

# Information you need to know about your claim for

## ABSTUDY

### When to use this form



For Aboriginal and Torres Strait Islander students and **full-time** Australian Apprentices.

This claim is for secondary and tertiary students who are:

- turning 16 years of age or older
- 15 years of age or older and claiming independent status or in state care, **or**
- 15 years of age or younger and boarding away from home.

**Important:** You can submit a claim for ABSTUDY over the phone by calling us on **1800 132 317**.

### PART-TIME students and/or Testing and Assessment

If you are studying part-time or claiming Incidentals Allowance and/or Testing and Assessment assistance to attend a selection test/interview to gain entry to a tertiary course, use the *Claim for ABSTUDY Allowances and Part-time Award* form (SY021).

The *Information you need to know about your claim for ABSTUDY* will be referred to as the **Notes Booklet**.

### For more information



Go to [humanservices.gov.au/abstudy](http://humanservices.gov.au/abstudy) or call us on **1800 132 317** or visit one of our service centres.

We can translate documents you need for your claim for free.

To speak to us in other languages, call us on **131 202**.

**Note:** Call charges may apply.

If you have a hearing or speech impairment you can contact the **TTY service** on Freecall™ **1800 810 586**. A TTY phone is required to use this service.

**Keep this Notes Booklet (pages 1 to 24) for your information.**

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Below are the closing dates for lodging a claim to make sure payment is from the earliest date possible:

- If you are claiming payment for study in a full year course you should lodge the claim on or before 31 December of the study year.
- If you are claiming for study in a course that is less than a full year (e.g. a short course), you should lodge the claim on or before the end of the course.
- If you are a full-time Australian Apprentice, you should lodge the claim **within 14 days** of commencing the Australian Apprenticeship.
- If you are claiming ABSTUDY Pensioner Education Supplement, different closing dates apply. See the ***Claim for ABSTUDY Pensioner Education Supplement*** form (SY020), or call us on **1800 132 317**, for more information.

You can claim by calling us on **1800 132 317**.

If you want to claim ABSTUDY using this paper claim, you can register an intent to claim ABSTUDY by contacting us. To make sure payment is from the earliest date possible you should register your intent to claim by the relevant closing date, shown above.

If an intent to claim ABSTUDY for a student has been registered, the claim form must then be lodged **within 13 weeks** of the date you contacted us, or by the relevant closing date, whichever is later.

If an intent to claim ABSTUDY for an Australian Apprentice has been registered, the claim form must then be lodged **within 14 days** of the date you contacted us, or the commencement of the Australian Apprenticeship, whichever is later. If the claim or additional documents cannot be lodged **within 14 days**, contact us for extra time.

## Payments and allowances

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### ABSTUDY allowances

Eligibility for the different ABSTUDY allowances depends on study load, type of study, your age and circumstances. You may also be eligible if you are a full-time Australian Apprentice.

**The following allowances are for full-time students (including students eligible for a study load concession):**

- School Term Allowance
- Basic Payment (Living Allowance)
- Pensioner Education Supplement
- School Fees Allowance
- Rent Assistance, Remote Area Allowance, Pharmaceutical Allowance
- Relocation Allowance, Thesis Allowance and payment of compulsory course fees or student contribution amounts (previously known as HECS) for Masters and Doctorate students
- Youth Disability Supplement for under 22 years of age
- Additional Assistance, **and**
- Additional Incidentals Allowance.

**The following allowances are for full-time and part-time students:**

- Incidentals Allowance
- Fares Allowance
- Lawful Custody Allowance
- Away From Base Assistance, **and**
- Mobility Allowance.

**The following allowances are for full-time Australian Apprentices:**

- Living Allowance
- Rent Assistance, Remote Area Allowance, Pharmaceutical Allowance
- Incidentals Allowance
- Lawful Custody Allowance
- Mobility Allowance, **and**
- Youth Disability Supplement for students under 22 years of age.

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### Relocation Scholarship

The Relocation Scholarship provides assistance to eligible full-time ABSTUDY students at a higher education institution who are enrolled in a higher education or preparatory course and who need to live away from home to study. It is a lump sum payment paid each year to help with the costs of living away from home. It is not payable to students enrolled in a Vocational Education Training (VET) course.

To qualify for this payment you must:

- be a dependent person who has to live away from home to study, **or**
- be independent for reasons other than age, work history or through being a member of a couple.

The Relocation Scholarship provides more assistance in the second and third years of living away from home to study for dependent higher education students whose parental home is in a regional area. A regional area is one that is classified as Inner Regional, Outer Regional, Remote or Very Remote under the Australian Statistical Geography Standard (ASGS).

Independent students who qualify for the Relocation Scholarship will receive more assistance in the second and third years of living away from home to study if they resided in a regional area 6 months before starting their course. This applies even if they have not moved since then. These students will be asked in the form about the residential address they resided at 6 months before commencing their study.

*Continued*

**Example:** Ian lives in Sydney and will be doing full-time study at the University of New South Wales in February 2018. He moved to Sydney from Lismore where he had been living for 9 months, to be closer to the university. As his address 6 months prior to commencing the course was 1 Parkes Street, Lismore NSW 2300, he provides this address when asked in his ABSTUDY claim about where he lived at that time.

**Note:** This scholarship is not payable if:

- you do not continue full-time study for at least 35 days after qualifying for the scholarship, **or**
- you also receive, or qualify for, any type of Commonwealth Accommodation Scholarship, such as an Indigenous Commonwealth Accommodation Scholarship (ICAS), **or**
- you also receive a Relocation Scholarship paid by the Department of Veterans' Affairs.

**Important:** You CANNOT normally receive both the Relocation Scholarship and the ABSTUDY Residential Costs Option in the same year. You will need to decide which assistance best suits your needs and advise us.

## Student Start-up Loan

The Student Start-up Loan aims to assist students with the costs of study, including the purchase of text books, computers and internet access.

It is a voluntary income contingent loan which allows students to apply for help with the costs of study. The Loan is available to be paid a maximum of twice per year, generally at the beginning of each semester. For the current loan amount go to [humanservices.gov.au](http://humanservices.gov.au)

Repayment of the Student Start-up Loan commences when your income exceeds the minimum repayment threshold, in the same manner as Higher Education Loan Programme (HELP) debts. Repayments are made through the Australian Taxation Office and after you have repaid any HELP debts.

For more information, and how to apply for a Student Start-up Loan, go to [humanservices.gov.au/startuploan](http://humanservices.gov.au/startuploan)

## Other ABSTUDY claims

### Pensioner student

— use the *ABSTUDY Pensioner Education Supplement* form (SY020).

### School student 15 years of age or younger and living at home during the year of study

— use the *Claim for ABSTUDY Schooling A* form (SY018).

### Doing a selection test/interview

— use the *Claim for ABSTUDY Allowances and Part-time Award* form (SY021).

### Part-time students and claim for Incidentals Allowance

— use the *Claim for ABSTUDY Allowances and Part-time Award* form (SY021).

### Student in prison or on remand

— use the *Claim for ABSTUDY Student or Australian Apprentice in Lawful Custody* form (SY022).

### School student 15 years of age or younger from a remote area and boarding away from home to study

— use the *Claim for ABSTUDY Remote Areas* form (SY092).

## Personal details

### Aboriginality (Question 3)

ABSTUDY is only for Aboriginal and Torres Strait Islander peoples. If there is any doubt about your identity as an Aboriginal or Torres Strait Islander, you will be asked to provide proof.

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### Australian citizenship (Question 4)

Aboriginal or Torres Strait Islander students born outside Australia may be eligible for ABSTUDY if they are an Australian citizen.

Proof of Australian citizenship must be provided.

Acceptable proof of Australian citizenship is:

- certificate of Australian citizenship
  - Australian birth certificate
  - Australian passport, **or**
  - other government document that contains details of the student/Australian Apprentice.
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### Under 22 years of age and have a disability (Question 15)

Youth Disability Supplement is payable to Disability Support Pension customers under 22 years of age, or Youth Allowance customers (under 22 years of age) and ABSTUDY customers (under 22 years of age) with a partial capacity to work.

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### Training and government assistance for study (Question 17–18)

Generally students who are receiving training assistance for formal study, including assistance from an employer are not eligible for ABSTUDY. Training assistance from an employer includes paid study leave or payment of travel, meals and accommodation costs. A student whose employer receives a government wage subsidy on their behalf is also not eligible for ABSTUDY.

The exceptions are:

- Australian Apprentices who are receiving training assistance for formal study or who are assisted through an Australian Government or State/Territory government wage subsidy via an employer
- persons undertaking a training program placement
- persons participating in a school based traineeship or apprenticeship
- employees of organisations that are registered by **Australian Charities and Not-for-profit Commission (ACNC)** and/or the **Office of the Registrar of Indigenous Corporations (ORIC)**:
  - the value of fares, meals and accommodation is assessed on a dollar for dollar basis
  - employment income is assessed under the personal income test
  - Scholarships, cadetships or similar assistance received from an employer are assessed under the personal income test. (**Note:** This does not include government employees receiving scholarships from their agency to undertake studies.)

You will need to ask your employer if they are registered by ACNC and/or ORIC. If your employer is registered by ACNC and/or ORIC one of the exceptions listed above may apply to you.

ABSTUDY cannot be paid where it duplicates assistance provided by your employer.

Examples of training assistance and wage subsidies include:

- Living Away From Home Allowance (LAFHA) for Australian Apprentices
- assistance from an employer for work or job related training (through an approved course) including:
  - paid study leave, **or**
  - payment of course fees/training costs, **or**
  - payment of travel, meals or accommodation costs associated with undertaking the course or training away from the home location.

If you receive other government assistance like Youth Allowance, Newstart Allowance or Green Army Allowance and you are studying part-time, you can receive ABSTUDY part-time entitlements. If you received other government assistance, such as these allowances, and the study you are doing makes up part or all of your Mutual Obligation Requirements and is a compulsory activity in your Jobplan, you will not be eligible for ABSTUDY assistance. Mutual Obligation Requirements means an Activity Test or participation requirement under the *Social Security Act 1991*.

If you receive ABSTUDY as an Australian Apprentice, you are not able to be paid the Living Away From Home Allowance (LAFHA) which may be available through your Australian Apprenticeship Centre. The amount of ABSTUDY you can receive may be more or less than the amount you may be eligible for under the LAFHA. You can find out more about LAFHA at your Australian Apprenticeship Centre or go to **australianapprenticeships.gov.au** You should compare entitlements under the different schemes so you can choose the one that will assist you best. It is important to consider all alternatives as you cannot receive more than one of these payments at any one time.

## Accommodation

### **Residential Costs Option for tertiary students and students undertaking approved studies of at least 30 weeks duration at a university (Question 38)**

You must be:

- a tertiary student or a student undertaking approved studies of at least 30 weeks duration at a university, OR attending a university preparation course, **and**
- approved for away from home entitlements and living in a residential college attached to a university or in a hostel.

ABSTUDY will pay the college or hostel direct, and you will get a reduced Living Allowance for the periods you are living in residence or a lesser amount may apply due to the income tests.

You must be receiving a fortnightly payment to be eligible for this option.

Compare your entitlement with residential charges (excluding refundable bonds) before you make your decision. You should check whether all meals will be provided by the college or hostel. You are not entitled to meal allowance for meals not provided by the college or hostel or other ABSTUDY assistance in addition to the residential costs.

Your college or hostel can give you the dates for which residential charges will be made. If you do not know the dates now, you can send them in later, but you must give the details to us before you start your course.

#### **Provide the following documents**

To pay your residential costs at the college or hostel, you will need to provide an invoice from the accommodation provider listing the dates in residence and amount payable.

**Important Note:** You cannot normally receive the Relocation Scholarship or Commonwealth Accommodation Scholarship (CAS) and the ABSTUDY Residential Costs in the same year. You will need to decide which assistance best suits your needs and advise us.

### **Rent Assistance (Question 42)**

You may be eligible to receive Rent Assistance to assist with the cost of your accommodation. Rent Assistance is also payable if you need to live away from home to study. The amount payable depends on whether you are single, have children and the sort of accommodation you are in, for example, sharing a house, renting on your own or paying board and lodgings.

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### **Health Care Card**

ABSTUDY Living Allowance customers will automatically qualify for a Health Care Card.

If you receive other ABSTUDY payments you may qualify for a Low Income Health Care Card.

For more information about a Low Income Health Card, go to [humanservices.gov.au/lic](http://humanservices.gov.au/lic)

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### **ABSTUDY customer circumstances**

#### **Receiving a payment (Question 51)**

If you are studying a full-time course which is less than 12 months, you can remain on Newstart Allowance, Youth Allowance or Austudy or transfer to ABSTUDY. You should compare entitlements under the different schemes so you can choose the one that will assist you the best.

If transferring to ABSTUDY, a student's Newstart, Youth Allowance or Austudy may be continued for the first 21 days after the commencement date of their course. Students who transfer to ABSTUDY from other benefits will be paid up to the day before the course commences and paid ABSTUDY from the course start date.

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### **Personal income and assets tests**

#### **Income (Questions 52–55, 61)**

##### **The Personal Income Test**

Income includes money received from employment and money deemed to be earned from investments. It also includes money received from outside Australia.

**Proof of income:** You may be able to verify your income by providing a full income tax return and payment summaries, or a letter from your employer(s) on employer(s)' letterhead.

##### **Income includes:**

- salary and wages
- ongoing taxable compensation payments (i.e. workers' compensation (for economic loss resulting from personal injury))
- other money received for studying
- all interest from financial institution accounts, i.e. banks, credit unions and building societies
- maintenance (including child support) received from a former partner for support of yourself and/or your child
- certain scholarships and bursaries (including Long Tan bursary)
- fringe benefits
- sick or holiday pay
- sickness or accident insurance payments
- net income from business, including farms
- regular gifts that you receive, except regular gifts received from an immediate family member (a parent, child, sibling)
- superannuation
- redundancy and retirement payments or similar payments for long service leave
- interest on mortgage

*Continued*

- loans or bonds
- dividends from debentures
- dividends and/or growth from shares and managed investments
- an annuity or income from a deceased estate
- income from rent, boarders or lodgers
- pension from outside Australia
- war pension (disability pension), **or**
- government assistance.

**Income does NOT include:**

- ABSTUDY
- scholarships for tuition fees or student contribution amounts (previously known as HECS) paid on your behalf
- payments from Newstart, Partner or Sickness Allowances, Special Benefit, Family Tax Benefit or Rent Assistance
- Trade Learning Scholarships
- certain other scholarships\*
- health insurance benefits
- pay and allowances received by Defence Force reservists (Army, Navy and Air Force) other than pay and allowances in respect of full-time continuous service
- maintenance (including child support) you pay, **or**
- deductions allowed by the Australian Taxation Office.

If your income changes, you must notify us of your new details **within 14 days**.

\* **Note:** Scholarship payments are treated as income unless otherwise excluded. The following table describes the different types of scholarships.

Type of scholarship	Treatment of scholarship as income
Paid directly to the scholarship recipient or to a third party (e.g. an education institution) in respect of a student.	Treated as income. Except for Australian Government Learning Scholarships.
Scholarship that waives or reduces fees	Not treated as income.

For the effect on ABSTUDY of scholarships awarded outside Australia, those paid in the nature of a reward or prize or paid by a government agency to you as an employee of that agency, call us on **1800 132 317**.

**Note:** If you are a student or a full-time Australian Apprentice and your income precludes you from ABSTUDY Living Allowance, you may be eligible for Incidentals Allowance.

### **Assets (Questions 57–61)**

Assessable assets include the value of goods, cars, boats, furniture, money, investments, real estate, personal property and interest in any property, any debt owing to you or your partner, any other right or interest, money in the bank or other financial institutions and cash on hand. Money in the bank/other financial institutions includes taxable lump sum compensation payments (for economic loss resulting from personal injury).

Assessable assets do not include the value of the home you live in, or special aids or modifications to a house for people with a disability. Assessable assets do not include the value of any debt on an asset.

For more information about assets, refer to 'Assets Tests' on *Notes*—page **19** of the **Notes Booklet**.

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## **Study details**

### **Proof of enrolment (Question 67)**

You will need to provide proof of enrolment from the institution if you are undertaking one of these courses:

- higher education course not at a university
- vocational education and training course at a TAFE or higher education institution
- secondary course at a TAFE or higher education institution or any course at a private education provider, **and**
- you have not previously claimed ABSTUDY for these courses, or you are starting a new course.

You must provide a copy of the notice you were given by your institution **within 14 days** of starting studies. Payments cannot continue after this time if you do not provide proof.

School students and students in a higher education course at a university do not need to provide proof of enrolment.

### **Proof of full-time study in a distance education course (Question 68)**

If you are studying a course which does not have attendance requirements, such as mixed mode or competency based training courses, you must provide proof of your study load to receive full-time entitlements. Acceptable proof is a timetable giving dates when assignments are due and modules must be completed. This is not required for courses supported by the Australian Government.

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### **Selection test/interview**

ABSTUDY will assist you to attend only 2 selection tests or interviews in a year.

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### **Commonwealth Scholarships (Question 71)**

Commonwealth Scholarships are paid by universities to assist qualifying students with education costs and with accommodation costs for students who have to move away from home to undertake a course of study.

A student who receives, or expects to receive, a Commonwealth Education Costs Scholarship, a Commonwealth Accommodation Scholarship or an Indigenous Access Scholarship must advise us of its receipt, and the date of commencement.

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### **Study load concessions (Question 72)**

You can be considered full-time if one of the following study load concessions applies:

- You have a substantial physical, intellectual or psychiatric disability and you are studying at least  $\frac{1}{4}$  (25%) of the normal full-time study load for your course. If you do not receive a Disability Support Pension, Invalidity Service Pension or Invalidity Income Support Supplement, include a certificate from a specialist describing your situation.

*Continued*

- You are a single parent, carer or disability pensioner and you are studying at least  $\frac{1}{4}$  (25%) of the normal full-time study load for your course. You must be receiving one of the following pensions to be eligible:
  - a Parenting Payment (Single), Disability Support Pension or Carer Payment
  - a Department of Veterans' Affairs Carer Service Pension, Invalidation Service Pension, Invalidation Income Support Supplement, **or**
  - you have a dependent child under 16 years of age and you receive the Widow B, Defence Widow(er) or War Widow(er) Pension or Widow Allowance.
- You are studying at least  $\frac{2}{3}$  (66.7%) of the normal full-time study load and can show that:
  - you have no choice because of your course requirements, **or**
  - you have been directed in writing by the academic registrar (or equivalent officer) of your institution that you must take a lighter study load (send a copy of that letter with your form), **or**
  - you have been recommended to take a lighter study load for specified academic or vocational reasons (send a copy of that letter of advice with your form). This concession only applies for a maximum of 6 months. Your study load for the balance of the year must be at least  $\frac{3}{4}$  (75%) of the normal full-time study load.
- You are studying a bridging course or a supplementary program concurrently with an associated course, such as a degree course, because of your study needs. The 2 associated courses must together make up a study load of at least  $\frac{3}{4}$  (75%). This concession also applies if you are studying less than an equivalent full-time student load as an Australian Government supported student in a course which leads into a degree course and you are classified by your institution as full-time. Send us a letter from your institution confirming your study program requirements.
- You are ill or injured and you are unable to maintain a full-time study load in a tertiary or TAFE course. This initially applies for an 8 week period but may be extended further in some circumstances. Contact us to find out what documentation is required to verify this.

### **School Fees Allowance**

School Fees Allowance (SFA) is to assist families to meet the costs of school fees levied by the approved education institution for secondary school students.

A student is eligible for SFA (Group 2) if they are a secondary school student who meets the Schooling B Award criteria, and one of the following apply:

- meets the criteria for the away from home rate of ABSTUDY, **or**
- meets one of the following criteria for the away from home rate, but elects to remain in the local community and attend a non-government school:
  - travel time and access
  - limited local school facilities, **or**
- qualifies for independent status:
  - as an orphan
  - as a student whose parents cannot exercise parental responsibilities
  - on the basis that it is unreasonable for the student to live at home, **or**
- qualifies for independent status on the basis of a criteria other than those listed above and satisfies one of the criteria for away from home status, **or**
- the student is in State Care and the following apply:
  - the student is entitled to receive the away from home rate of Living Allowance because their Carer does not receive a regular Foster Care Allowance, **and**
  - the student meets one of the reasons contained in the away from home criteria.

**Full-time study (Question 72)**

The table below defines a full-time study load:

Student type	Full-time definition
Secondary school or college students	What the school considers full-time study
Secondary students at a Vocational and Technical Education (VTE) institution or studying by correspondence	Enrolled in at least $\frac{3}{4}$ (75%) of the course's standard full-time study or work load*
Tertiary students in an Australian Government supported place (previously known as HECS)	Course has an equivalent full-time student load (EFTSL) of 0.375 or more in a teaching period**
Tertiary students studying at a Vocational and Technical Education (VTE) institution or not paying a student contribution for an Australian Government supported place (including study by correspondence)	Enrolled in at least $\frac{3}{4}$ (75%) of the course's standard full-time study or work load*
Study through Open Universities Australia or Open Learning Australia	Registered for at least 2 university level units or for VTE study modules equivalent to at least 160 hours in a study period

\* a standard full-time study or work load is the number of hours/subjects/credit points (as appropriate) that are undertaken by a typical full-time student in your year of study in your course. In some cases you may not be considered full-time for ABSTUDY even though your institution sees you as full-time.

\*\* Teaching Period 1 is the first 6 months of the year and Teaching Period 2 is the second 6 months of the year. Units with a census date before 1 July fall within Teaching Period 1 and units on or after the 1 July fall within Teaching Period 2.

External students are strongly advised to check with us:

- that your annual study load is full-time and complies with the ABSTUDY/Australian Apprenticeship study load rules
- that adequate progress is being made throughout the year so that you cannot be deemed on the basis of progress to be undertaking less than a full-time study load.

Failure to have or to complete a full-time study load will result in a debt.

If you are not sure whether you are a full-time student under the ABSTUDY definition, or you are a part-time student, provide a list of your subjects. You cannot include tutorial assistance sessions funded by the Department of the Prime Minister and Cabinet or Indigenous Tutorial Assistance Scheme (ITAS).

**Your study details will be checked with your institution.**

If you change the course or subjects you will be studying, contact us with your new details. Any change could affect your status as a full-time student and cause an overpayment, which must be repaid.

**Limits on assistance (Question 73)**

There are limits on assistance to study undergraduate and postgraduate degree courses. ABSTUDY is payable for 1 undergraduate degree course and 2 postgraduate degrees. However, a first degree will not be counted if it is a recognised prerequisite to another degree course, and extra time may be given if the institution required a student to do another degree course before accepting them into the current course (see comments about 'reasonable time' below).

You should check with us to find out if you are eligible for assistance to study a second undergraduate degree or a third postgraduate degree.

**Reasonable time to complete course (Question 74)**

Students are allowed a 'reasonable time' to complete a course.

For courses which are 2 years or less, a reasonable time for completing the course is twice the normal course length. For courses which are more than 2 years, a reasonable time for completing the course is the normal course length plus 2 years. Students may be approved for ABSTUDY for up to 1 extra year if they have a disability, have an illness or something else beyond their control has happened and they can prove their circumstances.

Where students have been accepted into a mainstream Bachelor degree course because their institution required them to complete a degree beforehand as an alternative entry requirement, the reasonable time rules for degree study can be extended by up to 2 additional years.

If the student's first degree course is a mandatory prerequisite (i.e. the usual or compulsory requirement for entry into another degree course), it is not taken into account when calculating reasonable time.

**Away from home details****(Question 85)**

- **Living away from home**

Living away from home to study or to work in a full-time Australian Apprenticeship means you are staying somewhere other than where you would normally live. Living away from home can mean that you are boarding in another person's home, boarding at a hostel or residential college, living alone or sharing a house, flat or caravan with friends or other students. Secondary students would not normally be eligible for the away from home rate if their home is within reasonable travelling time or distance of a state school in which the student can enrol. Secondary students must be approved for one of the away from home reasons listed in Question 92. (This does not apply to students studying in block release courses/residential schools.)

- **Approval of Fares Allowance**

There are restrictions on the payment of Fares Allowance for students living away from home. If you are a secondary student, you will not get Fares Allowance for interstate travel unless your home is near a border and it is more appropriate for you to study at a close interstate location, or there are no boarding places in your home state or territory, or it costs less to travel interstate than to another school in the same state or territory.

If you are a student and have a sibling attending an interstate school and approved for interstate travel on the basis it is more cost effective, then Fares Allowance can be approved to attend the same school.

If you are a tertiary student undertaking an enabling certificate or similar course, you will not be approved for Fares Allowance for interstate travel unless that type of course is not available in your state or territory. You can be approved for Fares Allowance to travel within your state or territory.

From 1 July 2019, a Safe Travel Plan is a mandatory requirement for all students under 18 years of age. Safe Travel Plans help to ensure students travel safely, and as planned, by allowing the school, in consultation with the boarding provider and the student's parent(s)/guardian(s), to organise the student's travel and plan for any disruptions throughout the journey.

Safe Travel Plans provide the school, boarding provider, parent(s)/guardian(s) and student with clear instructions on what to do and who to contact if something unexpected occurs.

The student's school, in consultation with the student's parent(s)/guardian(s), and boarding provider, if applicable, is responsible for developing the Safe Travel Plan.

Fares Allowance is not available to Australian Apprentices.

### **Away from home rate**

Some students will be eligible to receive the away from home rate if:

- your travel time exceeds 90 minutes one way
- it is a compulsory course requirement to reside at an education institution
- access to school is often disrupted by road or weather conditions
- your home conditions impede studies
- you are enrolled in an approved special course
- your local state school has a limited school program
- you have a disability that prevents you from attending the local school
- your family moves often due to work
- you are excluded from attending local school
- you are subjected to serious racial discrimination
- you are awarded an approved scholarship
- you need to remain at the same school due to continuity of study.

For more information about the Away from home criteria, go to [humanservices.gov.au](http://humanservices.gov.au)

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### **Travelling Distance Rules (Question 85)**

A secondary school student meets the travelling distance rules if the distance (by the shortest practicable route) between the student's permanent home and the nearest state school, at which the student is qualified to enrol, is:

- at least 56 kilometres (Rule 1), **or**
- at least 16 kilometres, AND the distance between the student's permanent home and the nearest available transport service to that state school is at least 4.5 kilometres by the shortest practicable route (Rule 2). Rule 2 also applies if the distance between the home and that state school is at least 16 kilometres and there is no transport to that school. If there is no transport service but it would be provided if requested then the distance between the student's permanent home and the transport service to the nearest state school must be at least 4.5 kilometres in order to meet Rule 2.

Where a transport service exists (or would be available upon request) to the nearest state school the calculation of the distance is based on the route from the permanent home to the nearest transport pick-up point, and then from the pick-up point to the nearest state school. This is the case even if a more direct route is available by private vehicle from home to the school. Where no transport service exists to the nearest state school the calculation of distance is to be based on the distance from the permanent home to the nearest state school by the most direct route in a private vehicle.

You may be asked to provide the distances to a school transport service and/or nearest state school. Evidence to confirm the distances may also be requested.

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## **Independence (ABSTUDY)**

You are considered independent if:

- you are 22 years of age or older, **or**
- you have been in some form of workforce participation for periods totalling at least 156 weeks during the previous 208 weeks, **or**
- you have supported yourself in full-time paid employment by working an average of 30 hours a week for 18 months in a 2 year period in one or more jobs, **or**

- you have previously been paid as independent for Youth Allowance or ABSTUDY because:
  - you have worked to support yourself in part-time paid employment of at least 15 hours per week for at least 2 years since you last left secondary school, **or**
  - you have worked to support yourself in paid employment, earning at least 75% of the maximum Wage Level A of the National Training Wage Schedule within a 14 month period since leaving secondary school (a period of 14 months must have elapsed since you last left secondary school), **or**
- you are, or have been married or in a registered relationship, **or**
- you are in a de facto relationship, **or**
- you have, or have had, a dependent child, **or**
- you are an orphan, **or**
- it is unreasonable for you to live at home due to:
  - extreme family breakdown, **or**
  - there is a serious risk if you continue to live in the parental home, **or**
  - you are consistently deprived of basic necessities such as food, water, clothing, power, shelter or sleep, **or**
  - your health and well being are seriously threatened by drug or alcohol abuse, criminal or illegal activities, **or**
  - there is violence in the home, **or**
  - your parent(s)/guardian(s) are unable to provide a suitable home because they lack stable accommodation, **and**
  - you are of school leaving age in your state or territory or at least 16 years of age
- your parent(s)/guardian(s) are unable to exercise their parental responsibilities because they are in a nursing home, are mentally incapacitated, cannot be located or are in prison, **or**
- you have been in lawful custody, **or**
- you have returned to live in an traditional community after having been adopted or fostered by a non-indigenous family, **or**
- you are 15 years of age or older and have adult status in a traditional community, **or**
- you have the care of another person’s child.

**Independence  
(ABSTUDY full-time students from inner regional, outer regional, remote and very remote areas)**

You may also be considered independent if your family home is in an area that is inner regional, outer regional, remote or very remote according to the Australian Statistical Geography Standard, and:

- you are a full-time student, **and**
- you need to live away from your family home to study, **and**
- the income of your parent(s)/guardian(s) was less than the parental income threshold in the appropriate tax year, **and**
- you have supported yourself through paid employment by:
  - earning at least 75% of the Wage Level A of the National Training Wage Schedule (NTWS) included in a modern award within a 14 month period since last leaving secondary school (a period of 14 months must have elapsed since you last left school), **or**
  - working in part-time paid employment of at least 15 hours per week for at least 2 years since last leaving secondary school.

Your family home is the principal home of your parent(s)/guardian(s). To determine whether your family home is in an area that is inner regional, outer regional, remote or very remote, use the Student Regional Area Search tool, go to [humanservices.gov.au](http://humanservices.gov.au) or call us on **1800 132 317** (ABSTUDY).

**Example:** Chris completed Year 12 at the end of November 2016. Her family home is in Bunbury, WA, an area considered to be inner regional. Chris took a gap year after secondary school and worked in part-time and casual jobs and by the end of 2017 she had earned more than \$25,000. In February 2018, Chris moved to Perth to study full-time at Edith Cowan University. Chris' parents earned \$110,000 in the BASE tax year. Chris is independent from February 2018, 14 months after leaving school, because she meets each of the requirements above.

For more information on the National Training Wage Schedule, go to [humanservices.gov.au](http://humanservices.gov.au) or call us on **1800 132 317** (ABSTUDY).

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## Parent/guardian/ partner details

### Parental Income Test

The Parental Income Test includes taxable income, any fringe benefits received from employers, income from outside Australia, net investment losses (including negative gearing for property and shares), reportable superannuation contributions and tax free pensions and benefits. Working out your payment based on your income and assets is more complicated if you own real estate in Australia or outside Australia. You (or your partner) may also need to fill in other forms.

You may be exempt from the Parental Income Test if your parent(s)/guardian(s) is/are:

- receiving a pension, benefit or allowance from the Department of Human Services (excluding Family Tax Benefit, Child Care Benefit, Child Care Rebate, Child Care Subsidy, Carer Allowance or Mobility Allowance)
- receiving an income-tested payment from the Department of Veterans' Affairs
- receiving ABSTUDY, Youth Allowance or Austudy for their own study
- holder(s) of a current Health Care Card from us, **or**
- receiving certain other Australian Government payments.

The waiving of the Parental Income Test lasts for as long as the above circumstances apply.

Proof of income: Usually the production of a Notice of Assessment from the Australian Taxation Office is sufficient proof of income. However, where such a notice has not been issued or is not available, you should discuss the matter with us. Your parent(s)/guardian(s) may be able to verify their income by providing a full income tax return and payment summaries, or a letter from their employer(s) on their employer(s)' letterhead.

### The BASE tax year

Information provided in the ABSTUDY claim form should be in respect of the BASE tax year.

The BASE tax year is the financial year ending before 1 January of the year of study.

### A CURRENT tax year assessment

An assessment can be based on the CURRENT tax year where there has been a substantial decrease in parental income that is likely to continue for at least 2 years. You will need to apply for a CURRENT tax year assessment for this reason and documentation is usually required. Estimates of income may be acceptable until a Notice of Assessment is available.

A CURRENT tax year assessment is also applied where parental income for the financial year immediately following the BASE tax year exceeds the BASE tax year income by more than 25%. This assessment applies from 1 October.

Where the estimates provided vary from the final actual amounts, the customer's entitlement will be reassessed and where it is calculated that there has been an overpayment, the amount overpaid (debt) will be recovered by us. Where a reassessment of Boarding Allowance (paid fortnightly or term in advance to a school or hostel) is based on increased parental income for the CURRENT tax year, any Boarding Allowance overpaid from 1 October of the study year is the responsibility of the school or hostel that received the payment.

Refer to the appropriate year of payment listed below to ascertain the appropriate tax year:

The year of payment (calendar year)	The appropriate BASE tax year (1 July to 30 June)	The appropriate CURRENT tax year (1 July to 30 June)
2018	2016–17	2017–18
2019	2017–18	2018–19
2020	2018–19	2019–20
2021	2019–20	2020–21

If a claim is being lodged for a dependent student or Australian Apprentice between September and December of the study year being claimed, parental income details for the CURRENT tax year should also be provided (in addition to those for the BASE tax year). If the dependent student or Australian Apprentice will be continuing study or an Apprenticeship next year providing parental income details for the CURRENT tax year on this form will help us more quickly assess the eligibility of the student or Australian Apprentice for next year as well.

### Reportable fringe benefits

Employer provided benefits (**fringe benefits**) received from an employer are counted as income under the Parental Income Test.

The customer's parent(s)/guardian(s) must tell us the amount of any exempt fringe benefits received from an employer who is a not for profit organisation and any other reportable fringe benefits.

Examples of reportable fringe benefits provided by employers:

- helping pay rent or a home loan
- providing a car
- paying health insurance premiums
- paying child care expenses.

An employer's contribution to a complying superannuation fund is not a fringe benefit.

The value of any reportable fringe benefits will be recorded on parent(s)/guardian(s) payment summary for the financial year ending 30 June. Your parent(s)/guardian(s) can ask their employer to tell them the amount that is expected to be shown on their payment summary.

### Exempt fringe benefits

Exempt fringe benefits are any reportable fringe benefits received from not for profit organisations eligible for a fringe benefits tax exemption under section 57A of the *Fringe Benefits Tax Assessment Act 1986*.

### Other reportable fringe benefits

Any reportable fringe benefits received from all other employers that are not eligible for a fringe benefits tax exemption.

### Net investment losses

Net investment losses include net losses from rental property (negative gearing) and non-property income investments such as shares. Investment earnings include taxable and tax-exempt interest, dividends and rental income. The value of such losses is added back to parental income for the Parental Income Test.

### Reportable superannuation contributions

Reportable superannuation contributions are counted as part of parental income and include discretionary employer superannuation contributions (such as voluntary salary sacrificed amounts) paid by you or on your behalf and, for the self-employed, total superannuation contributions which will be claimed as a tax deduction.

If you (and/or your partner) are affected you must provide your (and/or your partner's) Payment Summary or personal income tax return that shows the contribution.

*Continued*

### **Tax free pensions and benefits**

Tax free pensions and benefits are certain non-taxable pensions or benefits received in the relevant tax year from the Department of Human Services, the Department of Veterans' Affairs or the Military Rehabilitation and Compensation Commission. It includes Disability Support Pension, Carer Payment or Wife Pension and similar pensions or benefits. It does not include Family Tax Benefit, Child Care Benefit, Child Care Rebate, Child Care Subsidy, Carer Allowance and Mobility Allowance.

### **Maintenance Income (including child support)**

Maintenance paid out for any dependent children is deducted from the combined parental income for the Parental Income Test.

Maintenance income for the upkeep of a child or partner maintenance can include any of the following:

- cash
- lump sum payments and non-cash amounts
- utilities charges
- school fees, **and**
- other payments made on behalf, or for the benefit, of the child.

### **The Maintenance Income Test**

The Maintenance Income Test may be applied where maintenance is received for dependent children 16 years of age or older.

Maintenance your parent(s)/guardian(s) receive for any dependent children is included in the Maintenance Income Test. Your parent(s)/guardian(s) will need to supply details of any maintenance they receive.

### **Farm Household Allowance**

Farm Household Allowance (FHA) is a payment to assist farming families who are experiencing difficulties in meeting family and personal living expenses.

A person may get FHA if they are a qualifying farmer or partner of a farmer.

For more information about FHA, go to [humanservices.gov.au/rural](http://humanservices.gov.au/rural) or call us on **132 316**.

While a parent/guardian of a dependent ABSTUDY customer is in receipt of FHA, the parental income test is not applicable.

### **Other dependent children**

Other dependent children who are in your care may be taken into account for the Parental Means Test, to make sure the effect of the test is divided across all children in the family. These children are included in what is called the ABSTUDY customer's Family Pool.

Other dependent children includes children in your or your partner's care if:

- the child is being paid one of the following payments as a dependent (i.e. their payment is also subject to the Parental Means Test):
  - Youth Allowance (YA)
  - ABSTUDY Living Allowance or School Fees Allowance
  - Assistance for Isolated Children (AIC) Additional Boarding Allowance, **or**
- the child meets the definition of a Family Tax Benefit (FTB) child (i.e. they are 0 to 19 years of age and if 16 to 19 years of age, they are studying at secondary school). If there is a shared care arrangement in place for the child, this will also be taken into account.

**Example:** Taylor is a dependent 19 year old who lives away from home to study a Bachelor of Nursing at university. Taylor's parents earn \$120,000 per year. If Taylor was an only child, she would not be eligible for ABSTUDY because of her parents' income. However, as Taylor has a younger brother who is also receiving ABSTUDY, Taylor is able to receive ABSTUDY, and, if applicable, Rent Assistance and a Relocation Scholarship.

It is important to let us know when your family circumstances change, to make sure you are receiving the right rate of payment.

### **Rent Assistance**

Rent paid by your parent(s)/guardian(s) may be included in the family pool which forms part of the Parental Income Test. It may increase the rate of payment you receive.

If your parent(s)/guardian(s) are paying rent but not receiving Rent Assistance from us then their rental details will need to be verified.

### **Assets Tests**

ABSTUDY independent customers are subject to a **Personal Assets Test**.

We use the current market value not the replacement cost or the insurance value of your assets.

Generally, any debt owing on an asset is deducted from the value of the asset.

Current market value means money you would get if you sold the asset.

#### **Your assets could include:**

- home contents (excluding fixtures like stoves and built in items)
- cars, boats, motor bikes, trailers
- caravans (unless it is where you live)
- real estate other than your home, such as rental properties, farm, second homes, holiday houses
- financial investments (including money in bank, building society or credit union accounts, term deposits, debentures, bonds, managed investments and shares)
- market value of investments (including the surrender value of any life insurance policies)
- loans you have made to other people, family trusts and companies
- 25% of the value of your business
- an interest in a trust or company, **or**
- jewellery, antiques and other collectables.

#### **Assets do NOT include:**

- 75% of the value of a person's interest in farm and business assets
- the principal family home whether personally owned outright or subject to a mortgage or if owned by a family business, partnership or family trust
- special aids for people with a disability
- assets test exempt income streams
- cemetery plots
- pre-paid funeral expenses, **or**
- funding from the National Disability Insurance Scheme for you (and/or your partner and/or your child(ren)).

If you are an Independent ABSTUDY customer and you think your assets are over the Personal Assets Test limit, you may still qualify for payment under Asset Hardship Provisions.

**If you are not sure about what counts as an asset, call us on 1800 132 317.**

## Tax details

### Tax file number exemptions (Questions 159, 163 and 168)

The following ABSTUDY customers do not have to give us their tax file number:

- a student/Australian Apprentice who is under 16 years of age
- a student/Australian Apprentice, parent/guardian or partner who receives a pension or Special Benefit from us or certain pensions from the Department of Veterans' Affairs
- a parent/guardian or partner who is temporarily outside Australia
- a parent who lives permanently outside Australia and does not earn income in Australia
- a parent/guardian or partner who is required to attend traditional ceremonies at the time the form is lodged
- a student/Australian Apprentice, parent/guardian or partner whose physical safety is at risk from another person and the risk would be increased by disclosure of a tax file number, **or**
- a student/Australian Apprentice, parent/guardian or partner who has lost all records of their tax file number because of fire or flood damage to their home in the 6 months before applying for ABSTUDY.

If you think any of these situations apply to you, provide a note to your form. But remember, you must give your tax file number when you return from outside Australia or after attending the traditional ceremony.

### How to get a tax file number (Questions 159, 163 and 168)

There is a special tax file number application/enquiry form for an Aboriginal or Torres Strait Islander.

You can get this form from us or the Australian Taxation Office.

To get a tax file number you will have to confirm your identity.

For more information, call the Australian Taxation Office indigenous helpline on **131 030**.

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## Definition of a partner

Under ABSTUDY policy, you are considered **partnered** and therefore a member of a couple if you and the person you have a relationship with are:

- married, **or**
- in a registered relationship, **or**
- in a de facto relationship.

You are not considered a member of a couple if you and the person are living separately and apart on a permanent or indefinite basis.

**Note:** Two people not physically living together can still be considered a member of a couple.

You may be considered to be in a de facto relationship if you are not married but have a relationship similar to a married couple.

For more information, go to **[humanservices.gov.au/moc](http://humanservices.gov.au/moc)**

When claiming a payment or service from the Australian Government Department of Human Services, you may be required to confirm your identity.

You must provide the following original documents (not copies), one of which must be an acceptable photo ID document:

- 1 commencement document to confirm your birth or arrival in Australia, **and**
- 1 primary document **and** 1 secondary document to show the use of your identity in the community.

You may need to attend a service centre in person so we can compare you to a photo on 1 of your documents.

If your name differs between the identity documents you have provided, you will also need to provide evidence of change of name (i.e. marriage certificate or change of name certificate).

We cannot accept:

- copies or certified copies
- expired documents
- the same document for more than 1 category.

To confirm your identity, we will need to verify the documents you provide with the issuing agency.

If you do not have enough documents, tell us and we will talk to you about other options.

**All documents must be Australian issued AND current unless otherwise specified.**

You may be required to provide documents again if you claim another payment or your circumstances change.

You are not required to confirm your identity with your ABSTUDY claim if you are:

- transferring from Family Tax Benefit or ABSTUDY schooling A payments because you have turned 16 years of age and/or will be living away from home to study
- transferring from a job seeker payment such as Youth Allowance or Newstart Allowance, or other Centrelink benefit or pension, **or**
- dependent customer under 16 years of age, **or**
- applying only for part-time entitlement, Incidental Allowance, Lawful Custody Allowance or other non-living-allowance benefit.

You can find out whether you need to provide proof of identity by calling us on **1800 132 317**.

### Commencement documents to confirm your birth or arrival in Australia

You must provide 1 of the following:

Document	Details
Australian birth certificate	A full birth certificate in your name or former name, issued by an Australian state or territory Registry of Births, Deaths and Marriages. We cannot accept birth extracts or birth cards.
Australian visa	Must be a current visa issued in your name or former name. We cannot accept visa grant notification letters or expired visas.
Australian citizenship certificate	Issued in your name or former name. If you do not have a certificate issued in your own name, we will accept your parents' certificate if you are listed as a child with your full name and date of birth.
ImmiCard	A photo identity card issued in your name or former name by the Department of Home Affairs or the Department of Immigration and Border Protection.
Australian passport	A current passport issued in your name or former name.
Certificate of identity	Issued in your name or former name by the Department of Foreign Affairs and Trade.
Document of identity	Issued in your name or former name by the Department of Foreign Affairs and Trade.

### Primary documents to show the use of your identity in the community

You must provide either:

- another document to confirm your birth or arrival in Australia, or
- 1 of the following:

Document	Details
Australian driver licence – motor vehicle	Current licence, learner permit or provisional licence issued by an Australian state or territory road transport authority in your name with your photo and signature.
Australian marriage certificate	Issued by an Australian state or territory Registry of Births, Deaths and Marriages. We cannot accept ceremonial, church or celebrant issued certificates.
Foreign passport	Current passport issued by another country, with a valid entry stamp or visa.
Proof of age card	Current card issued by a state or territory government agency in your name with your photo.
Shooter or firearm licence	Current licence issued by a state or territory government agency in your name with your photo. We cannot accept minor or junior permits or licences.
Secondary student ID card	Current card issued by an Australian secondary school in your name with your photo. This is only if you are under 18 and do not have any other primary documents.

### Secondary documents to show the use of your identity in the community

You must provide either:

- another document to confirm your birth or arrival in Australia, or
- another primary document, or
- 1 of the following:

Document	Details
Security licence	Current security protection industry or crowd control licence issued by an Australian state or territory government agency, in your name with your photo.
Bank or financial institution card, statement or passbook	Current ATM, credit or debit card with your name issued by an Australian bank, credit union or building society. You can also use a statement or passbook from a current account with your name and address. We cannot accept documents from foreign banks or institutions.
Child's birth certificate	Birth certificate for a child issued by an Australian state or territory Registry of Births, Deaths and Marriages showing your name as a parent or guardian.
Defence Force identity card	Issued by the Australian Defence Force and shows your name and photo.
Australian divorce papers	In your name or former name, for example, a Decree Nisi or Decree Absolute.
Educational certificate	Qualification certificate from a school, TAFE, university or Registered Training Organisation in your name or former name.
Certified academic transcript	Issued by an Australian school, TAFE, university or Registered Training Organisation in your name or former name.
Name change	Legal change of name certificate issued by an Australian state or territory Registry of Births, Deaths and Marriages.
Veterans' Affairs card	Current card issued by the Department of Veterans' Affairs in your name.
Tenancy agreement or lease	Current formal agreement or lease in your name and showing your address.
Motor vehicle registration	Current registration showing your name and address.
Documents issued by foreign governments	Foreign birth, marriage or education certificate, driver licence, national identity card or expired passport.
Australian Government issued photo ID card	Current Commonwealth, state or territory issued card in your name.

### Secondary documents to show the use of your identity in the community

You must provide either:

- another document to confirm your birth or arrival in Australia, **or**
- another primary document, **or**
- 1 of the following:

Rates notice	Notice in your name and showing your address that is less than 12 months old.
Utility account	Water, gas, electricity or phone account in your name and showing your address that is less than 12 months old.
Student ID card	Current card issued by an Australian secondary school, TAFE, university or Registered Training Organisation in your name with your photo.
Electoral enrolment	Proof of enrolment card in your name and showing your address.
Aviation security identity card (ASIC)	Current card issued by an approved ASIC issuing body in your name with your photo or signature.
Maritime security identity card (MSIC)	Current card issued by an approved MSIC issuing body in your name with your photo or signature.
Police identity card	Current card issued by an Australian police force in your name with your photo or signature.
Prison release certificate	In your name with your photo or signature.
Tangentyere Community ID card	Current card issued by the Tangentyere Council in your name and with your photo.

### Changes you must tell us about

#### When to contact us

You must advise when things change to avoid getting a debt. If you do not tell us when a change occurs (e.g. earned income, or you provide false or misleading information) you have to pay all or some of the money back.

After you claim **ABSTUDY**, you must tell us **within 14 days** if any of your circumstances change.

All changes in circumstances you must tell us about can be found at **humanservices.gov.au**

To advise of changes, call us on **1800 132 317**.

## Other payments, concessions and help

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If you receive a payment, there are other payments, concessions and help you may be eligible for. For more information, go to [humanservices.gov.au/servicefinder](https://humanservices.gov.au/servicefinder)

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### Centrepay

Centrepay allows customers to have regular amounts deducted from their income support payment for various purposes such as gas, rent, water, rates and electricity. Participation in the scheme is voluntary and customers may withdraw from the scheme at any time. This service is provided free of charge.

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### Community Engagement Officers

Community Engagement Officers may be able to visit you if you are homeless, living in a hostel or refuge, suffering from a mental illness, or fleeing from domestic violence. Community Engagement Officers can tell you about our payments and services and help you access these services. They provide services in locations like rehabilitation centres, psychiatric hospitals, prisons, hostels, drop-in centres.

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### Deductions of child support payments

All child support payers, who do not have the child in care for at least 14% of the time, will have to pay child support. There is a minimum amount of child support payments that can be deducted from your income support payment.

If the child support payer owes child support or has children from 3 or more previous relationships then up to 3 times the minimum rate can be deducted per fortnight from income support payments, including recipients of Youth Allowance (including Youth Allowance paid to parent(s)/guardian(s) of a Youth Allowee under 18 years of age).

To alter or cancel a deduction, call us on **131 272**.

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### Health Care Card

A Health Care Card provides you access to pharmaceutical medications listed under the Pharmaceutical Benefits Scheme at a reduced cost. You **may** also receive other concessions provided by state and territory governments.

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### Indigenous Services Officers

Indigenous Services Staff are located in most of our service centres. Some of our service centres also have interpreters who speak Aboriginal or Torres Strait Islander languages and teams who visit and help remote communities.

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### Remote Area Allowance

Remote Area Allowance was introduced as an additional assistance for customers in remote areas. It recognises that many customers who do not pay tax, or very little tax, do not get the full benefit of tax zone rebates. Remote Area Allowance makes a contribution towards some of the costs associated with living in remote areas.

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### Rent Assistance (ABSTUDY or Youth Allowance)

You may be eligible for Rent Assistance if you rent your accommodation in the private rental market. This includes paying private rent, board or lodging for accommodation in a house, flat or unit, boarding house, hostel or private hotel. It also includes paying ground rent, site fees or mooring fees for a caravan, mobile home or boat in which you live.

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### Rent Deduction Scheme

The Rent Deduction Scheme allows customers in public housing to have their housing payments (such as rent, loan repayments and arrears) deducted from their income support payment and sent directly to the Housing Authority in their state or territory.

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### Social work services

We have professional social workers in our service centres and smart centres throughout Australia. Social workers can offer you personal counselling and support in difficult times, such as domestic and family violence, severe financial hardship, homelessness, loss and bereavement. They can refer you to other services and programs like housing, health, emergency relief, legal and/or counselling services and support groups.

### Purpose of this form

For Aboriginal and Torres Strait Islander students and full-time Australian Apprentices.

The **Information you need to know about your claim for ABSTUDY FORM b** will be referred to as the **Notes Booklet**. If you do not have this **Notes Booklet**, go to [humanservices.gov.au/abstudy](http://humanservices.gov.au/abstudy) or call us on **1800 132 317**.

### Who should complete this form



If the claim is for a dependent secondary student 15 years of age or younger, the parent/guardian or carer should answer the questions on behalf of the student.

**Important:** You can submit a claim for ABSTUDY over the phone by calling us on **1800 132 317**. This means that you will not have to complete the paper claim form.

Do NOT use this form if you are:

- a pensioner student
- a part-time student and only claiming the Incidentals Allowance
- applying for a student 15 years of age or younger and living at home to attend school
- applying for a school student 15 years of age or younger from a remote area and boarding away from home to study
- applying for assistance only to attend a selection test or interview (for tertiary study).

You can apply for the correct type of ABSTUDY on a shortened claim form. For more information, read 'Other ABSTUDY claims' in the **Notes Booklet**.

### What else you may need to provide

You may need to provide identity documents. For is a list of acceptable documents, refer to 'Confirming your identity' in the **Notes Booklet**.

### Closing dates

For more information about closing dates, refer to 'Closing dates for ABSTUDY claims' on page *Notes-3* of the **Notes Booklet**. This advises when you need to lodge your claim to make sure you are paid from the earliest date possible.

If you are a student and have already contacted us to register an intent to claim, return this form and any supporting documents **no later than 13 weeks** after the closing date. You should provide any additional documents **within 14 days** of returning your form.

If you are an Australian Apprentice and have already contacted us to register an intent to claim, return this form and any supporting documents **within 14 days**. If extra time is required, you must contact us at the earliest possible date to make an alternative arrangement.

# To be completed by the person claiming ABSTUDY

## Filling in this form

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this  ► Go to 5 skip to the question number shown. You do not need to answer the questions in between.

### 1 Are you a student?

No  ► Go to next question

Yes  ► Go to 3

### 2 Are you a full-time Australian Apprentice?

No  ►  To be eligible for ABSTUDY, you must enrol in a course or be doing a full-time Australian Apprenticeship. For more information, call us on **1800 132 317**.

Yes  ► Give details below

Type of employment: Australian Apprenticeship   
Traineeship

Date your Australian Apprenticeship started

Expected end date of your apprenticeship or traineeship

### 3 Read this before answering the following question.

You are considered to be an Aboriginal or Torres Strait Islander person for ABSTUDY purposes, if:

- you are of Australian Aboriginal or Torres Strait Islander descent, **and**
- you identify as an Australian Aboriginal or Torres Strait Islander, **and**
- you are accepted as such by the community in which you live or have lived.

Are you an Australian Aboriginal or Torres Strait Islander person?

If you are both Aboriginal and Torres Strait Islander, tick both 'Yes' boxes.

No  ►  You are not eligible for ABSTUDY. Call us on **1800 132 317**.

Yes – Aboriginal  ► Go to next question

Yes – Torres Strait Islander  ► Go to next question

### 4 Are you an Australian citizen?

No  ►  You are not eligible for ABSTUDY.  
Call us on **1800 132 317**.

Yes  ► Country of birth

Date of citizenship (if not born in Australia)?

 You may need to provide **identity documents**, including documents which verify your birth in Australia or arrival in Australia if you were born outside Australia.

You must provide **original documents**.  
For more information, refer to the **Notes Booklet**.

► Go to next question

### 5 Your Centrelink Reference Number (if known)

 -  -  - 

### 6 Your name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name



CLKOSY019 1901

7 Have you been known by any other name(s)?

**Include:**

- name at birth
- name before marriage
- previous married name
- Aboriginal or tribal name
- alias
- adoptive name
- foster name.

No  Go to next question

Yes  Give details below

**1** Other name

Type of name (e.g. name at birth)

**2** Other name

Type of name (e.g. name before marriage)

If you have more than 2 other names, provide a separate sheet with details.

8 Your gender

Male

Female

9 Your date of birth

 You must provide **original documents** to show proof of age.

**Note:** If you are a student and 15 years of age or younger during the year of study and are living at home, your parent(s)/guardian(s)/carer should complete a **Claim for ABSTUDY Schooling A** form (SY018).

For more information, refer to the **Notes Booklet**.

► Go to next question

10 Your permanent address (if you live away from home to study, write the address where you live when not studying)

Postcode

11 Your postal address (if different from your permanent address)

Postcode

12 Read this before answering the following question.

If you provide an email address or mobile phone number, you may receive electronic messages (SMS or email) from us. To read the Terms and Conditions, go to **humanservices.gov.au/em** or visit one of our service centres.

Your contact details

Home phone number ( )

Is this a silent number? No  Yes

Mobile phone number

Is this a silent number? No  Yes

Semester/term phone number ( )

Work phone number ( )

Alternative phone number ( )

Email

13 Are you, or have you been, living in state care or in an approved substitute care arrangement such as foster care?

No  Go to 15

Yes   Provide a statement from a government agency advising of your care arrangements and details of any payments you or your carers receive.

► Go to next question

14 Do your carers receive a Foster Care Allowance?

No

Yes

15 Read this before answering the following questions.

Questions 15 and 16 are optional. You do not have to answer these questions. However, the information provided will help us determine if you are eligible for the Youth Disability Supplement and other assistance and services.

Are you under 22 years of age and have a physical, intellectual or psychological impairment that prevents you from working for up to 30 hours per week?

No  Go to 17

Yes  Go to next question

16 Do you expect this impairment to last for more than 2 years?

No  Go to next question

Yes   Provide evidence (e.g. a medical certificate).

17 Do you, or will you, receive government assistance for study, training, or an Australian Apprenticeship?

No  Go to next question

Yes  Give details below

**Tick ONE box only**

a cadetship/scholarship

Veterans' Children Education Scheme

Youth Allowance/ Austudy

Newstart Allowance

Living Away from Home Allowance for an Australian Apprenticeship

any other assistance  Give details below

Name of payment

18 Do you, or will you, receive any of the following assistance or subsidies to help with your study or training?

No  Go to next question

Yes  Give details below

**Tick any that apply**

payment of travel, meals or accommodation costs associated with undertaking the course or training away from the home location  Give details below

your employer provides assistance including paid study leave, payment of course fees/ training costs  Give details below

Australian or state/territory government wage subsidy  Give details below

Cadetship or bursary  Give details below

any other assistance  Give details below

Name of payment or type of employer assistance

Employer's Name

For more information, refer to the **Notes Booklet**.

19 Tick **ONE** of the boxes below to tell us about your relationship status right now.

If you have **ever been separated**, give the date that you most recently got back together with your partner.

**Married**

Date married/reconciled with your partner

Go to 21

**Registered relationship**  
(registered under state or territory law)

Date registered/reconciled with your partner

Go to 21

**De facto**

Date you started your relationship/reconciled with your partner

Go to 21

**Separated**  
(previously in a marriage, registered or de facto relationship)

Date of last separation

Go to 20

**Divorced**

Date of divorce

Go to 20

**Widowed**  
(previously in a marriage, registered or de facto relationship)

Date of partner's death

Go to 21

**Never married or lived with a partner**

Go to 21

20 Do you live in the same home as your former partner?

No

Yes

21 Do you have a dependent child in your care?

No  Go to 23

Yes  Go to next question

22 Date child came into your care

Your living arrangements

**23** Are you a student or Australian Apprentice who is married, in a registered relationship or partnered (including de facto), OR a student or Australian Apprentice who is dependent on parent(s)/guardian(s)?

No  ► *Go to next question*

Yes  ► **Go to 26**

**24** Do you share your accommodation with anyone other than immediate family members (e.g. partner, child, parent or guardian)?

No  ► **Go to 26**

Yes  ► *Go to next question*

**25** Read this before answering the following question.

We need full details about your living arrangements to work out your correct payment.

The answers to these questions will help us decide if we need more information from you.

Give details of each person who shares your accommodation.

**Include anyone who:**

- regularly stays any number of nights per week
- uses your home as a base (e.g. truck drivers, miners, flight attendants or members of the armed forces).

**Do NOT include** immediate family members.

Person 1		Name	Age
		<input type="text"/>	<input type="text"/>
Gender	When did you start sharing with this person?		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/>	
What is your relationship to this person?			
<input type="text"/>			
Have you and this person shared accommodation at another address?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
Have you and this person previously lived together as a couple (e.g. married, partnered, de facto or in a registered relationship)?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
SS293			
Do you and this person share the parent/guardianship of any children?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
SS284			
Have you and this person ever had any joint financial commitments (e.g. joint bank account, mortgage or other loans)?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/> ► Give details below			
SS284			
<input type="text"/>			
If you participate in activities jointly with this person, are you considered to be a couple?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/> ► Give details below			
SS284			
<input type="text"/>			
Are you concerned about your safety if forms are issued to this person?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			

Continued

Person 2		Name	Age
		<input type="text"/>	<input type="text"/>
Gender	When did you start sharing with this person?		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	
What is your relationship to this person?			
<input type="text"/>			
Have you and this person shared accommodation at another address?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
Have you and this person previously lived together as a couple (e.g. married, partnered, de facto or in a registered relationship)?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
SS293			
Do you and this person share the parent/guardianship of any children?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
SS284			
Have you and this person ever had any joint financial commitments (e.g. joint bank account, mortgage or other loans)?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/> Give details below			
SS284 <input type="text"/>			
If you participate in activities jointly with this person, are you considered to be a couple?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/> Give details below			
SS284 <input type="text"/>			
Are you concerned about your safety if forms are issued to this person?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			

Continued

Person 3		Name	Age
		<input type="text"/>	<input type="text"/>
Gender	When did you start sharing with this person?		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	
What is your relationship to this person?			
<input type="text"/>			
Have you and this person shared accommodation at another address?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
Have you and this person previously lived together as a couple (e.g. married, partnered, de facto or in a registered relationship)?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
SS293			
Do you and this person share the parent/guardianship of any children?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
SS284			
Have you and this person ever had any joint financial commitments (e.g. joint bank account, mortgage or other loans)?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/> Give details below			
SS284 <input type="text"/>			
If you participate in activities jointly with this person, are you considered to be a couple?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/> Give details below			
SS284 <input type="text"/>			
Are you concerned about your safety if forms are issued to this person?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			

If you share with more than 3 other people, provide a separate sheet with details.

Payment details

**26 Read this before answering the following questions.**

Payments cannot be made to a dependent student until their 16th birthday.

A parent/guardian may choose to receive payments if the student is under 18 years of age. Tertiary students and Australian Apprentices will need to provide their bank details.

Where do you want your payment made?

**Note:** If you are a secondary school student, and are 16 or 17 years of age and dependent on your parent(s)/guardian(s), they can either nominate their account or your account.

The account into which another payment is made (if applicable)  **Go to 27**

The account of  **my parent(s)/guardian(s)** Your parent(s)/guardian(s) will be asked to provide account details on page 26. **Go to 28**

Payments are to go into  **my account**

The bank, building society or credit union account must be in your name. A joint account is acceptable.

**Do NOT include** an account used exclusively for funding from the National Disability Insurance Scheme.

Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

**27 Name of payment (e.g. Family Tax Benefit)**

**28 Are you:**

- a pensioner student
- a part-time student or only claiming Incidentals Allowance
- applying for a student 15 years of age or younger who is in your care and living at home to attend school

If you ticked any of these boxes you can apply for the correct type of ABSTUDY on a shortened claim form (however, you can still use this form). For information about which form you should use, refer to 'Other ABSTUDY claims' in the **Notes Booklet**.

**Go to 65**

none of the above  **Go to next question**

Accommodation details

**29 Which of the following best describes where you live?**

In the principal home of a parent and not paying rent  **Go to 50**

In the principal home of a parent and paying board and/or lodgings  **Go to 31**

In a home which is owned by a private company or a private trust that you have an interest in  **Go to 50**

In a home you (and/or your partner) own or you own jointly with another person. This can include:
 

- paying it off (mortgage)
- a caravan, transportable home or boat

 **Go to 30**

In public housing (e.g. housing owned by the Housing Authority. This does not include paying rent to a Community Housing organisation.)  **Go to 34**

In a place where you (and/or your partner) pay private rent (this includes site or mooring fees)  **Go to 37**

At a boarding school or hostel during the school term  **Go to 50**

In a boarding house/hostel/private hotel  **Go to 42**

In a boarding house or lodgings at a tertiary residential college or hostel  **Go to 38**

In accommodation where you (and/or your partner) pay no rent  **Go to 50**

Other (e.g. this could be where you do not have a fixed address)  Give details below

**Go to 37**

**30 Do you pay site, ground or mooring fees for the home you own (this could be for a caravan, transportable home or boat)?**

No  **Go to 50**

Yes  **Go to 37**

**31 Are you 22 years of age or over?**

No  **Go to next question**

Yes  **Go to 37**

**32 Do you have, or have you ever had, a dependent child (natural or adoptive) in your care?**

No  **Go to next question**

Yes  **Go to 37**

33 Are you, or have you been, married or living in a marriage like relationship that has lasted for at least 6 months?

No  Go to 50

Yes  Go to 37

34 Are you (and/or your partner) the primary tenant(s)?

That is, your (and/or your partner's) name is on the tenancy agreement (lease) with the public Housing Authority.

No  Go to next question

Yes  Go to 50

35 Does the primary tenant pay rent at the market rate?

No  Go to next question

Not sure  Go to next question

Yes  Go to 50

36 Do you (and/or your partner) live with the primary tenant(s) AND your (and/or your partner's) income has been taken into account by the public housing authority when calculating the rent?

No  Go to 50

Yes  Go to 40

37 What type of accommodation do you (and/or your partner) live in?

Private house or townhouse/unit/flat

Community housing

Defence housing

Caravan/cabin/mobile home

Boat

Boarding house/hostel/private hotel  Go to 41

Other  Give details below

Go to 40

38 Read this before answering the following question.

You can receive a reduced fortnightly payment while your residential costs are being paid.

**Note:** You will not normally be eligible to receive a Relocation Scholarship or a Commonwealth Accommodation Scholarship (CAS) and receive Residential Cost Option in the same year.

This is for tertiary students and students undertaking approved studies of at least one year's duration, or for students attending a University Preparation course.

For information about residential costs, refer to 'Accommodation' on Notes—page 7 of the **Notes Booklet**.

Do you want your residential costs paid while you are living at the residential college or hostel?

No  Go to 50

Yes

 Provide an invoice from the accommodation provider listing the dates in residence and the amount payable.

Go to next question

39 What is the first date you will be living in residence?

OR

Date not yet known

You must give us the dates you will be living in residence before you start your course.

40 Read this before answering the following question.

Sharing your accommodation means that you have the right to use a kitchen, bedroom or bathroom with one or more persons. This includes ALL family members (except children which you are paid family assistance for), people who regularly stay at your accommodation and people who work away from home (e.g. truck drivers, miners, flight attendants or members of the armed forces).

Do you (and your partner) share your accommodation with other people?

No  Go to 42

Yes  Give details below

1 Person's name	Age
<input type="text"/>	<input type="text"/>
When did they move in?	Relationship to you
<input type="text"/>	<input type="text"/>
Their share of the rent/lodgings	Do they own the home?
\$ <input type="text"/> per <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

2 Person's name	Age
<input type="text"/>	<input type="text"/>
When did they move in?	Relationship to you
<input type="text"/>	<input type="text"/>
Their share of the rent/lodgings	Do they own the home?
\$ <input type="text"/> per <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

3 Person's name	Age
<input type="text"/>	<input type="text"/>
When did they move in?	Relationship to you
<input type="text"/>	<input type="text"/>
Their share of the rent/lodgings	Do they own the home?
\$ <input type="text"/> per <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

4 Person's name	Age
<input type="text"/>	<input type="text"/>
When did they move in?	Relationship to you
<input type="text"/>	<input type="text"/>
Their share of the rent/lodgings	Do they own the home?
\$ <input type="text"/> per <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

If you share with more than 4 people, provide a separate sheet with details.

**41** Do you (and/or your partner) share your accommodation with one or more of your children who receive a Social Security payment, ABSTUDY or a service pension but do NOT receive Rent Assistance?

No

Yes

**42** Do you (and/or your partner) pay board and/or lodgings?

Board means you (and/or your partner) are provided with some regular meals.

Lodgings means no meals are provided to you (and/or your partner).

No  **Go to 44**

Yes  **Go to next question**

**43** Can you separate the amounts you (and/or your partner) pay for board and/or lodgings?

No  Total board and lodgings charged per day, week, fortnight, 4 weeks or calendar month

\$ per

Yes  Amount paid for board (meals) per day, week, fortnight, 4 weeks or calendar month

\$ per

Amount paid for lodgings (accommodation only) per day, week, fortnight, 4 weeks or calendar month

\$ per

**Go to 45**

**44** How much do **you** (and/or **your partner**) pay per day, week, fortnight, 4 weeks or calendar month (e.g. rent, maintenance or site fees)?

This would be the total you (and/or your partner) pay for the property minus any subsidy/rebate or contribution from another person or organisation.

\$ per

**45** When did you (and/or your partner) start paying this amount?

/ /

**46** Do you (and your partner) live in a boarding house, hostel, private hotel, hospital or disability housing?

No  **Go to next question**

Yes  **Go to 48**

**47** What is the **total amount** of rent charged for the property per day, week, fortnight, 4 weeks or calendar month?

\$ per

**48** Details of your landlord, authorised agent or person you (and/or your partner) pay rent to

Full name

Address

.....  
.....  
Postcode

Contact phone number

( )

**49** Do you (and/or your partner) have a current lease or tenancy agreement with written evidence of the **CURRENT** amount of rent, fees, lodgings or board and lodgings you (and/or your partner) pay?

No  **Go to next question**

Yes   Provide a full copy of your lease or tenancy agreement.

**Go to next question**

50 Are you:

receiving a pension  Go to next question

receiving Parenting Payment (Single)  Go to next question

a part-time student  Go to next question

none of the above  Go to 52

51 Read this before answering the following question.

For information about payments from us, refer to 'ABSTUDY customer circumstances' in the **Notes Booklet**.

Do you, or will you, receive a pension, benefit or allowance from us or another government agency or have a Health Care Card?

No  Go to next question

Yes  Give details below

Name of payment or benefit

Date payment or Health Care Card started (if after 1 January)

## Income and Assets

52 Do you have any OTHER accounts (not previously listed in question 26), either with the same institution or with other banks, building societies, credit unions?

**Include:**

- savings accounts
- cheque accounts
- term deposits
- joint accounts
- accounts you hold in trust or under any other name
- money held in church or charitable development funds.

Accounts and term deposits outside Australia should be included, with the current balance in the type of currency in which it is invested. We will convert this into Australian dollars.

**Do NOT include:**

- shares
- managed investments
- an account used exclusively for funding from the National Disability Insurance Scheme.

No  Go to next question

Yes  Give details below

1 Name of bank, building society or credit union	<input type="text"/>
Branch number (BSB)	<input type="text"/>
Account number (this may not be your card number)	<input type="text"/>
Balance of account	\$ <input type="text"/>
Your share	<input type="text"/> %

2 Name of bank, building society or credit union	<input type="text"/>
Branch number (BSB)	<input type="text"/>
Account number (this may not be your card number)	<input type="text"/>
Balance of account	\$ <input type="text"/>
Your share	<input type="text"/> %

If you have more than 2 accounts, provide a separate sheet with details.

**53 Read this before answering the following question.**

Ongoing taxable compensation payments (i.e. workers' compensation (for economic loss due to personal injury)) are counted as income.

**Do not include** ABSTUDY payments.

Do you expect to earn income?

No  **Go to 56**

Yes  If your income changes, contact us with your new income details.

**Go to next question**

**54 Are you 16 years of age and over OR an Australian Apprentice under 16 years of age who is independent?**

No  You will NOT need to provide your income details.

**Go to 56**

Yes  **Go to next question**

**55 Give employer details below.**

**1** Employer's name

Address

Postcode

Phone number ( )

Australian Business Number (ABN)  
---

Job description

Your work location

Are you an Australian Apprentice/trainee? No  Yes

Is this work:  
 Regular (i.e. paid the same amount every fortnight)   
 Casual (i.e. income varies in amount (if so you will need to report any changes))

Hours worked per week  Total amount earned per week before tax and other deductions \$  per week

*Continued*

**2** Employer's name

Address

Postcode

Phone number ( )

Australian Business Number (ABN)  
---

Job description

Your work location

Are you an Australian Apprentice/trainee? No  Yes

Is this work:  
 Regular (i.e. paid the same amount every fortnight)   
 Casual (i.e. income varies in amount (if so you will need to report any changes))

Hours worked per week  Total amount earned per week before tax and other deductions \$  per week

If you currently receive income from more than 2 jobs, provide a separate sheet with details.

**56 Read this before answering the following questions.**

For information about Independent ABSTUDY customers, refer to 'Independence (ABSTUDY)' in the **Notes Booklet**.

Are you an independent ABSTUDY customer?

No  **Go to 65**

Yes  **Go to next question**

**57** Do you own, partly own or have a financial interest in any motor vehicles, motor cycles or trailers?

No  Go to next question

Yes  Give details below

The **current market value** is the price that you would expect to get if you sold the item. It is not the replacement or insured value.

<b>1</b> Type of asset (e.g. car)	Make (e.g. Ford)
<input type="text"/>	<input type="text"/>
Model (e.g. Focus)	Year
<input type="text"/>	<input type="text"/>
Current market value	Balance of loan(s) taken to purchase
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/> %	

<b>2</b> Type of asset (e.g. car)	Make (e.g. Holden)
<input type="text"/>	<input type="text"/>
Model (e.g. Astra)	Year
<input type="text"/>	<input type="text"/>
Current market value	Balance of loan(s) taken to purchase
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/> %	

If you have more than 2 motor vehicles, motor cycles or trailers, provide a separate sheet with details.

**58** Do you own, partly own or have a financial interest in any boats or caravans/motor homes?

**Do NOT include** a boat or caravan that you live in.

No  Go to next question

Yes  Give details below

<b>1</b> Type of asset (e.g. boat)	Make (e.g. Quintrex)
<input type="text"/>	<input type="text"/>
Model (e.g. Coastrunner)	Year
<input type="text"/>	<input type="text"/>
Current market value	Balance of loan(s) taken to purchase
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/> %	

<b>2</b> Type of asset (e.g. caravan)	Make (e.g. Jayco)
<input type="text"/>	<input type="text"/>
Model (e.g. Heritage)	Year
<input type="text"/>	<input type="text"/>
Current market value	Balance of loan(s) taken to purchase
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/> %	

If you have more than 2 boats, caravans or motor homes, provide a separate sheet with details.

**59 Read this before answering the following questions.**

The **current market value** is the price that you would expect to get if you sold the item. It is not the replacement or insured value.

**Include:**

- cash on hand
- money in the bank (including taxable lump sum compensation payments (for economic loss resulting from personal injury))
- all furniture (including soft furnishings such as curtains), antiques and works of art
- electrical appliances such as televisions and fridges
- jewellery for personal use and hobby collections (e.g. stamps, coins).

**Do NOT include:**

- motor vehicles, boats and caravans (declared in questions 60 and 61)
- the principal family home
- fixtures such as stoves and built-in items
- the assets of your parent(s)/guardian(s).

Do you have farm and/or business assets?

**Include** personal effects, household contents and business assets used for personal use. All assets in and outside Australia.

**Do not include** your principal home.

No  Go to next question

Yes  Give details below

Current market value	Balance of loan(s) taken to purchase
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/> %	

**60 Do you have OTHER assets?**

**Include** all assets in and outside Australia.

**Do not include:**

- the principal family home including an area of up to 2 hectares (5 acres) around the home provided it is used for domestic purposes and do not include business assets used for personal use.
- funding from the National Disability Insurance Scheme for you (and/or your partner and/or your child(ren)).

No  Go to next question

Yes  Give details below

Current market value	Balance of loan(s) taken to purchase
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/> %	

**61 Do you have any income or assets not mentioned before?**

No  Go to next question

Yes  Give details below

**Tick ALL that apply to you**

- Outstanding loans to other people
- Bonds, debentures or unsecured loans
- Money you get from rent, boarders or lodgers
- Education assistance (e.g. scholarships and bursaries)
- Money received from royalties for your personal use
- Social security contributions received from another country
- Pensions or payments from other organisations (including outside Australia)
- Managed investments or shares
- Money you receive from a loan against your home (e.g. home Equity Conversion loan)
- Insurance policies or Income Protection that can be cashed in
- Lump sum payments not declared elsewhere
- Payment in kind, or non-monetary payments for services
- Fringe benefits

 You will also need to complete and return an **Additional Income and Assets form (Mod iA)**. If you do not have this form, go to **humanservices.gov.au/forms** or call us on **1800 132 317**.

**62 Are you or have you been involved in a private trust?**

No  Go to 64

Yes  Go to next question

**63 Is the private trust a Special Disability Trust (SDT)?**

No

 You will need to complete and return a **Private Trust form (Mod PT)**. If you do not have this form, go to **humanservices.gov.au/forms** or call us on **1800 132 317**.  
▶ Go to next question

Yes

 You will need to complete and return a **Special Disability Trust form (Mod SDT)**. If you do not have this form, go to **humanservices.gov.au/forms** or call us on **1800 132 317**.  
▶ Go to next question

64 Are you or have you been involved in a private company?

No  Go to next question

Yes



You will need to complete and return a **Private Company** form (Mod PC). If you do not have this form, go to [humanservices.gov.au/forms](http://humanservices.gov.au/forms) or call us on 1800 132 317.

Go to next question

Study/Australian Apprenticeship details

65 Tick if you are:

A student  Go to next question

A full-time Australian Apprentice  Go to 75

66 What are your **current** study details?

1 Education institution/course

Name of school/ Australian college and campus

Address

  

---

Postcode

Your student identification number

Name of course (e.g. School Studies, Bachelor of Arts)

Course code, if applicable

Year/stage of course (e.g. Year 11, 1st year, B.Sc.)

How many hours per week do you attend formal course work or lectures? Do not include time spent in private study time.

hours per week

When will you be studying the course?

Start date

End date

Full course period

Official start date

Official end date

Continued

If you attend 2 institutions or study 2 courses, give details below of the second institution/course.

2 Education institution/course

Name of school/ Australian college and campus

Address

  

---

Postcode

Your student identification number

Name of course (e.g. School Studies, Bachelor of Arts)

Course code, if applicable

Year/stage of course (e.g. Year 11, 1st year, B.Sc.)

How many hours per week do you attend formal course work or lectures? Do not include time spent in private study time.

hours per week

When will you be studying the course?

Start date

End date

Full course period

Official start date

Official end date

67 Have you enrolled in this course?

No  To be eligible for ABSTUDY, you must enrol in a course. For more information, call us on 1800 132 317.

Yes



You may need to provide proof that you have enrolled in the course named in question 70 **within 14 days** of the course start date, except if you are a school student or a student in a higher education course at a university.

For information about who needs to provide proof of enrolment, refer to 'Study details' in the **Notes Booklet**.

Go to next question

68 Read this before answering the following question.

External study, distance education or correspondence is when you study at home or in your community instead of attending classes at an education institution (except when attending a residential school).

Are you, or will you be, studying externally, by distance education or correspondence?

No  Go to next question

Yes



Proof of full-time study is required.

69 What type of study will you be doing?

School  Go to next question

Secondary not at school  Go to 71  
(e.g. TAFE doing Year 11  
or General Studies)

Tertiary  Go to 71

70 Read this before answering the following question.

This question is used for assessment and payment of School Fees Allowance. For information about the eligibility criteria for School Fees Allowance, refer to 'School Fees Allowance' in the **Notes Booklet**.

Indicate below if any of the following apply:

boarding at a boarding school  Go to 75

 School Fees are automatically paid directly to the boarding school. If you have already paid your fees, provide a receipt when you lodge your claim.

boarding at a hostel  Go to 75

 School Fees Allowance is usually paid to the school, provide an invoice when you lodge your claim. If you have already paid your fees, provide a receipt.

private boarding  Go to 75

 School Fees Allowance is usually paid directly to the school, provide an invoice when you lodge your claim. If you have already paid your fees, provide a receipt.

living at home, attending a non-government school, as there is no local government school within reasonable travel time  Go to 85

 School Fees Allowance is usually paid directly to the school, provide an invoice when you lodge your claim. If you have already paid your fees, provide a receipt.

State Care student – your guardian does not receive a regular Foster Care Allowance **AND** you are living away from home, **OR** living at home attending a non-government school as you are unable to attend a local government school.  Go to 85

 School Fees Allowance is usually paid directly to the school, provide an invoice when you lodge your claim. If you have already paid your fees, provide a receipt.

71 Do you receive (or expect to receive) a Scholarship from a higher education institution?

Commonwealth Scholarships **include:**

- Commonwealth Education Costs Scholarship (CECS)
- Commonwealth Accommodation Scholarship (CAS)
- Indigenous Access Scholarship (IAS), **or**
- other Scholarships.

For information about Commonwealth Scholarships, refer to 'Study details' in the **Notes Booklet**.

No  Go to next question

Yes  Give details below

1 Type of payment

(e.g. Commonwealth Accommodation Scholarship)

<input type="text"/>	
Amount paid	When was it paid, or will be paid
\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

2 Type of payment

(e.g. Commonwealth Accommodation Scholarship)

<input type="text"/>	
Amount paid	When was it paid, or will be paid
\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

If you get more than 2 payments, provide a separate sheet with details.

**72 Read this before answering the following question.**

The definition of full-time study is based on your course, not the time you spend studying.

A student is classified as full-time or part-time on the basis of their study load compared to the course's normal full-time study load and whether a study load concession applies.

For information about full-time study, refer to 'Study details' in the **Notes Booklet**.

What will your study load be in each semester?

**Semester 1**

**Full-time** 75 – 100%

**Part-time** of the full-time study load in your course

66 – 74%

50 – 65%

25 – 49%

0 – 24%

**Not sure**



If you are not sure, provide a list of your subjects.

**Semester 2**

**Full-time** 75 – 100%

**Part-time** of the full-time study load in your course

66 – 74%

50 – 65%

25 – 49%

0 – 24%

**Not sure**



If you are not sure, provide a list of your subjects.

**73 Have you completed an undergraduate or postgraduate degree course in the past 10 years?**

For information about limits on assistance to study degree courses, refer to 'Study details' in the **Notes Booklet**.

No  Go to next question

Yes  Give details below

**1**

Years (e.g. 2013–14)

Name of Institution/Campus (e.g. Melbourne University)

Name of course (e.g. Bachelor of Arts)

**2**

Years (e.g. 2013–14)

Name of Institution/Campus (e.g. Melbourne University)

Name of course (e.g. Bachelor of Arts)

**3**

Years (e.g. 2013–14)

Name of Institution/Campus (e.g. Melbourne University)

Name of course (e.g. Bachelor of Arts)

If you have completed more than 3 courses, provide a separate sheet with details.

**74** Have you attempted or completed any other study including any previous study so far in the course you are doing now?

**Include:**

- any previous years of study in your current course or in other courses
- both full-time (FT) or part-time (PT) study for each semester.

For information about time allowed to complete course, refer to 'Study details' in the **Notes Booklet**.

No  Go to next question

Yes  Give details below.

**You must list every year of study in the past 10 years**

**Current course**

**1** Year (e.g. 2017)  Year/stage (e.g. 2nd year)

Name of institution (e.g. Canberra CIT)

Name of course (e.g. Associate Diploma in Hospitality)

Semester 1  Full-time  Part-time  Semester 2  Full-time  Part-time

**2** Year (e.g. 2017)  Year/stage (e.g. 2nd year)

Name of institution (e.g. Canberra CIT)

Name of course (e.g. Associate Diploma in Hospitality)

Semester 1  Full-time  Part-time  Semester 2  Full-time  Part-time

**3** Year (e.g. 2017)  Year/stage (e.g. 2nd year)

Name of institution (e.g. Canberra CIT)

Name of course (e.g. Associate Diploma in Hospitality)

Semester 1  Full-time  Part-time  Semester 2  Full-time  Part-time

If you attempted more than 3 in the current course, provide a separate sheet with details.

*Continued*

**Other course(s)**

**1** Year (e.g. 2017)  Year/stage (e.g. 2nd year)

Name of institution (e.g. Canberra CIT)

Name of course (e.g. Associate Diploma in Hospitality)

Semester 1  Full-time  Part-time  Semester 2  Full-time  Part-time

**2** Year (e.g. 2017)  Year/stage (e.g. 2nd year)

Name of institution (e.g. Canberra CIT)

Name of course (e.g. Associate Diploma in Hospitality)

Semester 1  Full-time  Part-time  Semester 2  Full-time  Part-time

**3** Year (e.g. 2017)  Year/stage (e.g. 2nd year)

Name of institution (e.g. Canberra CIT)

Name of course (e.g. Associate Diploma in Hospitality)

Semester 1  Full-time  Part-time  Semester 2  Full-time  Part-time

If you attempted more than 3 other courses, provide a separate sheet with details.

Away from home details

**75** Read this before answering the following question.

For information about living away from home and approval of Fares Allowance, refer to 'Away from home details' in the **Notes Booklet**.

Will you be living away from home to study or to work in an Australian Apprenticeship?

No  **Go to 86**

Yes  **Go to next question**

**76** Where will you live while studying or working in an Australian Apprenticeship?

Tertiary residential college

Hostel  **Go to next question**

Boarding school

Boarding privately  **Go to 79**

Other (e.g. flat, share house, caravan)  **Go to 84**

**77** Give the name of the school, residential college or hostel?

  

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**78** Have you been accepted by the school, college or hostel?

No  **Go to 84**

Yes

**79** Give details of the person providing board

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

**80** What is the address where you will be boarding?

  

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Postcode

**81** What is the phone number where you will be boarding?

**82** Do you want payments to go to the person providing board?

No  **Go to 85**

Yes  **Go to next question**

**83** Provide account details where payments are to go.

Check with the person providing board that the account and branch numbers you provide are correct. Payments will be delayed if the account number is wrong. It is up to you to give the right number. If you are directing your ABSTUDY payments to a boarding school or hostel, you do not need to provide their account details as we will obtain this information direct from the school or hostel.

Name of bank, building society or credit union

Branch number (BSB)

Account number

Account held in the name(s) of

  

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**Go to 85**

**84** What is your address while studying or working in an Australian Apprenticeship?

  

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Postcode

**85** Read this before answering the following question.

You must provide a statement, document or letter as requested in the note following the box ticked.

**Your payments cannot start until this is provided.**

**Indicate below why you live away from home**

**Tick ONE box** only beside the statement that BEST describes your current situation.

You are a tertiary student or an Australian Apprentice and travel from your parent(s)/guardian(s) home to your place of study or workplace takes at least 90 minutes one way

Give the time spent travelling each way

 minutes

**and**, unless obvious

 Provide details of public transport travel such as a bus timetable with your travel route marked.

*Continued* 

Continued

You are a secondary school student and travel from your parent(s)/guardian(s) home to the nearest state school you are qualified to enrol in and it takes at least 90 minutes one way

Give the time spent travelling each way

minutes

and, unless obvious

 Provide details of public transport travel such as a bus timetable with your travel route marked.

You are a secondary student and you meet the travelling distance rules

Read 'Travelling Distance rules' in the **Notes Booklet** before answering this question.

I meet the Travelling Distance rules: Rule 1   
Rule 2

You are a secondary student attending a TAFE college or a secondary course for adults and travel from your parent(s)/guardian(s) home to the college takes at least 90 minutes one way

Give the time spent travelling each way

minutes

and, unless obvious

 Provide details of public transport travel such as a bus timetable with your travel route marked.

Access from home to your state school, tertiary institution or workplace of your Australian Apprenticeship is often disrupted

 Provide a statement from the local council describing road conditions and the number of times access was not possible during the previous school/academic year.

Home conditions make study or doing your Australian Apprenticeship difficult

 Provide a written statement by yourself and at least one supporting statement from an independent authority with first-hand knowledge of your circumstances.

You are a secondary student studying an approved special course at a state school

 Provide a statement from the school confirming the special course enrolment.

Continued

Appropriate schooling cannot be provided at your local state school

Give the name of the school(s) you previously attended.

You have a disability and cannot attend your local state school

 Provide a medical certificate stating the disability and reason why the local state school cannot be attended (this is not required if an assessment was a requirement of acceptance into a special education institution). Alternatively, you may be eligible for Assistance for Isolated Children.

You are a secondary student and your family moves often because of work

 Provide a statement of your family's recent and expected moves for work.

You have been excluded from attending your local state school

 Provide a letter from the education authority confirming this.

You have been subjected to serious and continuing racial discrimination at your local state school

 Provide a written statement from your parent/guardian and at least one supporting statement from the school, ASSPA Committee, AECG or Indigenous organisation explaining the situation.

You have been awarded an approved school scholarship

 Provide a letter from the scholarship provider confirming the details.

You are a school student and are applying for continuity of study provisions

Call us on **1800 132 317** for details.

You are a tertiary student and it is a compulsory requirement of your course to reside at your education institution

 Provide a letter from the education institution giving details including the dates you need to live in.

None of the above  Call us on **1800 132 317**.

Continued ►

**86 Read this before answering the following questions.**

Questions 87 to 108 determine an applicant's eligibility for the ABSTUDY Independent status. If none of these apply to you, you are not considered 'independent' for the purposes of ABSTUDY and therefore entitlement will be determined by using parental income and assets regardless of whether you are receiving financial support or not.

**Contact us if you need more information.**

**87** Are you 22 years of age or older?

No  Go to next question

Yes  **Go to 110**

**88** Have you, or have you previously had, a dependent child?

No  Go to next question

Yes   Provide the child's birth certificate or other documentation stating you are the parent.  
▶ **Go to 96**

**89 Read this before answering the following question.**

An orphan is a person whose natural or adoptive (legal or traditional) parents have died or are legally missing and presumed dead.

ABSTUDY customers who are independent because they are orphans may be paid from 15 years of age. If an orphan is legally adopted by another person or family, before lodging a claim, their adoptive parents would meet the definition of a parent under ABSTUDY policy and they would not be eligible for independence under this criteria.

Are you 15 years of age or older and considered an orphan?

No  Go to next question

Yes   Depending on the situation the following evidence is required:

- original death certificate(s) of parents or statement from relevant state or territory government authority
- where parents died, or are presumed to have died, outside Australia where the issue of death certificates is prevented by social conditions, a statement from an appropriate authority may be accepted, **or**
- a declaration from yourself of the period in receipt of a Double Orphan pension.

▶ **Go to 96**

**90 Read this before answering the following question.**

You may be eligible if you are living independently of your family in your community which follows a lifestyle based on coming-of-age ceremonies.

**Note:** This is recognised only in the NT, Qld, SA or WA.

Are you 15 years of age or older and have adult status in a traditional community?

No  Go to next question

Yes   Provide a written statement signed by a tribal elder who has authority in your home community for the observance of cultural practice. It must confirm that you have completed a traditional initiation ceremony authorised and recognised by Aboriginal or Torres Strait Islander elders.  
▶ **Go to 96**

**91 Read this before answering the following question.**

You may be eligible if you are a secondary student 18 years of age or older, or a tertiary student.

Have you previously been in lawful custody for a total of at least 6 months?

No  Go to next question

Yes   Provide an original statement from the Department of Corrective Services or Juvenile Justice confirming the period of time spent in custody.  
▶ **Go to 96**

**92 Read this before answering the following question.**

You may be eligible if you have no parental home, or are unable to live with your parents because of domestic violence, sexual harassment, serious family breakdown or other similar circumstances.

Are you unable to live at home and are of school leaving age in your state or territory or 16 years of age or older?

No  Go to next question

Yes   **18 years of age or over** – you will need to complete and return an **'Unreasonable to live at home' Statement by Young Person** form (SY015). Your parent(s)/guardian(s) will need to complete and return an **'Unreasonable to live at home' Statement by Parent(s)/Guardian(s)** form (SY016). If you do not have these forms, go to [humanservices.gov.au/abstudy](http://humanservices.gov.au/abstudy) or call us on **1800 132 317**.  
▶ **Go to 96**

**Under 18 years of age** – you will need to call us on **1800 132 317** to book an appointment with a Department of Human Services Social Worker.  
▶ **Go to 96**



**102 Read this before answering the following question.**

Full-time employment is averaging 30 hours per week and includes periods in which you were employed, bona fide self-employed, unemployed for which government income support is received (except to study), in lawful custody, registered for work, supported by a religious order or unable to work because of illness.

Have you been working full-time, or registered as unemployed, for at least 3 of the past 4 years?

No  **Go to next question**

Yes



Depending on the basis of your claim, the following evidence is required:

- a statement from an employer with periods of employment and hours worked per week
- a statement from an Employment Services Provider showing periods of registration
- a statement from you with periods in receipt of Newstart Allowance or Youth Allowance as a job seeker
- a letter from a doctor stating periods of inability to work due to illness
- a letter from the Department of Corrective Services confirming period of imprisonment, **or**
- a letter from a religious order confirming period of support.

▶ **Go to 110**

**103** Have you supported yourself in full-time paid employment by working an average of 30 hours a week for 18 months in a 2 year period?

No  **Go to next question**

Yes



You will need to provide proof of hours and periods worked (e.g. payslips or letter from your employer).

▶ **Go to 110**

**104 Read this before answering the following question.**

Your family home is the principal home of your parent(s)/guardian(s). Go online to find out if your family home is located in a regional or remote area.

The parental income threshold is \$160,000. This will increase by \$10,000 for each eligible sibling. An eligible sibling is any of your siblings under 22 years of age unless they are:

- living away from home and is/was a member of a couple
- living away from home and has/had a dependent child
- receiving Youth Allowance or Disability Support Pension as an independent due to Unreasonable to Live At Home
- in state care.

You can choose the appropriate tax year. It can be either the financial year:

- before you take a gap year, referred to as PRE-GAP year
- of your gap year, referred to as BASE year
- following your gap year, referred to as POST-BASE year.

For more information about Wage Level A of the National Training Wage Schedule (NTWS) included in a modern award, refer to 'Independence (ABSTUDY)' in the **Notes Booklet**.

Have you worked and earned at least 75% of the Wage Level A of the National Training Wage Schedule (NTWS) included in a modern award within a 14 month period since last leaving secondary school, and:

- you are a full-time student, **and**
- you need to live away from your family home to study, **and**
- your family home is in an area that is inner regional, outer regional, remote or very remote, **and**
- the income of your parent(s)/guardian(s) was less than the parental income threshold in the appropriate tax year?

No  **Go to next question**

Yes



You will need to provide proof of income earned and periods worked (e.g. payslips, letter from your employer or payment summaries).

▶ **Go to 106**

**105** Since leaving secondary school have you worked in part-time employment of at least 15 hours a week for 2 years, and:

- you are a full-time student, **and**
- you need to live away from your family home to study, **and**
- your family home is in an area that is inner regional, outer regional, remote or very remote, **and**
- the income of your parent(s)/guardian(s) was less than the parental income threshold in the appropriate tax year?

No  **Go to 108**

Yes



You will need to provide proof of hours and periods worked (e.g. payslips or letter from your employer).

▶ **Go to next question**

**106** What date did you leave secondary school?



You will need to provide proof of the date you left secondary school.

▶ **Go to next question**



# The ABSTUDY customer's parent(s)/guardian(s) OR partner OR carer details

If your parent(s)/guardian(s) or your partner or your carer would prefer to provide their details on a separate form, call us on **1800 132 317**.

**The ABSTUDY customer's payments cannot start until all of these questions have been answered.**

## Parent/Guardian OR ABSTUDY customer's partner OR carer details

### 111 Your name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

### 112 Have you been known by any other name(s)?

#### Include:

- name at birth
- name before marriage
- previous married name
- Aboriginal or tribal name
- alias
- adoptive name
- foster name.

No  **Go to next question**

Yes  **Give details below**

#### 1 Other name

Type of name (e.g. name at birth)

#### 2 Other name

Type of name (e.g. name before marriage)

If you have more than 2 other names, provide a separate sheet with details.

### 113 Your gender

Male

Female

### 114 Your date of birth

### 115 Your permanent address (if different to the ABSTUDY customer's address at question 10)

  
  
  
 Postcode

### 116 Your postal address (if different from your permanent address)

  
  
  
 Postcode

### 117 What is your relationship to the ABSTUDY customer named at question 6?

ABSTUDY customer's partner  **Go to 153**

Parent/Guardian  **Go to next question**

Other  **Give details below**

**Go to next question**

ABSTUDY customer's parent(s)/guardian(s) details

Questions 118 to 152 are to be completed by the ABSTUDY customer's parent(s)/guardian(s).

**118** Tick **ONE** of the boxes below to tell us about your relationship status right now.

**Married**  **Go to 119**

**Registered relationship**  **Go to 119**  
(registered under state or territory law)

**De facto**  **Go to 119**

**Separated**  Date of separation  
(previously in a marriage, registered or de facto relationship)  
  
**Go to 125**

**Divorced**  **Go to 125**

**Widowed**  **Go to 125**  
(previously in a marriage, registered or de facto relationship)

**Never married or lived with a partner**  **Go to 125**

**119** Your partner's name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

**120** Has your partner been known by any other name(s)?

**Include:**

- name at birth
- name before marriage
- previous married name
- Aboriginal or tribal name
- alias
- adoptive name
- foster name.

No  **Go to next question**

Yes  **Give details below**

**1** Other name  
  
Type of name (e.g. name at birth)

**2** Other name  
  
Type of name (e.g. name before marriage)

If your partner has more than 2 other names, provide a separate sheet with details.

**121** Your partner's gender

Male

Female

**122** Your partner's date of birth

**123** Your partner's permanent address (if different to your address at question 115)

Postcode

**124** Your partner's postal address (if different from your permanent address)

Postcode

**125** Did the ABSTUDY customer come into your care after 1 January in the year of study or Australian Apprenticeship (or traineeship)?

No  **Go to next question**

Yes  Date ABSTUDY customer came into your care

**126 Read this before answering the following question.**

A parent/guardian receiving a pension, benefit or allowance from us or another government agency, or who holds a Health Care Card, and has a student 15 years of age or younger in their care may be entitled to School Term and School Fees Allowances. If you are not eligible for these allowances any school fees need to be paid from any other ABSTUDY allowances you may receive.

Are you a parent/guardian applying for a student 15 years of age or younger who is in your care?

No  **Go to 128**

Yes  **Go to next question**

**127 Read this before answering the following question.**

School Fees Allowance will be paid direct to the school unless you nominate to pay the school fees yourself.

Where would you like us to pay the School Fees Allowance (if you are eligible)?

**Tick ONE box only**

To **the school** named  **Go to next question** at question 66

To **me** after I provide  proof of payment

 You must show your receipt(s) to us before payment can be made to you.  
**Go to next question**

**128 Read this before answering the following question.**

**You only need to complete this question if the ABSTUDY customer is under 18 years of age.** Payments are usually paid into your account but you may authorise the payments to go into your child's account.

Where do you want the ABSTUDY payment made?

I authorise payment to go into  **Go to next question** **my child's account**

Payments are to go into  **my account**

The bank, building society or credit union account must be in your name. A joint account is acceptable.

**Do NOT include** an account used exclusively for funding from the National Disability Insurance Scheme.

Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

**129 Are you a foster carer of the student applying for ABSTUDY?**

No

Yes

**130 Read this before answering the following question.**

For more information about 'BASE tax year' and 'CURRENT tax year', refer to the **Notes Booklet**.

**131 Are you completing this form between September and December?**

No

Yes

**132 Has your (and/or your partner's) income decreased since the BASE tax year?**

No  **Go to 134**

Yes  **Go to next question**

**133 Is this decrease in combined parental income expected to continue for at least 2 years?**

No  **Go to 134**

Yes  Give details below

Date drop occurred

Estimate the time the drop in income will last

 Provide documentary evidence to support this decrease (or estimated decrease) in income. This application will not be processed until evidence is received.

**134 Did you answer 'Yes' at question 131 OR question 133?**

No  Only fill in details for the BASE tax year. You **DO NOT** need to fill in details for the CURRENT tax year.

**Go to next question**

Yes  You must fill in details for BOTH the Base tax year and the Current tax year.

**Go to next question**

**Parent/Guardian**

**135 Read this before answering the following question.**

For information about the Parental Means Test, refer to 'Parent/guardian/partner details' in the **Notes Booklet**.

Do you or will you receive:

- a pension, benefit or allowance from us (excluding Family Tax Benefit, Child Care Benefit, Child Care Rebate, Child Care Subsidy, Carer Allowance or Mobility Allowance), a payment from the Department of Veterans' Affairs
- some other Australian Government income support payment, **or**
- ABSTUDY Living Allowance or Austudy?

No  Go to next question

Yes  Give details below

Your Centrelink Reference Number (if known)

-  -  -

OR

Your Department of Veterans' Affairs Number (if known)

Name of payment

Date payment started (if after 1 January)

/  /

▶ **Go to 141**

**136** Do you have a current Health Care Card from us that has been issued to you because you are in receipt of Family Tax Benefit Part A?

This does not include a card held on behalf of a child eligible for Carer Allowance or a card held by a person receiving Mobility Allowance or a Low Income Health Care Card that can be applied for separately.

No  Go to next question

Yes  Dates on the card

From

/  /

To

/  /

▶ **Go to 141**

**Parent/Guardian Partner**

**135 Read this before answering the following question.**

For information about the Parental Means Test, refer to 'Parent/guardian/partner details' in the **Notes Booklet**.

Do you or will you receive:

- a pension, benefit or allowance from us (excluding Family Tax Benefit, Child Care Benefit, Child Care Rebate, Child Care Subsidy, Carer Allowance or Mobility Allowance), a payment from the Department of Veterans' Affairs
- some other Australian Government income support payment, **or**
- ABSTUDY Living Allowance or Austudy?

No  Go to next question

Yes  Give details below

Your Centrelink Reference Number (if known)

-  -  -

OR

Your Department of Veterans' Affairs Number (if known)

Name of payment

Date payment started (if after 1 January)

/  /

▶ **Go to 141**

**136** Do you have a current Health Care Card from us that has been issued to you because you are in receipt of Family Tax Benefit Part A?

This does not include a card held on behalf of a child eligible for Carer Allowance or a card held by a person receiving Mobility Allowance or a Low Income Health Care Card that can be applied for separately.

No  Go to next question

Yes  Dates on the card

From

/  /

To

/  /

▶ **Go to 141**

**Parent/Guardian**

**137** What was your taxable income for the relevant tax year?

**BASE tax year**

\$

**CURRENT tax year**

\$

**138** Have you received your Notice of Assessment (NOA) for the relevant tax year from the Australian Taxation Office?

**BASE tax year**

No  What is the approximate date your NOA will be available?

/ /

Yes   Provide your Notice of Assessment

**CURRENT tax year**

No  What is the approximate date your NOA will be available?

/ /

Yes   Provide your Notice of Assessment

The Australian Taxation Office (ATO) does not require me to lodge a tax return.

Provide a reason why you are not required by the ATO to lodge a tax return.

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 If you still earned income, you will need to provide evidence.

The Australian Taxation Office (ATO) does not require me to lodge a tax return.

Provide a reason why you are not required by the ATO to lodge a tax return.

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 If you still earned income, you will need to provide evidence.

**Parent/Guardian Partner**

**137** What was your taxable income for the relevant tax year?

**BASE tax year**

\$

**CURRENT tax year**

\$

**138** Have you received your Notice of Assessment (NOA) for the relevant tax year from the Australian Taxation Office?

**BASE tax year**

No  What is the approximate date your NOA will be available?

/ /

Yes   Provide your Notice of Assessment

**CURRENT tax year**

No  What is the approximate date your NOA will be available?

/ /

Yes   Provide your Notice of Assessment

The Australian Taxation Office (ATO) does not require me to lodge a tax return.

Provide a reason why you are not required by the ATO to lodge a tax return.

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 If you still earned income, you will need to provide evidence.

The Australian Taxation Office (ATO) does not require me to lodge a tax return.

Provide a reason why you are not required by the ATO to lodge a tax return.

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 If you still earned income, you will need to provide evidence.

**139 Read this before answering the following questions.**

Parental income **includes:**

- **reportable fringe benefits** that are provided by your employer and are counted as part of your income. The amounts are found on your payment summary and include:
  - **exempt reportable fringe benefits** that are received from a not for profit organisation that is eligible for a tax exemption under section 57A of the *Fringe Benefits Tax Assessment Act 1986*. Check with your employer if you are not sure if you receive exempt reportable fringe benefits.
  - **other reportable fringe benefits** that are received from employers that are not eligible for a fringe benefits tax exemption.
- **foreign income** includes income from employment outside Australia that you do not have to pay tax on in Australia. Do not declare income already included in question 137.
- **net investment losses** (these occur when your deductions are greater than your income from a rental property or investments (such as shares)). If you are not sure, provide your personal income tax return
- **reportable superannuation contributions** paid by you or on your behalf (e.g. voluntary salary sacrificed amounts). If you are not sure, provide your payment summary or your personal income tax return.
- **tax free pensions and benefits** are certain non-taxable pensions or benefits received in the relevant tax year from the Department of Human Services, the Department of Veterans' Affairs or the Military Rehabilitation and Compensation Commission. It includes Disability Support Pension, Carer Payment or Wife Pension and similar pensions or benefits. It does not include Family Tax Benefit, Child Care Benefit, Child Care Rebate, Child Care Subsidy, Carer Allowance or Mobility Allowance.

During the relevant tax year, did you receive (or expect to receive) any income or make a loss in any of the areas listed above?

No  Go to next question

Yes  Give details below

**BASE tax year**

Exempt reportable fringe benefits

\$

Other reportable fringe benefits

\$

Foreign income not already included in question 137

\$

Net investment losses

\$

Reportable superannuation contributions paid by you or on your behalf (e.g. voluntary salary sacrificed amounts)

\$

Tax free pensions or benefits

\$

**CURRENT tax year**

Exempt reportable fringe benefits

\$

Other reportable fringe benefits

\$

Foreign income not already included in question 137

\$

Net investment losses

\$

Reportable superannuation contributions paid by you or on your behalf (e.g. voluntary salary sacrificed amounts)

\$

Tax free pensions or benefits

\$

 You will need to provide your **payment summary or your personal income tax return for that year.**

**139 Read this before answering the following questions.**

Parental income **includes:**

- **reportable fringe benefits** that are provided by your employer and are counted as part of your income. The amounts are found on your payment summary and include:
  - **exempt reportable fringe benefits** that are received from a not for profit organisation that is eligible for a tax exemption under section 57A of the *Fringe Benefits Tax Assessment Act 1986*. Check with your employer if you are not sure if you receive exempt reportable fringe benefits.
  - **other reportable fringe benefits** that are received from employers that are not eligible for a fringe benefits tax exemption.
- **foreign income** includes income from employment outside Australia that you do not have to pay tax on in Australia. Do not declare income already included in question 137.
- **net investment losses** (these occur when your deductions are greater than your income from a rental property or investments (such as shares)). If you are not sure, provide your personal income tax return
- **reportable superannuation contributions** paid by you or on your behalf (e.g. voluntary salary sacrificed amounts). If you are not sure, provide your payment summary or your personal income tax return.
- **tax free pensions and benefits** are certain non-taxable pensions or benefits received in the relevant tax year from the Department of Human Services, the Department of Veterans' Affairs or the Military Rehabilitation and Compensation Commission. It includes Disability Support Pension, Carer Payment or Wife Pension and similar pensions or benefits. It does not include Family Tax Benefit, Child Care Benefit, Child Care Rebate, Child Care Subsidy, Carer Allowance or Mobility Allowance.

During the relevant tax year, did you receive (or expect to receive) any income or make a loss in any of the areas listed above?

No  Go to next question

Yes  Give details below

**BASE tax year**

Exempt reportable fringe benefits

\$

Other reportable fringe benefits

\$

Foreign income not already included in question 137

\$

Net investment losses

\$

Reportable superannuation contributions paid by you or on your behalf (e.g. voluntary salary sacrificed amounts)

\$

Tax free pensions or benefits

\$

**CURRENT tax year**

Exempt reportable fringe benefits

\$

Other reportable fringe benefits

\$

Foreign income not already included in question 137

\$

Net investment losses

\$

Reportable superannuation contributions paid by you or on your behalf (e.g. voluntary salary sacrificed amounts)

\$

Tax free pensions or benefits

\$

 You will need to provide your **payment summary or your personal income tax return for that year.**

**Parent/Guardian**

**140** During the relevant tax year, did you pay or do you expect to pay any maintenance (including child support)?

For more information, refer to 'Parent/guardian/partner details – Maintenance' in the **Notes Booklet**.

**BASE tax year**

No

Yes  How much did you pay?

\$

**CURRENT tax year**

No

Yes  How much did/do you expect to pay?

\$

**141** Is the ABSTUDY customer aged 16 years of age or older?

No  **Go to 145**

Yes  **Go to next question**

**142** Do you have a child support assessment for the ABSTUDY customer?

No  **Go to next question**

Yes  **Go to 145**

**143** Do you (and/or your partner) receive any maintenance for the ABSTUDY customer?

No  **Go to 144**

Yes  **Go to next question**

**144** What is the amount of maintenance received per day, week, fortnight, month or calendar year?

\$ per

Date this started

/ /

**145** Are there any **other dependent children** in your family?

No  **Go to 163 on page 36**

Yes  **Go to next question**

**146** Read this before answering the following questions.

Rent Verification is needed to work out the correct rate of payment for the ABSTUDY customer. You may not be eligible to receive Rent Assistance from us but you may need to verify the rent you pay. You will need to complete a Rent Certificate if one is sent to you.

Do you (and/or your partner) pay rent?

No  **Go to 149**

Yes  **Go to next question**

**147** Do you (and/or your partner) receive Rent Assistance?

No  **Go to next question**

Yes  **Go to 149**

**148** How much rent do you (and/or your partner) pay per day, week, fortnight, month or calendar year?

\$ per

**Parent/Guardian Partner**

**140** During the relevant tax year, did you pay or do you expect to pay any maintenance (including child support)?

For more information, refer to 'Parent/guardian/partner details – Maintenance' in the **Notes Booklet**.

**BASE tax year**

No

Yes  How much did you pay?

\$

**CURRENT tax year**

No

Yes  How much did/do you expect to pay?

\$

**Child 1****149** Provide details of other dependent children in your care.**Do not include** the ABSTUDY customer, named at question 6.

Family name

First given name

Date of birth

**150** Receiving, eligible for, or recently claimed one of these payments:YA / ABSTUDY / AIC  **Go to 153**Family Tax Benefit, as  **Go to 153**  
fortnightly paymentsNone of these payments, or claiming  **Go to next question**  
Family Tax Benefit as a lump sum**151** Do you (and/or your partner) share the care of this child with another person?**Do not include** school/day care arrangements.No  **Go to 153**Yes  **Go to next question****152** Read this before answering the following question.

If you do not know what percentage of care you have, or if the information does not match our records, a shared care assessment may be required before we are able to include them in the calculation of the ABSTUDY customer's payment.

What is the percentage of your (and/or your partner's) care of this child?

 %**153** Do you have another dependent child?No  **Go to 163 on page 36**Yes  **Go to next question, on the next column****Child 2****149** Provide details of other dependent children in your care.**Do not include** the ABSTUDY customer, named at question 6.

Family name

First given name

Date of birth

**150** Receiving, eligible for, or recently claimed one of these payments:YA / ABSTUDY / AIC  **Go to 153**Family Tax Benefit, as  **Go to 153**  
fortnightly paymentsNone of these payments, or claiming  **Go to next question**  
Family Tax Benefit as a lump sum**151** Do you (and/or your partner) share the care of this child with another person?**Do not include** school/day care arrangements.No  **Go to 153**Yes  **Go to next question****152** Read this before answering the following question.

If you do not know what percentage of care you have, or if the information does not match our records, a shared care assessment may be required before we are able to include them in the calculation of the ABSTUDY customer's payment.

What is the percentage of your (and/or your partner's) care of this child?

 %**153** Do you have another dependent child?No  **Go to 163 on page 36**Yes  **Go to next question, on the next page**

**Child 3****149** Provide details of other dependent children in your care.**Do not include** the ABSTUDY customer, named at question 6.

Family name

First given name

Date of birth

**150** Receiving, eligible for, or recently claimed one of these payments:YA / ABSTUDY / AIC  **Go to 153**Family Tax Benefit, as  **Go to 153**  
fortnightly paymentsNone of these payments, or claiming  **Go to next question**  
Family Tax Benefit as a lump sum**151** Do you (and/or your partner) share the care of this child with another person?**Do not include** school/day care arrangements.No  **Go to 153**Yes  **Go to next question****152** Read this before answering the following question.

If you do not know what percentage of care you have, or if the information does not match our records, a shared care assessment may be required before we are able to include them in the calculation of the ABSTUDY customer's payment.

What is the percentage of your (and/or your partner's) care of this child?

 %**153** Do you have another dependent child?No  **Go to 163 on page 36**Yes  **Go to next question, on the next column****Child 4****149** Provide details of other dependent children in your care.**Do not include** the ABSTUDY customer, named at question 6.

Family name

First given name

Date of birth

**150** Receiving, eligible for, or recently claimed one of these payments:YA / ABSTUDY / AIC  **Go to 153**Family Tax Benefit, as  **Go to 153**  
fortnightly paymentsNone of these payments, or claiming  **Go to next question**  
Family Tax Benefit as a lump sum**151** Do you (and/or your partner) share the care of this child with another person?**Do not include** school/day care arrangements.No  **Go to 153**Yes  **Go to next question****152** Read this before answering the following question.

If you do not know what percentage of care you have, or if the information does not match our records, a shared care assessment may be required before we are able to include them in the calculation of the ABSTUDY customer's payment.

What is the percentage of your (and/or your partner's) care of this child?

 %**153** Do you have another dependent child?No  **Go to 163 on page 36**Yes   Provide a separate sheet with details.  
**Go to 163 on page 36**

ABSTUDY customer's partner details

Questions 154 to 162 are to be completed by the ABSTUDY customer's partner.

**154** Do you expect to earn income?

No  **Go to 155**

Yes  Give details below

**1** Employer's name

Australian Business Number (ABN)

 -  -  - 

Address

  

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Postcode

Phone number

 (  )

Job description

Your work location

Are you an Australian Apprentice/trainee? No  Yes

Is this work:

Regular (i.e. paid the same amount every fortnight)

Casual (i.e. income varies in amount (if so you will need to report any changes))

How many hours of work per week?

Total amount earned per week before tax and other deductions

\$  per week

*Continued*

**2** Employer's name

Australian Business Number (ABN)

 -  -  - 

Address

  

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Postcode

Phone number

 (  )

Job description

Your work location

Are you an Australian Apprentice/trainee? No  Yes

Is this work:

Regular (i.e. paid the same amount every fortnight)

Casual (i.e. income varies in amount (if so you will need to report any changes))

How many hours of work per week?

Total amount earned per week before tax and other deductions

\$  per week

If you currently receive income from more than 2 jobs, provide a separate sheet with details.

**155** Do you or will you receive:

- a pension, benefit or allowance from us (excluding Family Tax Benefit, Child Care Benefit, Child Care Rebate, Child Care Subsidy, Carer Allowance or Mobility Allowance), a payment from the Department of Veterans' Affairs
- some other Australian Government income support payment, **or**
- ABSTUDY Living Allowance or Austudy?

No  **Go to next question**

Yes  Give details below

Your Centrelink Reference Number (if known)

 -  -  - 

OR

Your Department of Veterans' Affairs Number (if known)

Name of payment

Date payment started (if after 1 January)

 / /

**156** Read this before answering the following question.

The **current market value** is the price that you would expect to get if you sold the item. It is not the replacement or insured value.

**Do not include** assets owned by the ABSTUDY customer included in question 57 to 61.

**Note:** If you have farm/business assets, we may apply a deduction from the value of your assets.

Do you have farm and/or business assets?

**Include** personal effects, household contents and business assets used for personal use. All assets in and outside Australia.

**Do not include** your principal home.

No  Go to next question

Yes  Give details below

Current market value	Balance of loan(s) taken to purchase
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>

**157** Do you have OTHER assets?

**Include** all assets in and outside Australia.

**Do not include** the principal family home including an area of up to 2 hectares (5 acres) around the home provided it is used for domestic purposes and do not include business assets used for personal use.

No  Go to next question

Yes  Give details below

Current market value	Balance of loan(s) taken to purchase
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>

**158** Read this before answering the following questions.

You are not breaking the law if you do not give us your tax file number, but if you do not provide it to us, or authorise us to get it from the Australian Taxation Office, your partner may not be paid.

In giving us your tax file number in relation to this claim you authorise us to use your tax file number for other social security payments and services in future where necessary.

Have you given us your tax file number before?

No  Go to next question

Not sure  Go to next question

Yes  Go to 160

**159** Do you have a tax file number?

No  **How to get a tax file number**

There is a special tax file number application/enquiry form for an Aboriginal or Torres Strait Islander.

You can get this form from us or the Australian Taxation Office.

To get a tax file number you will have to provide identity documents.

For more information, call the Australian Taxation Office indigenous helpline on **131 030**.

Yes  Your tax file number

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**160** Did any other person help you complete this claim and can we contact them to discuss it if required?

No  Go to next question

Yes  Give details below

Their name

Phone number

(  )

## Privacy notice

### 161 You need to read this

#### Privacy and your personal information

Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which the department will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](https://humanservices.gov.au/privacy)

## Declaration

### 162 ABSTUDY customer's partner declaration

#### I declare that:

- the information I have provided in this form is complete and correct.

#### I understand that:

- giving false or misleading information is a serious offence.
- **ABSTUDY payments cannot start until this declaration is signed and all information is provided.**
- the Australian Government Department of Human Services can make relevant enquiries to make sure the claimant receives the correct entitlement.

Signature of ABSTUDY customer's partner



Date



**Make sure the ABSTUDY customer completes questions 168 to 173 on pages 38 and 39 and signs the declaration on page 40.**

**163** Read this before answering the following questions.

You are not breaking the law if you do not give us your tax file number, but if you do not provide it to us, or authorise us to get it from the Australian Taxation Office, your child may not be paid.

In giving us your tax file number in relation to this claim you authorise us to use your tax file number for other social security payments and services in future where necessary.

Have you given us your tax file number before?

No  Go to next question

Not sure  Go to next question

Yes  **Go to 165**

**164** Do you have a tax file number?

No

**How to get a tax file number**

There is a special tax file number application/enquiry form for an Aboriginal or Torres Strait Islander.

You can get this form from us or the Australian Taxation Office.

To get a tax file number you will have to provide identity documents.

For more information, call the Australian Taxation Office indigenous helpline on **131 030**.

Yes  Your tax file number

-  -

**165** Did any other person help you complete this claim and can we contact them to discuss it if required?

No  Go to next question

Yes  Give details below

Their name

Phone number

(  )

**163** Read this before answering the following questions.

You are not breaking the law if you do not give us your tax file number, but if you do not provide it to us, or authorise us to get it from the Australian Taxation Office, your child may not be paid.

In giving us your tax file number in relation to this claim you authorise us to use your tax file number for other social security payments and services in future where necessary.

Have you given us your tax file number before?

No  Go to next question

Not sure  Go to next question

Yes  **Go to 165**

**164** Do you have a tax file number?

No

**How to get a tax file number**

There is a special tax file number application/enquiry form for an Aboriginal or Torres Strait Islander.

You can get this form from us or the Australian Taxation Office.

To get a tax file number you will have to provide identity documents.

For more information, call the Australian Taxation Office indigenous helpline on **131 030**.

Yes  Your tax file number

-  -

**165** Did any other person help you complete this claim and can we contact them to discuss it if required?

No  Go to next question

Yes  Give details below

Their name

Phone number

(  )

## Privacy notice

### 166 You (and your partner) need to read this

#### Privacy and your personal information

Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which the department will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy)

## Declaration

### 167 Parent(s)/Guardian(s) declaration

#### I declare that:

- the student/Australian Apprentice is of Aboriginal or Torres Strait Islander descent, **and**
- the student/Australian Apprentice identifies as an Aboriginal or Torres Strait Islander, **and**
- the student/Australian Apprentice is accepted as such by the community in which they live or have lived.
- the information I have provided in this form is complete and correct.

#### I understand that:

- giving false or misleading information is a serious offence.
- **ABSTUDY payments cannot start until this declaration is signed and all information is provided.**
- the Australian Government Department of Human Services can make relevant enquiries to make sure the claimant receives the correct entitlement.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian Partner

Date



**Make sure the ABSTUDY customer completes questions 168 to 173 on pages 38 and 39 and signs the declaration on page 40.**

**168 Read this before answering the following questions.**

You are not breaking the law if you do not give us your tax file number, but if you do not provide it to us, or authorise us to get it from the Australian Taxation Office, you may not be paid. In giving us your tax file number in relation to this claim you authorise us to use your tax file number for other payments including social security payments and services in future where necessary.

Have you given us your tax file number before?

No  Go to next question

Not sure  Go to next question

Yes  **Go to 170**

**169** Do you have a tax file number?

No

**How to get a tax file number**

There is a special tax file number application/enquiry form for an Aboriginal or Torres Strait Islander.

You can get this form from us or the Australian Taxation Office.

To get a tax file number you will have to provide identity documents.

For more information, call the Australian Taxation Office indigenous helpline on **131 030**.

Yes  Your tax file number

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**170 Read this before answering the following question.**

If your only income for this financial year is the payment you are now claiming, you may not have to pay any tax.

However, you may have to pay tax if you get any other income this financial year, such as salary or wages.

If you think you will have to pay tax this year, you can ask us to deduct tax instalments from your payment. You can change this at any time.

If you are not sure how much tax to have taken out of your payment, contact the **Australian Taxation Office**.

Do you want tax taken out of your payment?

No  Go to next question

Yes  Enter the amount **OR** percentage of tax you want taken out per fortnight.

Amount (must be in whole dollars)	<b>OR</b>	Percentage of taxable payment
\$ <input style="width: 100px;" type="text"/> .00 per fortnight		<input style="width: 100px;" type="text"/> % per fortnight

**171** Do you wish to arrange for another person or organisation to make limited enquiries only, as authorised by you, about your payment/service?

No  Go to next question

Yes  Give details below

Details of your partner/parent/guardian or another person. This will assist us to identify the person to whom you allow information to be given.

**Note:** You can change this authority at any time.

Person's name

Their relationship to you (e.g. mother, father, friend)

Their phone number

Their date of birth

Their address

Postcode

**172** Do you want to authorise another person or organisation to make enquiries, get income support payment and/or act on your behalf?

No  Go to next question

Yes

You will need to complete and return an **Authorising a person or organisation to enquire or act on your behalf** form (**SS313**). If you do not have this form or want more information about nominee arrangements, go to [humanservices.gov.au/nominees](http://humanservices.gov.au/nominees) or call us on **1800 132 317**.

Checklist

**173** Which of the following forms and documents are you providing with this form?

Where you are asked to supply documents, provide original documents.

If you are not sure, check the question to see if you should provide documents.

Identity documents (For a list of acceptable documents, refer to 'Confirming your identity', in the <b>Notes Booklet</b> ) (at <b>question 4</b> )	<input type="checkbox"/>
Proof of ABSTUDY customer's age (at <b>question 9</b> )	<input type="checkbox"/>
Proof of care arrangements (if you answered Yes at <b>question 13</b> )	<input type="checkbox"/>
Evidence of your impairment (if you answered No or Yes at <b>question 16</b> )	<input type="checkbox"/>
Documents showing balances for bank, building society and credit union accounts (if required at <b>question 26</b> or if you answered Yes at <b>question 52</b> )	<input type="checkbox"/>
An invoice from the accommodation provider listing the dates in residence and the amount payable (if you answered Yes at <b>question 38</b> )	<input type="checkbox"/>
Full copy of your signed lease or tenancy agreement (if you answered Yes at <b>question 49</b> )	<input type="checkbox"/>
<b>Income and Assets details</b> form (Mod iA) (if you answered Yes at <b>question 61</b> )	<input type="checkbox"/>
<b>Private Trust</b> form (Mod PT) (if you answered No at <b>question 63</b> )	<input type="checkbox"/>
<b>Special Disability Trust</b> form (Mod SDT) (if you answered Yes at <b>question 63</b> )	<input type="checkbox"/>
<b>Private Company</b> form (Mod PC) (if you answered Yes at <b>question 64</b> )	<input type="checkbox"/>
Documents which confirm your enrolment in a course (if you answered Yes at <b>question 67</b> )	<input type="checkbox"/>
Proof of full-time study (if you answered Yes at <b>question 68</b> )	<input type="checkbox"/>
A receipt of fees paid, or an invoice from the school (if required at <b>question 70</b> )	<input type="checkbox"/>
List of subjects studying (if required at <b>question 72</b> )	<input type="checkbox"/>
Statement, document or letter indicating reason you live away from home (if required at <b>question 85</b> )	<input type="checkbox"/>
Child's birth certificate or document stating you are the parent (if you answered Yes at <b>question 88</b> )	<input type="checkbox"/>
Proof you are an orphan (if you answered Yes at <b>question 89</b> )	<input type="checkbox"/>
Statement signed by tribal elder (if required at <b>question 90</b> )	<input type="checkbox"/>

Continued

Original statement confirming period in custody (if you answered Yes at <b>question 91</b> )	<input type="checkbox"/>
<b>'Unreasonable to live at home'</b> Statement by <b>Young Person</b> form (SY015) and <b>'Unreasonable to live at home'</b> Statement by <b>Parent(s)/Guardian(s)</b> form (SY016) (if you answered Yes at <b>question 92</b> and are 18 years of age or over)	<input type="checkbox"/>
Statement from state or territory government (if you answered Yes at <b>question 93</b> )	<input type="checkbox"/>
Proof you have a dependent child (if you answered Yes at <b>question 94</b> )	<input type="checkbox"/>
Documentation from an Indigenous community organisation, a well known and respected person of the Indigenous community or a relevant state or territory authority (if you answered Yes at <b>question 95</b> )	<input type="checkbox"/>
Proof of marriage or registered relationship (if you answered Yes at <b>question 98</b> )	<input type="checkbox"/>
Proof of de facto relationship (if you answered Yes at <b>question 99</b> )	<input type="checkbox"/>
Proof of hours and periods worked (if you answered Yes at <b>question 102</b> or <b>103</b> )	<input type="checkbox"/>
Proof of income earned and periods worked (if you answered Yes at <b>question 104</b> or <b>105</b> )	<input type="checkbox"/>
Proof of the date you left secondary school (if you answered Yes at <b>question 106</b> )	<input type="checkbox"/>
Statement from a government agency advising of care arrangements (if you answered Yes at <b>question 108</b> )	<input type="checkbox"/>
<b>Authorising a person or organisation to enquire or act on your behalf</b> form (SS313) (if you answered Yes at <b>question 172</b> )	<input type="checkbox"/>

Parent/Guardian (and/or Partner)

<b>Parent(s)/Guardian(s) additional details</b> form (A2115) (if required at <b>question 107</b> )	<input type="checkbox"/>
Receipt(s) for school fees (if you answered Yes at <b>question 127</b> )	<input type="checkbox"/>
Documentary evidence to support the decrease (or estimated decrease) in income (if you answered Yes at <b>question 133</b> )	<input type="checkbox"/>
Your Australian Taxation Office Notice of Assessment (if you answered Yes at <b>question 138</b> )	<input type="checkbox"/>
Your payment summary or personal income tax return (if you answered Yes at <b>question 139</b> )	<input type="checkbox"/>
Details of additional other dependent children (if you answered Yes at <b>question 153</b> )	<input type="checkbox"/>

Questions continue ►

## Privacy notice

### 174 You need to read this

#### Privacy and your personal information

Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which the department will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy)

## Declaration

### 175 I declare that:

- I am of Aboriginal or Torres Strait Islander descent, **and**
- I identify myself as an Aboriginal or Torres Strait Islander, **and**
- I am accepted as such by the community in which I live or have lived.
- the information I have provided in this form is complete and correct.
- I have read the list of changes I must tell the Australian Government Department of Human Services about and understand that failing to advise the Australian Government Department of Human Services of the changes **within 14 days** is a serious offence.

#### I understand that:

- giving false or misleading information is a serious offence.
- the Australian Government Department of Human Services can make relevant enquiries to make sure I receive the correct entitlement.
- I must notify the Australian Government Department of Human Services of any changes to this information **within 14 days** of the change(s) occurring.

Signature of ABSTUDY customer



Date

#### IMPORTANT INFORMATION

If you are paid any ABSTUDY that you are not entitled to, you will have to pay it back. An overpayment is usually paid back by reducing your remaining ABSTUDY entitlement. If you are not entitled to any more ABSTUDY, you will have to repay the debt direct to the Department of Human Services.

## Returning your form

You can return this form and any supporting documents:

- **online** (excluding identity documents) using your Centrelink online account. For more information, go to [humanservices.gov.au/submitdocumentsonline](http://humanservices.gov.au/submitdocumentsonline)
- **by post** to:  
**Department of Human Services**  
**Student Services**  
**PO Box 7804**  
**CANBERRA BC ACT 2610**
- **in person** at one of our service centres, if you are not able to use your Centrelink online account.

#### Office use only

Centrelink Reference Number—Applicant

Centrelink Reference Number—Student

Date received by community agent, institution, etc.

Date accepted by Centrelink

Date received in processing office

Logon ID

Date stamps