



# Onshore Education Program – Special Needs Business Case

This Special Needs Business Case is to be used by the Department of Education when applying for the Onshore Education Program special needs loading. Where eligible students with additional needs have been identified, a Special Needs Business Case for each eligible student requiring additional support is to be submitted.

Eligible students outlined in the arrangement are school-aged children accommodated in an Immigration Detention Facility (including an Alternative Place of Detention), covered by a Residence Determination under the *Migration Act 1956* (also referred to as Community Detention), and Illegal Maritime Arrival children of school age holding a Bridging E visa (subclass 050).

## Instructions

The Department of Education:

- Completes all parts of 'Complete all fields' section.
- Fills in and signs 'Declaration' section.
- Provides the signed electronic copy to [education@homeaffairs.gov.au](mailto:education@homeaffairs.gov.au) by 1 March.
- Must maintain relevant records as evidence of expenditure, for auditing purposes.

Department of Home Affairs staff will complete the 'Office use only' section.

Complete all fields	
Contact officer:	
Email:	
Phone:	
Details of student requiring additional support	
Name:	
Date of birth:	
Name of school:	
Immigration Status:	Immigration Detention Facility <input type="checkbox"/> Community Detention <input type="checkbox"/> Subclass 050 <input type="checkbox"/> Other <input type="checkbox"/> <i>If other, provide details:</i>
Background of student and requirements	
Medical diagnosis of student	

**Sensitive: Personal (when complete)**

Complete all fields	
Summary of student needs, including description of educational support needs (for example, teacher's aide, transport)	
Attachments	<p><i>Attach all relevant supporting information that supports the needs of the student. This could include, but is not limited to, a paediatrician's or occupational therapist's report, medical assessment, etc.</i></p> <p>Attached:</p> <p>Individual Learning Plan <input type="checkbox"/></p> <p>Paediatrician's Report <input type="checkbox"/></p> <p>Occupational Therapist Report <input type="checkbox"/></p> <p style="text-align: right;">Other <input type="checkbox"/></p> <p style="text-align: right;"><i>If other, please list:</i></p> <p style="text-align: right;"><i>Information Notice for Special School.</i></p> <p style="text-align: right;"><i>Email from CDS</i></p> <p style="text-align: right;"><i>Information from Kindergarten</i></p> <p style="text-align: right;"><i>Therapy reports</i></p>
<b>Declaration</b>	
I declare that the special needs loading will only be spent on educational supports. In the event that the student in this business case no longer requires additional support due to their disability, I will ensure the Department of Home Affairs is notified immediately.	
Signature	Date
Office use only	
<b>Is student eligible?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> IDF <input type="checkbox"/> CD <input type="checkbox"/> IMA BVE holder <input type="checkbox"/> Other <input type="checkbox"/>
<b>Has a medical assessment or report confirmed diagnosis?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have all relevant sections of the form been completed?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Has relevant supporting information been attached?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Outcome:</b>	Special needs loading <b>approved</b> <input type="checkbox"/> Special needs loading <b>declined</b> <input type="checkbox"/>
Comments <i>(this field must be completed if 'No' has been checked or special needs loading is declined).</i>	
<b>Signature and date:</b>	
<b>Name, Position, Section:</b>	