



## How to Complete a Financial Assistance Application

**This guide has been developed to assist you with completing your My Future: My Life Application for Financial Assistance.**

Before you proceed we recommend you check your eligibility and ensure you have all the required supporting evidence ready to attach to your application. Now is also a good time to double check that the resource(s) you are about to apply for can be supported through My Future: My Life Financial Assistance.

### Section 1 – Student details

This section is about the student (the applicant). Remember to complete every section marked with an asterisk. If you identify more than one disability type; you are only required to provide evidence of one of the identified disability types.

### Section 2 – Contact details

This section is about the student's school and those supporting the student with their application. Again, every section marked with an asterisk must be completed. My Future: My Life will use details entered in sub-section 2C, '**details of person completing this form**' as the primary contact point for the application.

### Section 3 – Goals for life after school

Students often have multiple goals for life after school identified in their SET Plan (or equivalent); this section gives you the opportunity to identify the specific goal/s which relate to the resource/s you are requesting in this application and to identify how these resources relate to your goal/s. Assessment is easier when information entered in this section is in dot point format.

You still need to attach a copy of your SET Plan (or equivalent) to your application.



## Section 4 – Resource request

This section is where you identify the specific items you are seeking My Future: My Life Financial Assistance to purchase and to provide the contact name and details of your identified provider.

Further in your application you will be required to attach the quote for these items. The quote needs to be from a registered business and must show the provider's trading name, address and ABN. The quote will need to be addressed to the applicant, be dated and give a very clear description of the product to be provided.

If the resource is a service (e.g. tuition), the quote must show a detailed description of the service and identify the quantity and timeframe in which the service will be provided. The quote will need to show the hourly rate or rate per session for any type of service.

A quote can identify multiple individual items from the same supplier, e.g. work boots, tools, other safety equipment etc. In this case you should provide a general description of the resources (e.g. work wear and tools) in the '**Description of resource requested**' section.

**We only require one valid quote per resource.**

**My Future: My Life accepts no responsibility to fund any item until the applicant has received written confirmation that their application has been approved.**

## Section 5 – Supporting documents

This is where you need to attach all documents necessary to complete your application, e.g. evidence of eligibility, your SET Plan and the quote for the resources you are requesting.

If you are sending your application via post or fax please refer to the checklist and ensure all necessary documentation is attached with your application.

**Post to: My Future: My Life  
PO Box 179  
Stones Corner, QLD 4102**

**Fax to: 07 3255 7767**

**Email to: [info.mfml@bne.centacare.net.au](mailto:info.mfml@bne.centacare.net.au)**