the 'Control Panel'. The initial 'Student Payments Report' screen is similar to that shown below (Fig 5-2):

Student Payments Report

Control Panel

Manage Students & Applications

Student Search

Roll Forward Applications

Claims

View Claim

Search Claims & Payments

Reports

Approvals & Request

Student Payments Report

Transport Summary Report

Useful Links

View Conveyance Policy page

Help

Ticket - Fares Cross Reference 2013

Specific Student Search

SCAS Self-paced Online Training

Tools

Import Student Enrolment Data

Student Import History

Claim Period From: 2014, Term 1

Claim Period To: 2014, Term 4

Student: No Filter

Note:

Transport Mode: No Filter

Public Bus

Public Train

Private Car

Private Bus

Run Report

Student Payments Report

Figure 5-2 'Student Payments Report' initial screen



Notes on Student Payments Report

- SCAS always produces a PDF file.
- criteria may consist of individual students or all, a range of claim periods, one or a selection of transport modes;
- the report is sorted alphabetically by student surname, first name;
- the report will only display amounts that have been paid;
- if no payments or students meet the search criteria, the file will contain only the following message: 'No students match criteria entered';
- if any payments or students satisfy the given criteria, the file will contain one or more report pages, formatted as shown in the sample below:

Moel Meschling 12 A-Roadname Road A-Suburbname VIC 1234	Some School Name 1 Some-Road Name A-Suburbname VIC 1234
---	---

Student Conveyance Activity Statement

Student: Andrew Smith

Claim period:

T1 2009	130.00
T2 2009	130.00
T3 2009	130.00
Total:	390.00

Note:

5.3 Transport Summary Report

This report displays a one-line summary for each Application, detailing student and applicant information, including the amounts paid for each 'Sequence' (transport leg), as well as any off campus allowance.

SCAS always produces a Comma Separated Values (CSV) file; 'TransportSummaryyyyyymmdd.csv'.

Fig 5-3 shows the initial selection screen for the Transport Summary report

Figure 5-3 'Transport Summary Report' initial screen

Example CSV file – opened with Microsoft EXCEL

Provider Name	Claim Period	Student Surname	Student First Name	Student ID	Student VSN	Year	Application Level	ID	Travel Start Date	Travel End Date	Student Claiming	Single or Multi-Mode	Travel Mode Leg 1	Amount Leg 1	Travel Mode Leg 2	Amount Leg 2	Off Campus Payment	Total Application Payment	Applicant Name	Applicant Address
Goulburn Valley	2014, Term 2	Amidala	Princess	GOUL005	776367771	11	4DQTWL		28/01/2014	19/12/2014	To/From Scho	Multi-mode	Private Car	209.25	Public Bus	249.24	0	458.49	Appfirst005	2142* RMB, Ben
Goulburn Valley	2014, Term 2	Chickens	Darles	A575671750	575671750	1	555SCG		28/01/2014	13/07/2014	To/From Scho	Single	Public Bus	227.85		0	0	227.85	AFNM-A575	
Goulburn Valley	2014, Term 2	Dantes	Edmond	A801890814	801890814	4	WZKN77		28/01/2014	19/12/2014	To/From Scho	Multi-mode	Private Car	366.42	Public Bus	249.24	0	615.66	AFNM-A801	

6 Troubleshooting

6.1 SCAS Login

If you are unable to login to the SCAS system, please consider the following:

- Ensure that your computer is connected to the internet.
- Ensure you are logging into the correct system: is the URL in your browser address field correct?
- Ensure you are using the correct user account and password for the SCAS system.
- Passwords are case-sensitive – check your key board for ‘Shift-lock’ and ‘Caps-Lock’.

6.2 Student Search

If the system is unable to find the ‘Student’ record you have specified, please consider the following:

Are you using the correct search criteria?

- Perhaps the data was not entered as expected? You can try using a wildcard (*) search by keying the first few characters of the search argument, followed by an asterisk ‘*’; e.g. smit* in the ‘Student Surname’ field

For government school users:

- Is the student record in *Cases21*?

For non-government school users:

- Has the student data been entered into the SCAS system correctly?
 - The Manual Input process and or
 - The ‘Import Student Enrolment Data’ process

6.3 Cannot Create a Student (non-government schools)

If the system is unable to create the student record you have entered, please consider the following:

- The Student VSN must be unique within a school - no two students should have the same VSN;
- The Student ID is unique within a school –no two students may be assigned the same Student ID.

6.4 Import Student Enrolment Data (non-government schools)

6.4.1 Background Information

As there is no IT integration between non-government school systems and SCAS the following processes are designed to detect changes that may affect the student's eligibility to receive conveyance allowance.

Typically, Non-Government Schools (NGS) manage their student enrolments through their own system. For efficiency and accuracy gains, it is recommended that schools import their student enrolment data into SCAS using a file formatted as specified below.



Note: that only students claiming the allowance should be included in this file.

Only non-government school users are able to enter or amend student enrolment details in bulk by using the 'Import Student Enrolment Data' facility.

Non-government schools must do a student data import in SCAS at the beginning of each calendar year after the 'Roll Forward Applications' process is complete. The import should contain every student claiming the allowance for the new school year including any new students.

Schools may elect to import more times during the year depending upon how many conveyance allowance student enrolment changes apply.

Schools with ten (10) or more students claiming conveyance allowance are strongly recommended to use the import process.

Student 'Enrolment's can also be entered directly into the SCAS system. Schools with a small number of (less than ten) conveyance applications may prefer the direct entry method after completing the 'Roll Forward Applications' process. Refer to section '3.2.1 Create New Student – Manual Input' in this document for details.

6.4.2 CSV File Format

To successfully Import Student Enrolment Data into SCAS, the import file must be compliant as follows:

- The file format is CSV – Comma Separated Values:
 - The data encoding must be 'ANSI'
 - Microsoft EXCEL and Notepad programs support CSV and ANSI
- The file name extension must be '.csv';
- The 'Import File' must contain a header record, followed by one data record (or row) per student:
 - Every data record consists of 21 fields.
- Mandatory fields must contain data;
- Highly Recommended fields should be provided if the data is available;
- Optional fields may be empty or contain data;
- All fields (even if empty, no contained data) must be separated by a comma (,):
 - Except there is no comma following the last field (field number 21).

6.4.2.1 CSV Template

The FPU strongly recommends that non-government schools download a copy of the CSV template to assist with the 'Import Student Enrolment Data' process.

From SCAS, go to the 'Control Panel', click on 'Import Student Enrolment Data', and then click on 'here' to start the download template process.

Refer to Figure 6-4-2-1 'Import Student Enrolment Data' screen – CSV template download below.

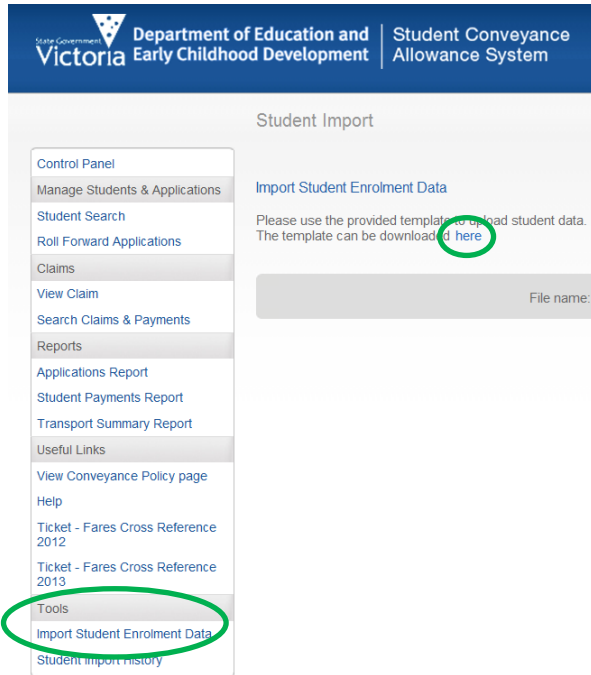


Figure 6-4-2-1 'Import Student Enrolment Data' screen – CSV template download

6.4.2.2 CSV File – Further Technical Information

Refer to the link below for further technical information

<http://www.education.vic.gov.au/Documents/school/principals/safety/scasstudimpfile.doc>

6.4.3 Error Correction

If the system is unable to import the 'Student Enrolment Data' file you have specified, or rejects one or more of the records in the file, please consider the following:

Are you using the correct file? For example:

- Does the structure of the file conform to the 'Student Import Data' format?
 - The file format must be Comma Separated Values (CSV);
 - With the data encoding must be 'ANSI'
 - Microsoft EXCEL and the Notepad programs support CSV and ANSI

Check the 'Student Import History' to identify the status and errors:

- Is the 'Import Status:' 'Complete'?
 - Click the 'Check Progress' button to get the current status;
- Check the 'Informational message' table for error 'Icon's and messages:
 - The following '**Icons**' indicate which records need corrective actions.

Refer to Table 1 below (Tab 6-4-3-1):









Icon Reported	Comments	Actions to be Taken - 'Import Student Enrolment Data' process
	NO Error – SCAS has updated the student's enrolment	None
	Error - SCAS has updated the student's enrolment	Correct your import file and Import your file again
	Error – SCAS has NOT updated (rejected) the student's enrolment	Correct your import file and Import your file again

Table 6-4-3-1 'Student Import' – '**Icon**' reported

Example: The  and  '**Icon**'s indicate an error, refer to Figure 6-1 'Student Import' – 'Information messages' below.

Informational messages are provided in the following rows:

Row Number	Student Name	Student ID	Message	Icon
1	Pierre Bezukhov	A848200291		
2	Andante Molto	A645123604	Address is Invalid	
3	Bilbo Baggins	A238734175	Student Contact Invalid Length	

Rejected record

Street Address is Invalid

Message reported

Icon reported

Figure 6-1 'Student Import' – '**Information messages**'

You should use either EXCEL or the Notepad programs (or similar software) to view or edit your CSV file and follow the 'Import Student Enrolment Data' process again.

To assist with trouble shooting your CSV file, refer to the following sections in this document:

- [6.4.4 View or Edit a CSV File](#)
- [6.4.4.1 EXCEL](#)
- [6.4.4.2 Notepad](#)

6.4.4 View or Edit a CSV File

Most non-government school SCAS users utilize the Microsoft 'EXCEL' or 'Notepad' programs (or similar software) to view and edit their CSV files.

This document is not designed as a substitute user guide and or support for the Microsoft 'EXCEL' or 'Notepad' programs. You should consult your Help Desk, the web and the programs Help functions for support.

6.4.4.1 EXCEL

When you open a CSV file with EXCEL, the program should automatically display a spreadsheet with a 'Header' that contains a Field (description) name and underneath that, in each cell, the relevant student enrolment data.



Notes on CSV files with EXCEL:

- EXCEL interprets a comma in the CSV file as a column as displayed in the spread sheet;
- No commas will be displayed.

Refer to the example below in Figure 6-4-4-1 EXCEL Display a CSV file - No commas are displayed.

The Header has a Field name in each column. The Header is not included as a row number

Record of student has 21 fields. This is row 1

EXCEL cells from Row 1 contains the student enrolment data, in this case the Student Birth Date

An empty field (contains no data) will be represented as a comma in a CSV formatted file

	A		C	D	E		G	H	I	J
	Student VSN	Student Identifier	Student First Name	Student Surname	Student Birth Date	Student Full Time Equivalent	Student Enrolment date	Student Exit date	Student Year Level	Student Contact Telephone Number
1	123456789	12485	Joe	Bloggs	8/04/2000	1	1/01/2010		9	123 456
2	987654321	9162	John	Citezin	27/08/1999	1	1/01/2012			

Figure 6-4-4-1 EXCEL Display a CSV file - No commas is displayed.

You may elect to view or edit the student enrolment data as per the normal EXCEL program / process.



Note: If any field in your spreadsheet is empty (contains no data), when you Save your file in the CSV format, this will have a comma.

Example: In Figure 6-4-4-1 EXCEL Display a CSV file - No commas are displayed, in column H, the Header Field name is called 'Student Exit date', for student 'Joe Bloggs', cell H2 is empty (contains no data). Therefore when saved as a CSV format file, there will be a comma to represent the empty entry.

When saving your CSV file, you must ensure your file is formatted to **Comma** Separated Value (CSV). E.g. Use 'File' → 'Save As' → 'Save as type:', 'CSV (Comma delimited) (*.csv)' selections and follow the prompts.

Notepad is part of the Microsoft Windows operating system and is a basic text-editing program. It can be used to view and edit a Comma Separated Value (CSV) file typically identified by the .csv file name extension.

Example: The Figure 6-4-4-2 Notepad Display a CSV file - Commas are displayed below is the same file as discussed in section '6.4.4.1 EXCEL' of this document however Notepad displays the student enrolment data including all commas. In the green circle, you can see the additional comma representing empty (no data contained) for 'Joe Bloggs', Student Exit date'.

Record of student has 21 fields. This is row 1

vb scas 2014-3ansi.csv - Notepad

Header with field (description) name

Empty field (contains no data) for 'Student Exit date'

Student VSN	Student Identifier	Student First Name	Student Surname	Student Birth Date	Student Exit date	Student Address	Student Postcode
123456789	12485	Joe	Bloggs	8/04/2000	1,1/01/2010	9,123 456,12 Silly Pde., Blah, 3630	Joker,
987654321	9162	John	Citezin	27/08/1999	1,1/01/2012	9,789 101,457 Blah Street,, Funny,	3631

You may elect to view or edit the student enrolment data as per the normal Notepad program / process.



- If any fields in a record are invalid, only that record is rejected; i.e. SCAS continues to process the other records (if any) in the file.
 - A record is the entire row of data in your CSV file for a particular student.
- SCAS will report an error with a bad street address as '**Address is Invalid**':
 - Refer to Figure 6-1 'Student Import' – '**Information messages**' above for example.
- The Student Import will only update the SCAS Enrolment data:
 - Existing Applications will not be updated through this process;
 - SCAS will indicate Changes Detected in either of the following screens:
 - The 'Number of applications excluded due to changes detected' as indicated in the SCAS 'Control Panel' page or
 - 'Changes Detected' set to 'Yes' as indicated in the 'Applications Report'
 - Any Changes Detected will automatically exclude an Application from the claim even if it is claimable;
 - All Changes Detected should be reviewed carefully and be managed by the school as soon as they come into effect.
 - Changes Detected apply to SCAS fields:
 - FTE
 - Exit Date
 - Residential Address 1
 - Residential Address 2
 - Residential Suburb
 - Residential Postcode
 - Campus Address

6.5 Application Failure

6.5.1 Application Not Created

If SCAS is unable to create a new application, the display message may indicate which fields is missing information or an 'Unexpected Error' message.

For a government school:

- Does the system contain all the mandatory student data fields required for creation of an application?
 - Check the *Cases21* system and add or amend student data in that system, and then try to use SCAS again at the start of the next business day.
 - All relevant student enrolment data is obtained from and synchronised with *Cases21* by an overnight process.
 - Student enrolment data cannot be manually entered in SCAS; it is to be kept up to date by *Cases21*.
 - If the 'Unexpected error' persists, contact the SCAS Helpdesk.

6.5.2 Application Has the Wrong Status

- If an Application is not Complete, it is in a 'Draft' state and will not be included in a claim;
- If the Application you have created has a value of zero (\$0) dollars, it will be marked as 'Not Claimable', irrespective of its 'Eligibility' status;
- If the Application is 'Not Eligible' and has no override 'Applied', or has a 'Rejected' override, it will be marked 'Not Claimable';
- If the Application is 'Eligible' and has a 'Rejected' override, it will be marked 'Not Claimable'.

6.6 Delete Application

SCAS may determine that an Application cannot be deleted under the following circumstances:

- The Application is associated with a claim which has been submitted
 - The claim status would be one of the following: 'Submitted', 'Ready to Pay', 'Pending Payment', or 'Paid'.
- An Application is associated with more than one claim.

6.7 Claims

- If an Application is not complete, it is in a 'Draft' state and will be excluded from a claim;
- If the Application has a value of zero (\$0) dollars, it will be marked as 'Not claimable', irrespective of its 'Eligibility' status;
- If the application is 'Not Eligible' and has no override 'Applied', or has a 'Rejected' override, it will be marked 'Not claimable';
- If the application is 'Eligible' and has an 'Applied' or 'Rejected' override, it will be marked 'Not claimable'.

6.7.1 Submit Claim Failure

The claim period has closed: in this case the SCAS displays the following message to the user:

- The claim submission date period has closed. Amounts for late claims will be paid in the following claim period. To ensure prompt payment of claims please ensure that they are submitted by the claim closing date.
- A claim with a status of 'Submitted' already exists for the same school: you need to review the existing claim and determine whether FPU should be asked to reject it. Once the existing claim has been rejected, another claim may be submitted.

6.7.2 Rejected Claim

The status of a 'claim' moves from 'Submitted' to 'Rejected' when initiated by the FPU when one of the following occurs:

- An application override, for an application included in the claim is rejected by the FPU
- The claim is rejected by the FPU for some other reason.

In either case a 'Rejection Note' is mandatory and is visible from the 'View Claim' screen. When a claim is rejected by the FPU, the claim status is reset to 'Not Submitted' and control of the claim is returned to the school.

Schools need to review the rejected claim and take any action as required on applications that are affecting the claim.

The course of action the school should take is:

- Review the 'Rejection Note';
- Revise the claim accordingly;
- 'Re-submit' the claim.

6.7.3 Suspended Claim

A claim may be suspended by FPU preventing its progression to payment.

When a claim is suspended, SCAS does the following:

- Sends an email to each user with 'Provider Approver' access;
- FPU adds a 'Suspension Note' to the claim;
- Sets the 'Suspended' status to 'Yes'.

The 'Suspended' status and the 'Suspension Note' are visible to the school user from the 'View Claim' screen.

Review the suspension note, and take any recommended action.

If appropriate, contact FPU to discuss the issue.

7 Help

7.1 Contacting the SCAS Helpdesk in the Family Payment Unit

The SCAS Helpdesk can be contacted:

- by email: conveyance@edumail.vic.gov.au
- by telephone: 1800 060 970, select option 1 after the voice prompt

7.2 Student Conveyance Allowance System (SCAS)

Information regarding the SCAS web based program can be found at

<http://www.education.vic.gov.au/school/principals/finance/Pages/transportscas.aspx>

7.3 For Information Regarding Conveyance Allowance

Information regarding the conveyance allowance programme can be found on at

<http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx>

Appendix 1 View Application Screens


The five tabs of the 'View Application' screen are illustrated and described by the following screen-shots and tables:

Application Summary tab:

View Application

Application Summary | Student Enrolment Details | Transport Details | Applicant Details | Overrides

Student Name [Redacted] Application Status Eligible
 Student ID [Redacted] Override None
 Application ID [Redacted] Travel End 10/06/2014

Claimable 
 Complete

Modify Delete Print

Claim History

Claim Period	Claim Status	Value this period	Adjustments	Total for claim
2014, Term 2	Paid	\$272.32	\$0.00	\$272.32
2014, Term 1	Paid	\$278.24	\$0.00	\$278.24

[View all Applications for this student](#)

Allowance Summary

Daily Estimated Amount \$5.92
 Upfront Amount \$0.00

Estimated Payments

Term 1	Term 2	Term 3	Term 4	Total
\$278.24	\$195.03	\$0.00	\$0.00	\$473.27

Changes to student details detected. Click modify to make change to Application

#	Field	New value	Original value
1	Exit Date	10/6/2014	

Existing Notes

Date	User	Note
4/07/2014	Victor Beattie	test note

Appendix 1 Figure 1 'View Application' screen - 'Application Summary' tab

Application Summary tab	
Field	Description
Student Name	The name of the student
Student ID	The student identification number
Application ID	The unique application ID created by SCAS
Application Status	The status of the Application
Override	Status of override
Travel End	The date travel ends
Claim History	
Claim Period	The year and term of the claim
Claim Status	The status of the claim
Value this period	The application value for this claim period
Adjustments	The adjustments for this claim period
Total for claim	The total dollar amount for each claim period
Allowance Summary	

Daily Estimated Amount	The estimated daily dollar amount per school day
Upfront Amount	The upfront dollar amount
Changes to student details detected	
Field	The field that change has been detected
New value	The new contents of the field
Original value	The original contents of the field
Estimated Payments	
Term	The estimated dollar amount per term
Total	The estimated dollar amount total for the year
Existing Notes	
Date	The date that the note was created
User	The name of the user who created the note
Note	The text of the note

Student Enrolment Details tab:

View Application

Application Summary

Student Enrolment Details

Transport Details

Applicant Details

Overrides

Student ID

Student First Name

Birthdate

Enrolment Date

Contact Number

Residential Address 1

Residential Suburb

Is Address Invalid

Student VSN

Student Surname

FTE

Exit Date

Year Level

Residential Address 2

Residential Postcode

Student is severely physically disabled

Student is on PSD Program

Provider Type

No

No

School

Defined as physically or intellectually disabled, blind, deaf

Program for Students with Disabilities

Campus

Campus Address

Distance from home to campus

Specify a different distance

Student attending nearest campus

Goulburn Valley Grammar School (02184001)

455 Verney Road SHEPPARTON Australia 3630

74.9

Yes

School	Campus	Distance
Goulburn Valley Grammar School (02184000)	Goulburn Valley Grammar School (02184001)	74.93 km
Sirius College (02195800)	Shepparton Campus (02195806)	77.71 km

2D

3D

Road

Aerial

Bird's eye

Labels

<<

Appendix 1 Figure 2 'View Application' screen - 'Student Enrolment Details' tab


Student Enrolment Details tab	
Field	Description
Student ID	The student identification number
Student First Name	The student first name
Birthdate	The student date of birth
Enrolment Date	The enrolment date the student started at the school
Contact Number	The student contact number
Residential Address 1	The student residential address 1
Residential Suburb	The student residential suburb
Is Address Invalid	Calculated by SCAS as 'Yes' or 'No'. 'Yes' is a bad address.
Student VSN	The student Victorian Student Number
Student Surname	The student surname
FTE	Full Time Equivalent, the student time fraction
Exit Date	The student exit date
Year Level	The student year level
Residential Address 2	The student residential address 2
Residential Postcode	The student residential postcode
Student is severely physically disabled	Is the student severely physically disabled 'No' is default
Student on the PSD Program	Is the student on the Program for Students with Disabilities 'No' is default
Provider Type	The provider type School; Special School; Special Setting. 'School' is default
Campus	The campus the student attends
Campus Address	The address of the campus by the student attends
Distance from home to campus	The distance from home to campus calculated by SCAS
Specify a different distance	The manual distance entered by the user
Student attending nearest campus	Student attending nearest campus calculated by SCAS 'Yes' or 'No'

Transport Details tab:

View Application

Application Summary Student Enrolment Details **Transport Details** Applicant Details Overrides

Student Name Andante, Molto Application Status Eligible
 Student ID A954623878 Override None
 Application ID MP7L4L Travel End 21/12/2012

Claimable 
 Complete

Student claiming To/From School Allowance Number of school days off 0
 Travel commencement date 16/04/2012 campus per week
 Date travel ends 21/12/2012
 Single or Multi mode Single
 transportation

Sequence 1
 Travel Mode Public Bus
 Ticket Frequency Yearly
 Ticket Type Victorian Student Pass - Yearly
 Ticket Amount 458.00
 Service Operator MET Bus
 Service Route MET Bus Service
 Travel Distance 50.7

Attachments
 File name: Browse...
 No attachments exist for this application
 Add Attachment Delete Attachment

Appendix 1 Figure 3 'View Application' screen – 'Transport Details' tab


Transport Details tab	
Field	Description
Student claiming	The student claiming the type of allowance: <ul style="list-style-type: none"> • 'To/From School Allowance'; • 'Off campus Only'; • 'To/From School & Off Campus'
Travel commencement date	The date travel begins
Date travel ends	The date travel ends
Single or Multi mode transportation	The travel is by Single or Multi-mode transport
Number of school days off campus per week	Number of school days per week for Off campus (VET)

Sequence	
Sequence	The sequence number for each transport leg. <ul style="list-style-type: none"> Sequence 1 is for 'Single' Sequence 1 and 2 is for 'Multi mode'
Travel Mode	The type of transport; predominantly Public or Private
Ticket Frequency	Public transport, the ticket / pass frequency the ticket is valid for
Ticket Type	Public transport, the ticket type / pass purchased
Ticket Amount	Public transport, the ticket amount is published by PTV (Public Transport Victoria)
Service Operator	Public transport, the service operator business name used for providing transport
Service Route	Public transport, the service route used
Travel Distance	The travel distance for each Sequence (or leg) in kilometres
Furthermost or Additional Student	Private Car transport: <ul style="list-style-type: none"> Furthermost is used for one student travelling in a private car Additional is used for more than one student in the same car
Attachments	
Filename:	Used for supporting evidence Supports most Microsoft file formats such as WORD, EXCEL, Notepad and Adobe PDF

Applicant Details tab:

View Application

Application Summary Student Enrolment Details Transport Details **Applicant Details** Overrides

Student Name SURNAME001, FNAME001	Application Status Eligible	<div>Claimable </div> <div>Complete</div>
Student ID GOUL001	Override Applied	
Application ID YF2SZL	Travel End 22/12/2011	

Applicant First Name APPFNM001
Applicant Surname SURNAME001
Applicant Type Parent
Applicant Contact 00000001
Applicant Address Line1 1541
Applicant Address Line2 A-Roadname Road
Applicant Suburb A-Suburbname
Applicant Postcode 1234

Appendix 1 Figure 4 'View Application' screen - 'Applicant Details' tab


Applicant Details tab	
Field	Description
Applicant First Name	The Parent/Guardian first name
Applicant Surname	The Parent/Guardian surname
Applicant Type	The Parent/Guardian type
Applicant Contact	The Parent/Guardian contact number
Applicant Address Line 1	The Parent/Guardian residential street address 1
Applicant Address Line 2	The Parent/Guardian residential street address 2
Applicant Suburb	The Parent/Guardian residential suburb
Applicant Postcode	The Parent/Guardian residential postcode

Overrides tab:

View Application

Application Summary Student Enrolment Details Transport Details Applicant Details **Overrides**

Student Name	SURNAME001, FNAME001	Application Status	Eligible
Student ID	GOUL001	Override	Applied
Application ID	YF2SZL	Travel End	22/12/2011

Claimable 

Complete

Application validation failure messages

Override Reason Code Mapping Software unable to verify distance

Distance (kms) 5.0

Override Note

Override Reason Code Lack of available places in nearest school

Override Note aaa

Appendix 1 Figure 5 'View Application' screen - 'Overrides' tab

Overrides tab	
Field	Description
Override Reason Code	The reason for the override
Override Value / Distance	The override value whether it is distance, date or amount
Override Note	The note associated with the override
Override Attachment	The override attachment file that that may be used as evidence to support the reason for an override

Appendix 2 Sample Reports

Application Summary Report:

The contents of the fields in this example of an Application Summary Report are described in the table below:

Student Conveyance Allowance: Application			
Date printed: 22/09/2011			
Student Name	meschling, moel	Application Status	
Student ID	nsr0107	Override	
Application ID	XR2TWN	Travel End	22/12/2011
<u>Application Summary</u>			
Claim History			
No Claim History Found			
<u>Allowance Summary</u>			
Daily Estimated Amount	\$5.09		
Upfront Amount	\$0.00		
<u>Student Enrolment Details</u>			
Student ID	nsr0107	Student VSN	160519904
Student First Name	moel	Student Surname	meschling
Birthdate	16/05/1990	FTE	1.0
Enrolment Date	02/03/2011	Exit Date	
Contact Number	16051990	Year Level	12
Residential Address 1	12 A-Roadname	Residential Address 2	
Residential Suburb	A-Suburbname	Residential Postcode	1234
International full fee paying?			
Is the child severely physically disabled?			
Is the student on the PSD Program?			
Student attending which Provider Type	School		
Campus	Goulburn Valley Grammar School (02184001)		
Campus Address			
Distance from home to campus	3.4		
Specify a different distance	5.0		
Is the Student attending nearest campus			
<u>Transport Details</u>			
Student Claiming			
Travel Commencement Date	17/08/2011		
Date Travel Ends	22/12/2011		
Single or Multi mode transportation			

Sequence 1 Travel Mode	Public Tram
Sequence 1 Travel Distance	7.0
Sequence 1 Ticket Type	Victorian Student Pass - Half Yearly
Sequence 1 Ticket Frequency	Half Yearly
Sequence 2 Travel Mode	Private Bus
Sequence 2 Travel Distance	8.0

Applicant Details

Applicant Firstname	moel
Applicant Surname	meschling
Applicant Type	
Applicant Contact	1
Applicant Address Line 1	12 A-Roadname
Applicant Address Line 2	
Applicant Suburb	A-Suburbname
Applicant Postcode	1234

Overrides

Reason Code	Value	Note
Incorrect Calculated Distance	5.0 kms	bah
Multi-mode Transport		

<u>Application Summary</u>	
Field	Description
Student Name	The name of the student
Student ID	The student identification number
Application ID	The unique application ID created by SCAS
Application Status	The status of the application
Override	Status of the override
Travel End	The date travel ends
<u>Claim History</u>	
Claim Period	The year and term of the claim
Claim Status	The status of the claim
Value this Period	The application value for this claim period
Adjustments	The adjustments for this claim period
Total for Claim	The total dollar amount for each claim period
<u>Allowance Summary</u>	
Daily Estimated Amount	The estimated daily dollar amount per school day
Upfront Amount	The upfront dollar amount
<u>Changes to student details detected</u>	
Field	The field that change has been detected
New value	The new contents of the field
Original value	The original contents of the field
<u>Existing Notes</u>	
Date	The date that the note was created
User	The name of the user who created the note
Note	The text of the note

Student Enrolment Details	
Field	Description
Student ID	The student identification number
Student First Name	The student first name
Student Surname	The student surname
Student VSN	The student Victorian Student Number
Birthdate	The student date of birth
Enrolment Date	The enrolment date the student started at the school
Exit Date	The date the student will exit or leave, left the school
Year Level	The student year level
FTE	Full Time Equivalent, the student time fraction
Contact Number	The student contact number
Residential Address 1	The student residential street address 1
Residential Address 2	The student residential street address 2
Residential Suburb	The student residential suburb
Residential Postcode	The student post code
Student is severely physically disabled	Is the student severely physically disabled?
Student on the PSD program	Is the student on the Program for Students with Disabilities?
Provider Type	The student provider type may be School; Special School; Special Setting
Does student live within the designated transport area (DTA)?	This field ONLY appears if the Provider Type is 'Special School'. DTA is Designated Transport Area.
Campus	The campus the student attends
Campus Address	The campus address the student attends
Distance from home to campus	The distance from home to campus calculated by SCAS
Specify a different distance	The manual distance entered by the user
Is the student attending nearest campus	Is the student attending the nearest campus

<u>Transport Details</u>	
Field	Description
Student Claiming	The student claiming the type of allowance: <ul style="list-style-type: none"> • 'To/From School Allowance'; • 'Off campus Only'; • 'To/From School & Off Campus'
Travel Commencement Date	The date travel begins
Date Travel Ends	The date travel ends
Single or Multi mode transportation	The travel is by single or multi-modes of transport
<u>Travel Details</u>	
Sequence	The sequence number for each transport leg. <ul style="list-style-type: none"> • Sequence 1 is for 'Single' • Sequence 1 and 2 is for 'Multi mode'
Travel Mode	The type of transport
Furthermost or Additional Student	The student type recorded for the application based one or more students travelling in private car
Travel Distance	The travel distance for each Sequence (or leg) in kilometres
Ticket Type	Public transport, the ticket type / pass purchased
Ticket Frequency	Public transport, the ticket / pass frequency the ticket is valid for
Ticket Amount	Public transport, the ticket amount is published by PTV (Public Transport Victoria)
Service Operator	Public transport, the service operator business name used for providing transport
Service Operator Services	Public transport, the service route used
<u>Applicant Details</u>	
Applicant First Name	The Parent/Guardian first name
Applicant Surname	The Parent/Guardian surname
Applicant Type	The Parent/Guardian type
Applicant Contact	The Parent/Guardian contact number
Applicant Address Line 1	The Parent/Guardian residential street address 1
Applicant Address Line 2	The Parent/Guardian residential street address 2
Applicant Suburb	The Parent/Guardian residential suburb
Applicant Postcode	The Parent/Guardian residential postcode

<u>Overrides</u>	
Field	Description
Override Reason Code	The reason for an override
Override Value	The override value whether it is distance, date or amount
Override Note	The note associated with the override

Glossary

Term	Definition
Application	<p>An 'Application' represents a request by a parent or guardian for conveyance allowance to be paid for their child.</p> <p>In order to create SCAS applications SCAS must be populated with student enrolment data as it initially contains none.</p>
CAP	Conveyance Allowance Program.
Claim	A 'claim' represents one or many Applications made by a provider (school or special setting) for the payment of a conveyance allowance for a given period in the current school year. Claims may be positive, negative or zero in value.
Date travel ends	Date on which travel has ended. The setting of this date and its relationship to the claim period end date may result in an over/under payment scenario.
DET	Department of Education & Training.
DTA	Designated Transport Area ONLY applies for Government 'Special Schools' in which the student resides.
Enrolment	<p>An Enrolment represents a list of students in the SCAS data base that may have or have NO SCAS Applications. SCAS must be populated with student enrolment data as it initially contains none. The student enrolment data in the SCAS originates from two sources, depending on the education sector:</p> <ul style="list-style-type: none"> • Government: all relevant student enrolment data is obtained from the Cases21 system by an overnight process, and schools should continue to maintain student enrolment data using that system; • Non-Government: student enrolment data must be input either manually, or electronically, by each school; the SCAS provides tools to assist users in this process.
FPU	Family Payment Unit
FTE	Full Time Equivalent. The fraction that a student is enrolled at school. E.g. 1.0 indicates full time. 0.2 is 1 day per week, 0.4 two days, 0.6 three days etc.
NGS	Non-Government School.
ORC	Override Reason Code.
PSD	<p>Program for Students with Disabilities ONLY applies to Government Specialist Schools.</p> <p>Deaf facilities provide a Specialist Schools for hearing impaired students within a mainstream school. Students must be on the Program for Students with Disabilities (PSD) to attend these settings. The Department has established a number of recognised deaf facilities where students may attend and receive the conveyance allowance.</p>

Term	Definition
Provider	SCAS term for the school.
Rejected claim	A claim which has an issue of some form which is returned / rejected for the school to rectify and 'Re-submit'.
SCAS	Student Conveyance Allowance System.
Suspended claim	Suspended claims remain with the FPU. The FPU may wish to suspend payment for claims to prevent payment. Suspended claims cannot be paid until they are no longer suspended.
Travel commencement date	Date from which travel commenced. The setting of this date and its relationship to the claim period start date may result in an over/under payment scenario.
Unexpected error	Consult the SCAS Helpdesk on either: <ul style="list-style-type: none"> • conveyance@edumail.vic.gov.au or 1800 060 970, option 1.