



Information you need to know about your claim for

ABSTUDY

Purpose of 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.

Australian Apprentices can also use this claim.

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 needs to answer the questions on behalf of the student.

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

Important

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

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

Definition of a partner

For the Australian Government Department of Human Services purposes a person is considered to be **your partner** if you and the person are living together, or usually live together, and are:

- married, **or**
- in a registered relationship (opposite-sex or same-sex), **or**
- in a de facto relationship (opposite-sex or same-sex).

We consider a person to be in a de facto relationship from the time they commence living with another person as a member of a couple.

We recognise all couples, opposite-sex and same-sex.

For more information

Go to our website humanservices.gov.au/abstudy or call us on **1800 132 317** or visit one of our Service Centres.

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

Note: Call charges apply – calls from mobile phones may be charged at a higher rate.

Please keep these Notes (pages 1 to 30) for your information.

If you have a hearing or speech impairment

TTY service Freecall™ **1800 810 586**. A TTY phone is required to use this service.

Interpreters and translations

If you need an **interpreter** or **translation** of any documents for our business, we can arrange this for you free of charge.

Returning your form(s)

Check that you have answered all the questions you need to answer and that you have signed and dated the form.

If you return required documents (and your claim form):

- online – you can submit your documents online if you are registered for online services.
- by post – we will sight and record your documents, which may include copying, and return the originals to you by registered post.
- in person – we will sight and record your documents, which may include copying, and return the originals to you.

Return this form and all additional documents to one of our Service Centres, online or post it directly to:

**Department of Human Services
Student Services
Reply Paid 7804
CANBERRA BC ACT 2610**

If you are lodging documents online, to establish your identity, we may still require you to attend one of our Service Centres to provide original documents. For more information on how to lodge documents online, go to humanservices.gov.au/submitdocumentsonline

Closing dates and returning form(s)

For more information about closing dates, refer to *Closing dates for ABSTUDY claims* on page **Notes—4** of the **Notes Booklet**. This advises when you need to lodge your claim to ensure 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, all additional documents and any other forms you are required to complete as soon as possible but **no later than 13 weeks** after the closing date. This will ensure that you are paid from the earliest date possible. 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, all additional documents and any other forms you are required to complete **within 14 days** to ensure that you are paid from the earliest date possible. If you cannot return all the forms or documents **within 14 days**, contact us for extra time.

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Closing Dates for ABSTUDY claims

Here are the closing dates for lodging a claim to ensure 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, 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 ensure 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.

ABSTUDY allowances

Eligibility for the different ABSTUDY allowances depends on studyload, 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 studyload 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.

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 Standard Geographical Classification (ASGC).

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 prior to 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 2012. He moved to Sydney from Newcastle 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 Middle Street, Newcastle 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 Scholarship

The Student Start-up Scholarship provides assistance to eligible full-time ABSTUDY students at a higher education institution who are enrolled in a higher education or preparatory course. It is generally paid at the beginning of each semester to help with the up-front costs of studying, such as textbooks and specialised equipment. It is not payable to students enrolled in a Vocational Education Training (VET) course.

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 Education Costs Scholarship, such as an Indigenous Commonwealth Education Costs Scholarship (ICECS), **or**
 - you also receive a Student Start-up Scholarship paid by the Department of Veterans' Affairs.
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Other ABSTUDY claims

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).

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

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 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 4)

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.

Australian citizenship (Question 5)

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.

Other government assistance for study (Question 17)

You cannot generally be assisted by more than one government education or training scheme at the one time. If you tick 'yes' to this question, you may not be eligible for ABSTUDY assistance. There are exceptions for some state or territory government scholarships where you are not an employee of the government agency awarding the scholarship. Youth Allowance and Newstart Allowance recipients who are studying part-time can receive ABSTUDY part-time entitlements (where study in the course does not make up part or all of the activity test requirements).

You should compare entitlements available under the different schemes, so you can choose the one which will assist you the best.

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 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. You can find out more about LAFHA at your Australian Apprenticeships Centre or go to australianapprenticeships.gov.au

Accommodation

Residential Costs Option for tertiary students and students undertaking approved studies of at least one year's duration at a university (Question 40)

You must be:

- a tertiary student or a student undertaking approved studies of at least one year's duration at a university, **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.

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

Rent Assistance (Question 45)

You may be able to get help with the cost of your accommodation 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.

Personal income and assets tests

Income (Questions 53–56, 62)

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 tax return and payment summaries, or a letter from your employer(s) on employer(s)' letterhead.

Income includes:

- salary and wages
- Community Development Employment Projects (CDEP) 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
- gifts of a regular nature
- superannuation
- redundancy and retirement payments or similar payments for long service leave
- interest on mortgage
- loans or bonds
- dividends from debentures

Continued

- 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 58–62)

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 **18** of the **Notes Booklet**.

Study details

Proof of enrolment (Question 65)

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 66)

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 studyload 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.

Selection test/interview

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

Commonwealth Scholarships (Question 68)

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.

Study load concessions (Question 70)

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

- You have a substantial physical, intellectual or psychiatric disability and you are studying at least 1/4 (25 per cent) of the normal full-time studyload 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.
- You are a single parent, carer or disability pensioner and you are studying at least 1/4 (25 per cent) of the normal full-time studyload for your course. You must be receiving 1 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, Invalidity Service Pension, Invalidity Income Support Supplement, **or**
 - you have a dependent child under 16 and you receive the Widow B, Defence Widow(er) or War Widow(er) Pension or Widow Allowance.
- You are studying at least 2/3 (66.7 per cent) of the normal full-time studyload 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 studyload (send a copy of that letter with your form), **or**
- you have been recommended to take a lighter studyload 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 studyload for the balance of the year must be at least $\frac{3}{4}$ of the normal full-time studyload.
- 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 studyload of at least 75 per cent. 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 a letter from your institution confirming your study program requirements.
- You are ill or injured and you are unable to maintain a full-time studyload 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.

Full-time study (Question 70)

The table below defines a full-time studyload:

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 $\frac{3}{4}$ 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 $\frac{3}{4}$ 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 prior to 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 studyload is full-time and complies with the ABSTUDY/Australian Apprenticeship studyload 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 studyload.

Failure to have or to complete a full-time studyload 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, attach 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 71)

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 him/her into the current course (see comments about 'reasonable time' below).

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

Reasonable time to complete course (Question 72)

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 74)

• **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 must be approved for one of the away from home reasons listed in Question 80. (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.

Continued

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.

Fares Allowance is not available to Australian Apprentices.

You live away from home because (Question 80)

The Away from Home rate is not normally available to secondary students whose home is within reasonable travelling time or distance of a state school in which the student is qualified to enrol. A secondary student claiming the Away from Home rate must meet one of the requirements in Question 80.

Travelling Distance Rules (Question 80)

A secondary school student meets the travelling distance rules if the distance (via 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 via 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.

ABSTUDY customer circumstances

Receiving a payment (Question 85)

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.

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 per cent of the maximum Wage Level A of the National Training Wage Schedule within an 18 month period since leaving secondary school (a period of 18 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 Standard Geographical Classification, and:

- you are a full-time student, **and**
- you need to live away from your family home to study, **and**
- your parental income is less than \$150,000 in the BASE Tax Year, **and**
- you have supported yourself through paid employment by:
 - earning at least 75 per cent of the Wage Level A of the National Training Wage Schedule (NTWS) included in a modern award within an 18 month period since last leaving secondary school (a period of 18 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 your parents' principal home. To determine whether your family home is in an area that is inner regional, outer regional, remote or very remote, go to our website humanservices.gov.au or call us on **132 490** (Youth and Students) or **1800 132 317** (ABSTUDY).

***Example:** Chris completed Year 12 in December 2010. 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 2011 she had earned more than \$22,000. In 2012, 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 May 2012, 18 months after leaving school, because she meets each of the requirements above.*

For more information on the National Training Wage Schedule go to our website humanservices.gov.au or call us on **132 490** (Youth and Students) or **1800 132 317** (ABSTUDY).

Parent/guardian/ partner details

Parental Means Test

The Parental Means Test consists of 3 separate parts which are the:

- Parental Income Test
- Family Actual Means Test (FAMT), **and**
- Family Assets Test.

Parental Income Test

Parental income includes taxable income, maintenance (including child support) received, any fringe benefits received from employers, income from outside Australia and net investment losses (including negative gearing for property and shares). Working out your payment based on your income and assets is more complicated if you have an interest in a farm, a business, a trust or company, or if you own real estate in Australia or outside Australia. You (or your partner) may also need to fill in other forms.

The parent/guardian income test is not applied if a parent/guardian receives:

- a pension, Centrelink benefit or allowance from us (but not Family Tax Benefit)
- an income-tested pension from the Department of Veterans' Affairs
- Community Development Employment Projects (CDEP) wages
- ABSTUDY, Youth Allowance or Austudy for their own study
- a Health Care Card from us, **or**
- certain other Australian Government payments.

The waiving of the income test lasts for as long as the above circumstances apply.

See *Notes*—page **18** of the **Notes Booklet** for Exceptional Circumstances Relief Payment for FAMT exemptions.

Continued

Proof of income: Usually the production of an Income Tax Notice of Assessment 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. You may be able to verify your income by providing a full tax return and payment summaries, or a letter from your employer(s) on 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 for an ABSTUDY payment 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 Tax Notice of Assessment is available.

Where the parent(s)/guardian(s) are in the Family Actual Means Test (FAMT) category a current FAMT application will also be required.

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 per cent. 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)
2012	2010–2011	2011–2012
2013	2011–2012	2012–2013
2014	2012–2013	2013–2014
2015	2013–2014	2014–2015

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 the 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.

Fringe benefits

Where the total value of employer provided benefits (fringe benefits) received from an employer during the appropriate tax year is greater than \$1,000, it is counted as income under the Parental Income Test.

Continued

Please REMOVE this Notes Booklet from the form if you have not already done so ►

An employer provided benefit (fringe benefit) is any right, privilege, service, in-kind payment or facility that an employee receives, or assigns to someone else, from their employment. Generally, this includes the voluntary deferment of an entitlement to a benefit or income which is termed a salary sacrifice arrangement. Employers are now required to include the total amount of any employer provided benefits on a payment summary where the amount is greater than \$1,000, in accordance with a formula supplied by the Australian Taxation Office. Additional details may be obtained from us.

The amount the customer's parents must tell us is the total of all gross amounts of fringe benefits that are shown on their payment summary(s) for taxation purposes.

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 income for ABSTUDY.

Maintenance (including child support)

Maintenance income received is included in the combined parental income for the ABSTUDY Parental Income Test. All amounts of child support received by either parent for the upkeep of any child in care are included, as is partner maintenance.

Maintenance paid out is deducted from combined parental income for the ABSTUDY Parental Income Test. Any amounts of child support paid out for the upkeep of a child are deducted, as is partner maintenance.

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. Contact us about what evidence is required if you (and/or your partner) have salary sacrificed to the benefit of your partner's superannuation or you (and/or your partner) are between age pension age and 70 years.

The Family Actual Means Test

While the income and assets tests are in most cases sufficient to determine a customer's level of need, there are times when taxable income alone may not be a reliable indicator.

The Family Actual Means Test (FAMT) is applied to those people whose taxable income may not provide a good indication of their need for ABSTUDY and determines the actual financial position of families in certain designated categories by measuring their 'actual means', that is, what they spend and save in a particular period.

The FAMT does not apply to:

- ABSTUDY customers who are independent, and
- families in receipt of Exceptional Circumstances Relief Payment.

The actual means of all '**family members**' (living in the family home) existing in the year in which the ABSTUDY is payable are assessed for the financial year being used for the assessment.

A customer's 'family' members are:

- the ABSTUDY customer
- the parent(s)/guardian(s) whose income and assets are being taken into account under the ABSTUDY parental income and family assets tests

Continued

- any dependent children in the family under 16 years of age, and
- any dependent children in the family 16–21 years of age who do not meet the independence criteria for ABSTUDY.

Exceptional Circumstances Relief Payment (ECRP)

ECRP is a payment to assist farmers in exceptional circumstances areas who are experiencing difficulties in meeting family and personal living expenses.

A person may get Exceptional Circumstances Relief Payment if they:

- are a farmer
- are an Australian resident and living in Australia, **and**
- hold a current Exceptional Circumstances Certificate, which identifies the farm enterprise is in an 'exceptional circumstances' declared area.

For more information about ECRP, call us on **132 316**.

While a parent/guardian is in receipt of ECRP and the customer is dependent, parental income and parental assets tests are not applicable. Also, if the dependant is subject to the Family Actual Means Test (FAMT), they are exempt from FAMT from the date the parent/guardian first received ECRP until 31 December in which ECRP ends.

Note: If a parent/guardian is not in receipt of ECRP but has an Exceptional Circumstances Certificate, their dependent child(ren) will not qualify for an exemption.

Changes in Sibling Circumstances

Changes in the circumstances of any siblings also receiving, or eligible for the following payments, may impact on your eligibility and rate of payment:

- Youth Allowance, **or**
- ABSTUDY (living or boarding related allowances), **or**
- Assistance for Isolated Children (Additional Boarding Allowance), **or**
- attracting Family Tax Benefit as a child 16 years of age or over in full-time secondary study.

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 \$97,000 per year. If Taylor was an only child, she would not be eligible for ABSTUDY because of her parent's income. However, as Taylor has a younger brother 16 years of age and her parents receive Family Tax Benefit for him, Taylor receives ABSTUDY, the Relocation Scholarship, the Student Start-up Scholarship and, if applicable, Rent Assistance.*

If Taylor's parents cease to receive Family Tax Benefit for her brother, then Taylor's ABSTUDY will cease at the same time.

It is important to check with us when sibling circumstances change.

Assets Tests

ABSTUDY customers who are dependent are subject to the **Family Assets Test**. ABSTUDY independent customers are subject to **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.

Continued

Your assets could include:

- home contents (excluding fixtures like wall-to-wall carpets or wall heaters)
- 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 per cent of the value of your business
- an interest in a trust or company, **or**
- jewellery, antiques and other collectables.

Assets do NOT include:

- 75 per cent 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)).

For a parent or guardian not in receipt of an Exceptional Circumstances Relief Payment, farm assets are not included under the Family Assets Test if a current drought relief exceptional circumstances certificate has been issued.

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. The Asset Hardship Provisions do not apply to customers who are dependent under the Family Assets Test.

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

Health Care Card

Health Care Card (Question 81)

ABSTUDY students and Australian Apprentices do not qualify for an automatic Health Care Card, but may be able to qualify for a Low Income Health Care Card. Eligibility for the card is based on your total income over the 8 weeks immediately before your claim is assessed.

You can use the ABSTUDY claim form to claim the Low Income Health Care Card, either by requesting your eligibility be automatically assessed after you have been receiving your payment for 8 weeks, or by supplying details of your income for the 8 weeks before the date you lodge your claim. To obtain a Health Care Card you will need to provide proof of your identity. You must provide documents that add up to 50 points. See *Notes*—pages 23–25 of the **Notes Booklet** for the list of documents you can use to prove your identity. This is the list of approved documents and their value.

For more information about the Health Care Card you can obtain a copy of *A Guide to Concession Cards*, by going to our website humanservices.gov.au/healthcarecard or call us **1800 132 317**.

Tax details

How to get a tax file number (Questions 159, 164 and 169)

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 proof of identity. You can find out what you need from us or the Australian Taxation Office.

Tax file number exemptions (Questions 159, 164 and 169)

ABSTUDY customers who do not have to give us their tax file number are:

- 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 his/her tax file number because of fire or flood damage to his/her home in the 6 months before applying for ABSTUDY.

If you think any of these situations apply to you, attach 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.

Your review and appeal rights

If you are not happy with a decision we have made about your payments, there are several steps you can take.

1. If you would like more information about a decision you should contact us. We will check the details and explain the decision. This gives you a chance to correct misunderstandings and present new information.
2. If you do not agree with a decision you can ask for a review. We will forward the matter to a review officer who has not been involved in the decision and can change the decision if it is wrong. If you are seeking a review of the decision about recovery of a debt, you should normally request this review **within three months** of the decision.

There is no time limit for requesting a review of other decisions affecting your assessment.

3. If you do not agree with the decision of the review officer you can appeal to the Minister responsible for ABSTUDY by writing to the Group Manager, Income Support Group, Department of Social Services, GPO Box 9880, Canberra ACT 2601, about decisions affecting your assessment, or the Social Security Appeals Tribunal (SSAT) for a review about a debt. The SSAT is an independent tribunal and can only look at a review after a review officer has reviewed the case.
4. If you are unhappy with the SSAT decision you can have this decision reviewed by applying to the Administrative Appeals Tribunal (AAT).

These steps are free of charge.

For more information about your review and appeal rights, or to request a review of a decision, go to our website humanservices.gov.au or call us on **1800 132 317**, or visit one of our Service Centres.

If you have concerns about your personal information, call us on **1800 132 317** or come in and see us. We will look into the matter and tell you about your rights to see and amend your information.

To give us feedback or make a complaint

Go to humanservices.gov.au/feedback to give feedback or call our Customer Relations Team on **1800 132 468** to make a complaint.

If we do not resolve your complaint to your satisfaction, you can contact the Commonwealth Ombudsman by going to ombudsman.gov.au or calling **1300 362 072**.

Terms and Conditions for Electronic Messaging (SMS or email)

You may receive electronic messages (SMS or email) from the Department of Human Services if you provide us with a mobile phone number or an email address.

We will only send you messages that are appropriate to your circumstances.

Where appropriate, we may send you an SMS or email instead of a letter.

Messages you may receive include (but are not limited to):

- requests and reminders to attend appointments
- requests and reminders to provide documents
- requests and reminders to provide up-to-date information
- notification of decisions
- notification of payments
- confirmation of changes to your details
- information about payments and services.

We consider that a message has been received by you once it has been sent to the service provider and has been forwarded to your account.

Our messages will not contain your name or contact details.

Our messages will never include direct links to ANY website.

You will not be required to respond via SMS or email to any message sent by us.

If you change your mobile phone number or email address you must tell us straight away.

You should make sure personal safeguards are in place to protect yourself, your computer, and your mobile phone against security threats.

These Terms and Conditions are subject to change without notice. Visit our website for the latest information.

You are able to withdraw from this service at any time.

For more information visit humanservices.gov.au/electronicmessaging

Centrelink Letters Online

You can register to receive your Centrelink letters online by following the steps below:

1. Create or sign in to your existing myGov account at **my.gov.au**
2. Link your Centrelink services to your myGov account.
3. If you have access level 3 for Centrelink services online, you will automatically start receiving your Centrelink mail through your myGov Inbox when you successfully link
4. If you do not have access level 3, you can achieve this by answering more questions about your Centrelink record online, or by contacting us or visit one of our Service Centres.

Subscribing to this service means you will receive most of your mail from Centrelink online. You will continue, however, to receive some letters at your postal address, such as letters with reply paid envelopes, paper forms that we require you to fill in and return, and some brochures that are not available on line.

Alternatively once you have registered for an online account, you can download and use an Express Plus mobile app. Express Plus allows you to subscribe to and access Centrelink letters online.

For more information about receiving Centrelink letters online visit humanservices.gov.au/centrelinkonlineletters

As a customer you are required to prove your identity when claiming a pension, benefit, allowance or service. You must establish your identity by providing original documents (not copies) from this approved list.

We require you to prove both your:

- Commencement of Identity (proof of your birth or arrival) in Australia, **and**
- use of this identity.

Note: The document you use to show your Commencement of Identity cannot also count towards the POINTS required for the payment or service claimed.

If you have any difficulty in obtaining or providing these documents, you should contact us as soon as possible.

If you have previously met the proof of identity requirements, and you are reclaiming within 52 weeks of receiving a Centrelink payment, the above requirements may not apply. If you think this applies to you, contact us as soon as possible.

Where possible, we will use the proof of identity documents you provide to also prove your age, residence, income and/or assets if that is relevant to the payment or service you are applying for. However, to be eligible for some payments or services, you may need to provide additional documents.

You are not required to provide proof of your identity with your ABSTUDY claim if you are:

- transferring from Family Tax Benefits 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, or other Centrelink benefit or pension, **or**
- applying only for Part-time entitlements, Incidentals 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**.

For claims of:

ABSTUDY (living allowance)

Austudy

Bereavement Allowance

Carer Payment – *both claimant and care receiver*

Disability Support Pension

Low Income Supplement

– *claimant (and partner if applicable)*

Newstart Allowance

Parenting Payment – *claimant (and partner if applicable)*

Pensioner Education Supplement

Sickness Allowance

Youth Allowance

You will need to provide:

- at least one document (listed on next page) to show Commencement of Identity in Australia, **and**
 - OTHER documents that add up to 100 points from the approved list (see next page).
-

For claims of:

Carer Allowance – *both claimant and care receiver*

Mobility Allowance

Essential Medical Equipment Payment

– *claimant (and care receiver if applicable)*

You will need to provide:

- at least one document (listed on next page) to show Commencement of Identity in Australia, **and**
 - OTHER documents that add up to 50 points from the approved list (see next page).
-

For claims of:

Low Income Health Care Card – *claimant (and partner if applicable)*

Health Care Card for foster children – *for the foster child*

You will need to provide:

Any documents from the approved list (see next page) that add up to 50 points. Proof of Residence may also be required. Please see your claim form for details.

Commencement of Identity in Australia

Document	Explanation/description	Points
Australian Birth Certificate	Original Australian birth certificate, extract or birth card in your name/former name.	70
Australian Passport (current)	Australian passport in your name/former name. Expired passports are not acceptable.	70
Citizenship Certificate	Australian citizenship certificate in your name/former name.	70
Australian Visa	Australian visa, current at time of entry to Australia as resident or tourist, showing your name/former name.	70
Document of Identity (DFAT)	Document of Identity issued in your name/former name by the Department of Foreign Affairs and Trade to Australian citizens or persons who possess the nationality of a Commonwealth country, for travel purposes.	70
Certificate of Evidence of Resident Status (DIBP)	Certificate of Evidence of Resident Status (Form 283) issued by the Department of Immigration and Border Protection (DIBP), showing your name/former name.	70
Certificate of Identity	Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia.	70

Note: If more than one of the above documents is provided, the additional documents will count as points.

Use of Identity

Defence Discharge Papers	Australian Defence Force discharge papers, in your name/former name.	70
Shooter or Firearm Licence	Current shooter or firearm licence showing signature and/or photo and same name as claim. Cannot accept: minor or junior permit and/or licence.	70
Security Licence	Current security protection industry or crowd control licence, showing signature and/or photo and same name as claim.	70

Bank/Financial Institution card, statement or passbook	Current ATM, credit or debit card showing your name and signature. Statement or passbook from current savings or cheque account showing your name and same address (if applicable) as your claim. Cannot accept: cards issued by organisations other than banks, credit unions or building societies, ATM or internet receipts/statements or account documentation issued by banks/financial institutions outside Australia.	40
Child's Birth Certificate	Australian birth certificate for a child showing your name as parent/guardian. Cannot accept: sibling's certificate.	40
Defence Force Identity Card	Identity Card issued by the Australian Defence Force, showing same name as claim, and photo or signature.	40
Australian Driver Licence – Motor Vehicle	Current state or territory issued driver licence, learner permit or provisional licence showing signature and/or photo and same name and same address as claim.	40
Australian Divorce Papers	Australian divorce papers in your name/former name (e.g. Decree Nisi, Decree Absolute).	40
Educational Certificate	Up to 3 school/education qualification certificates for different years in your name/former name (school/TAFE/university/Registered Training Organisation [RTO]).	40
Australian Marriage Certificate	Marriage certificate issued by a state or territory government agency. Cannot accept: church or celebrant issued certificates.	40
Mortgage Papers	Legally drawn mortgage papers for an Australian residence in your name/former name.	40
Name Change	Legal change of name certificate or deed poll certificate.	40

Use of Identity		
Document	Explanation/description	Points
Passport issued outside Australia	Current passport issued by a country other than Australia, with a valid entry stamp or visa.	40
Proof of Age Card	Current proof of age or photo identity card issued by a government agency in your name with photo and/or signature.	40
Registration Certificate from a Professional Board	Registration certificate from a national or state/territory professional registration board (e.g. doctors, nurses, dentists, physiotherapists, accountants).	40
Trade Certificate	Current Australian trade certificate in your name/former name. Must be signed by issuer or claimant.	40
Veterans' Affairs Gold Card	Current Department of Veterans' Affairs Gold Card issued in your name.	40
Reference from Indigenous Organisation	Reference from an Aboriginal/Torres Strait Islander organisation showing referee's full details and length of time they have known you.	20
Educational Report or Reference	Up to 3 school/education reports or references, including enrolment confirmations for different years or semesters, in your name/former name (school/TAFE/university/RTO).	20
Student ID Card	Current student ID card issued in your name with signature and/or photo (school/TAFE/university/RTO).	20
PAYG Payment Summary	PAYG payment summary, less than 2 years old, with tax file number. Cannot accept: Centrelink issued payment summaries.	20
Insurance Renewal	Current insurance renewal for house, contents, vehicle, boat, crop insurance in your name and showing same address as claim.	20
Tenancy Agreement or Lease	Current formal residential tenancy agreement or lease in your name and showing same address as claim.	20
Medicare Card	A current Medicare card showing your name.	20
Motor Vehicle Registration	Current motor vehicle registration showing your name, same address as claim and proof of payment.	20
Documents issued outside Australia	Up to 3 documents issued by a country other than Australia (equivalent to Australian documents listed of at least 20 points value), including lapsed foreign passports.	20
Other Licence	Up to 3 current Commonwealth, state or territory licence for coxswain, boat, aircraft etc. Must have your photo and/or signature and same address as claim (if applicable). Cannot accept: recreational fishing licence.	20
Rates Notice	Paid rates notice in your name and showing same address as claim, less than 12 months old.	20
Utility Account	Up to 3 paid utility accounts (e.g. gas, water, electricity or phone) in your name and showing receipt number and same address as claim, less than 12 months old.	20
Electoral Enrolment	Proof of electoral enrolment card issued in your name and same address as claim.	10
Other Financial Documents	Up to 3 current financial documents, such as superannuation, shares, life insurance, credit card statement or managed investment documents issued in your name. Cannot accept: hire or lease agreement.	10
Health Insurance Card	Current health insurance card showing your name.	10
Motoring Association Card	Current membership card or documents issued in your name.	10
Notice of Assessment	Taxation notice of assessment in your name less than 2 years old.	10
Employment Records	Termination notice, separation certificate, report or reference from employer in your name. Cannot accept: payslips.	10

Changes you must tell us about

When to contact us

If you do not tell us about changes, you could have a debt. If you have a debt, you may have to pay all or some of the money back. If you do not tell us about income you have earned, or if you provide false or misleading information about your income, you may also have to pay a recovery fee.

After you claim **ABSTUDY**, you must tell us **within 14 days** if any of the following happens.

If you have a **partner** (including de facto partner), you must also tell us if any of the following happens to your partner.

If you are claiming **ABSTUDY** and are **dependent**, your **parent(s)/guardian(s) (and their partner)**, must also tell us if any of the following happens to them.

All changes in circumstances you must tell us about can be found in the ABSTUDY Policy Manual employment.gov.au/abstudy

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

Changes to your study, or work including Australian Apprenticeship

You must tell us if:

- you change your course of study or your institution
 - you start or stop any subjects or units in your course
 - you change the number of hours, units or Equivalent Full-time Study Load (EFTSL) you are undertaking for your course
 - you stop undertaking study (if you stop studying, you will need to connect with an employment services provider to get paid)
 - you stop being a full-time Australian Apprentice
 - you stop work
 - you start work (this can be full-time, part-time, casual or one-off work)
 - you change jobs or become self-employed (this can be full-time, part-time, casual or one-off work)
 - your income from employment changes
 - your hours of work change
 - you leave a training course before it ends, or are absent for any period
 - you start or stop doing unpaid voluntary work
 - you are sick or injured and cannot look for work or continue study, **or**
 - you apply for, or vary, your enrolment at school, college or university or other technical institution.
-

Changes to your personal circumstances

You must tell us if:

- you marry, are in or commence a registered or de facto relationship (either opposite-sex or same-sex) or reconcile with a former partner
- you separate from your partner
- your partner dies
- you change your address, phone details, etc.
- you have a dependent child who dies
- you have an immediate family member who dies
- you move into or out of long term care such as a nursing home or hostel
- you have a child under 16 years of age enter your care and control
- you (or any of your dependent children) are charged with an offence and are in custody on remand, in a psychiatric institution or in prison

Continued

- you have a child under 16 years of age and the child:
 - stops attending school or is absent from school
 - changes their school or boarding address
 - leaves home
 - is granted a pension, benefit or allowance, **or**
 - leaves Australia
- you are a dependent student or Australian Apprentice between 16 and 21 years of age and:
 - you become independent
 - you are granted a pension, benefit or allowance
 - you start work or have increased income
 - you apply for and get an education allowance from another Australian Government department
 - you return home or start living with your parent(s)/guardian(s)
 - there is a change in your parents/guardians income details
 - there is a change in your parents'/guardians' address
 - there is a change to your term or boarding address, **or**
 - you leave Australia
- you are in receipt of Family Tax Benefit and you have dependent child(ren) between 16–19 years of age who cease to be full-time students.

Leaving Australia temporarily or permanently

You must tell us if you, your partner or your child(ren) travel outside Australia temporarily (even for a holiday) or permanently before departure and on return to Australia. This is to ensure you are aware of your entitlements to payments while outside Australia and to ensure that your payments and other concessions are correct on your return to Australia.

We may receive information from Australia's immigration department about departures from and returns to Australia.

Rent Assistance while on ABSTUDY

You must tell us if:

- you receive Rent Assistance and you stop paying rent, or the amount of rent you pay changes, or you start or cease sharing accommodation
- you start to pay rent to a state, territory or Housing Authority, **or**
- you receive Rent Assistance and you move in with your parent(s)/guardian(s).

Changes to your financial situation

You must tell us if:

- you start or stop receiving income or your income changes
- you get a new investment or change your existing investment(s) or your investment(s) mature(s) (investments include insurance bonds, friendly society investments, public unit trusts, shares, credit unions or other financial institutions)
- you make a withdrawal from a deferred annuity, approved deposit fund or superannuation fund investment
- you have assets that increase above the allowable levels (if you have not been told of the allowable levels contact one of our Service Centres)
- you receive or cease to receive a pension, benefit or allowance (other than Family Tax Benefit) from us, or any payment from the Department of Veterans' Affairs, or another Australian Government department, or a similar type of payment from a source outside Australia
- you receive (or cease to receive) a payment under the New Enterprise Incentive Scheme, **or**
- you receive a compensation payment.

Other payments, concessions and help

If you receive a payment, there are other payments, concessions and help you may be eligible for.

Centrepay

Centrepay allows customers to have regular amounts deducted from their Centrelink payments 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.

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.

Child Dental Benefits Schedule

You may also be eligible for assistance under the Child Dental Benefits Schedule. For more information, go to our website humanservices.gov.au/childdental

Deductions of child support payments

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

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 from Centrelink payments, including recipients of Youth Allowance (including Youth Allowance paid to parents of a Youth Allowee aged under 18 years of age).

Child Support Services determine the amount to be deducted. We cannot alter or cancel a deduction. You must contact Child Support Services to do this on **131 272**.

Family assistance

The parent or guardian of a young person who has applied for, but cannot be paid Youth Allowance or a similar payment, may be entitled to Family Tax Benefit.

Family Tax Benefit Part A

Family Tax Benefit Part A is paid for:

- children up to 16 years of age, **or**
- young persons 16–19 years of age who are in full-time secondary study leading towards a Year 12 or equivalent qualification or who is exempt*, (until the end of the calendar year they turn 19 years of age), **or**
- young persons 16–17 years of age who have completed Year 12 or equivalent qualification (payable until their 18th birthday).

* **Note:** Your child may be exempted from these requirements under certain circumstances.

Families with older child(ren) can be at risk of being overpaid if a child earns over \$14,078 in the 2013–2014 financial year. If your child's income for the 2013–2014 financial year will be \$14,078 or more then they are not considered a dependant and in this case some or all of the Family Tax Benefit paid for that child in the 2013–2014 financial year would have to be paid back.

The child income limit does not apply to a Family Tax Benefit child who is 16–19 years of age AND in full-time secondary study, until the end of the year in which they turn 19 years of age. Where a Family Tax Benefit child 16–19 years of age is exempt from the Family Tax Benefit activity test, the child income limit will continue to apply.

To reduce the risk of having to pay back Family Tax Benefit for the child with income, the family can choose not to receive any Family Tax Benefit for that child throughout the financial year. At the end of the financial year, when the child's actual income is known, the family may receive a top-up payment if the child has not earned more than the income limit.

Family assistance
*continued***Family Tax Benefit Part B**

Family Tax Benefit Part B is a payment to single income families or families with one main income earner, whose income is not more than \$150,000 for the financial year. It is paid per family and the maximum, fortnightly, rate of Family Tax Benefit Part B you can receive depends on the age of your youngest dependent child and your circumstances.

If you share the care of your child for at least 14 per cent to less than 35 per cent of the time you will not be entitled to receive Family Tax Benefit payments, but you may be entitled to receive additional family assistance. Your 16–19 year old child must satisfy the above education/training requirement for you to continue to qualify for additional family assistance such as a Health Care Card and Rent Assistance.

Family Tax Benefit is income tested. There is also a child income limit. Your parent or guardian should contact us on **136 150** to discuss their eligibility for Family Tax Benefit or go to our website humanservices.gov.au/families

Family Tax Benefit

Students 16 years of age and over Family Tax Benefit cannot be paid with ABSTUDY if the student is 16 years of age or over. You should carefully consider which payment provides you with the best assistance in your particular circumstances.

Students under 16 years of age Provided all eligibility conditions are met for both payments, Family Tax Benefit and ABSTUDY can both be paid for a student under 16 years of age.

Financial Information Service Officers

Financial Information Service (FIS) Officers can give you free, independent information. This will help you understand investments and how they work, and help you make better financial decisions.

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.

Indigenous Services Staff

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.

**Jobs, Education and Training
Child Care fee assistance**

Can help with the cost of approved child care for eligible parent(s)/guardian(s) undertaking activities such as rehabilitation, study, work or job search to assist them to enter or re-enter the workforce.

For more information call us on **136 150**.

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.

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.

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 Centrelink payments and sent directly to the Housing Authority in their state or territory.

Schoolkids Bonus The Schoolkids Bonus will be paid in January and July each year from 2013 onwards to help students with school costs. The Schoolkids Bonus will be available to families receiving Family Tax Benefit Part A, as well as young people in school receiving Youth Allowance, ABSTUDY (Living Allowance), Disability Support Pension, Carer Payment, Special Benefit, Parenting Payment and some veterans' payments. Customers who claim Family Tax Benefit as a lump sum, will get the payment (if eligible) when the lump sum claim is assessed. You do not need to make a claim for the Schoolkids Bonus. All eligible customers will receive the payment automatically to their bank account.

Social Workers 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.

Helpful web addresses

youth.gov.au
The Australian Government's Youth Portal – search for programs, services, policies, research, events and publications for and about young people 12 to 15 years of age.

myfuture.edu.au
An online career exploration and information service to help young people make informed career decisions.

goingtouni.gov.au
Information on higher education for students in Australia.

australianapprenticeships.gov.au
Information for job seekers, students and employers on the benefits of Australian Apprenticeships and how they work.

jobguide.deewr.gov.au
An in-depth look at a range of occupations and how to get the training or education you need for them. There is also information about how to choose an occupation based on your skills and abilities.

centrelink

Purpose of this form

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

You should have received the Notes Booklet, **Information you need to know about your claim for ABSTUDY FORM b**, with this claim. In this claim, this booklet will be referred to as the **Notes Booklet**. If you do not have this **Notes Booklet**, go to our website humanservice.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**.

What else you will need to provide

You will need to provide **proof of identity**. There is a complete list of acceptable documents in the **Notes Booklet**.

This form tells you which **other documents** you need to provide.

Depending on your circumstances, you may have to fill in **other forms**.

Filling in this form

- **Please use black or blue pen.**
- Print in BLOCK LETTERS.
- Mark boxes like this with a ✓ or X.
- 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.

Returning your form(s)

Check that you have answered all the questions you need to answer and that you have signed and dated this form.

If you return required documents (and this form):

- online – you can submit your documents online if you are registered for online services.
- by post – we will sight and record your documents, which may include copying, and return the originals to you by registered post.
- in person – we will sight and record your documents, which may include copying, and return the originals to you.

If you do not wish to claim online, please complete this form and return it (with any requested documents) as soon as possible by post to:

Department of Human Services, Student Services, Reply Paid 7804, CANBERRA BC ACT 2610
Alternatively, you can return your form(s) to one of our Service Centres.

Closing dates and returning your form(s)

For more information about closing dates, refer to *Closing dates for ABSTUDY claims* on page **Notes-4** of the **Notes Booklet**. This advises when you need to lodge your claim to ensure you are paid from the earliest date possible.

For more information about returning your form(s) if you have already contacted us to register an intent to claim, refer to *Returning your form(s)* on page **Notes-2** of the **Notes Booklet**. If you cannot return all the forms or documents **within 14 days**, contact us for extra time.

Office use only

Centrelink Reference Number—Applicant

- - -

Date received by community agent, institution, etc.

/ /

Date accepted by Centrelink

Centrelink Reference Number—Student

- - -

Date received in processing office

/ /

Date received in processing office

/ /

Logon ID

Date stamps

To be completed by the person claiming ABSTUDY

1 Please read this before answering the following question.

You can apply for the correct type of ABSTUDY on a shortened claim 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).

For information about which form you should use, refer to *Other ABSTUDY claims* on *Notes*—page 6 in the **Notes Booklet**.

Are you a student?

No Go to next question

Yes **Go to 4**

2 Have you been granted an exemption from studying by your state or territory education authority?

No Go to next question

Yes Give details below

Start date	Date this circumstance will cease
/ /	/ /

3 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 Go to next question


4 Please read this before answering the following question.

You are considered to be of Aboriginal or Torres Strait Islander origin, if:

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

Are you of Aboriginal or Torres Strait Islander origin?


If you are of both Aboriginal and Torres Strait Islander origin, please 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

5 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 will need to provide **proof of identity** and documents which show proof of birth in Australia or proof of arrival in Australia if you were born outside Australia. For more information, please refer to the **Notes Booklet**.

▶ Go to next question

6 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name



CLK0SY019 1401

15 Please 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  **Attach 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

CDEP wages for study, training or education

Living Away from Home Allowance for an Australian Apprenticeship

any other assistance **Give details below**

Name of payment

18 Please read this before answering the following question.

We recognise both opposite-sex and same-sex relationships. This includes de facto relationships and relationships registered under state or territory law.

Select **ONE** option below that best describes your current relationship status.

What is your **CURRENT** relationship status?

Married **Go to 19**

Registered relationship
(opposite-sex or same-sex relationship registered under state or territory law) **Go to 19**

Partnered
(living together in an opposite-sex or same-sex relationship, including de facto) **Go to 19**

Separated
(previously lived with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship) **Go to 20**

Divorced **Go to 20**

Widowed
(previously partnered with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship) **Go to 22**

Never married or lived with a partner **Go to 23**

19 Date of marriage or date relationship registered or start of de facto relationship

 Go to 23

20 Date separated/divorced

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

No **Go to 23**
Yes

22 Date of partner's death

23 Do you have a dependent child in your care?

No **Go to 25**
Yes **Go to next question**

24 Date child came into your care

Your living arrangements

25 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 28**

26 Do you share your accommodation with anyone other than immediate family members?

No **Go to 28**

Yes **Go to next question**

27 Please read this before answering the following questions.

The following questions are to be completed if you share your accommodation with anyone **other than immediate family members**.

This includes anyone who:

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

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

The questions on this form will assist us to decide whether we need additional information.

Give details of each person who shares your accommodation. **Do not include immediate family members.**

Person 1 Name

Age Sex

Male

Female

When did you start sharing with this person?

What is your relationship to this person?

Have you shared accommodation, at another address, with this person?

No

Yes

Have you and this person previously lived together as a couple (e.g. married, partnered, de facto or in a registered relationship)?

No

Yes

SS293

Do you and this person share the parent/guardianship of any children?

No

Yes

SS284

Have you and this person ever had any joint financial commitments (e.g. joint bank account, mortgage or other loans)?

No

Yes **Give details below**

SS284

If you participate in activities jointly with this person, are you considered to be a couple?

No

Yes **Give details below**

SS284

Person 2 Name

Age Sex Male Female

When did you start sharing with this person?
 / /

What is your relationship to this person?

Have you shared accommodation, at another address, with this person?
 No
 Yes

Have you and this person previously lived together as a couple (e.g. married, partnered, de facto or in a registered relationship)?
 No
 Yes SS293

Do you and this person share the parent/guardianship of any children?
 No
 Yes SS284

Have you and this person ever had any joint financial commitments (e.g. joint bank account, mortgage or other loans)?
 No
 Yes Give details below
 SS284

If you participate in activities jointly with this person, are you considered to be a couple?
 No
 Yes Give details below
 SS284

Person 3 Name

Age Sex Male Female

When did you start sharing with this person?
 / /

What is your relationship to this person?

Have you shared accommodation, at another address, with this person?
 No
 Yes

Have you and this person previously lived together as a couple (e.g. married, partnered, de facto or in a registered relationship)?
 No
 Yes SS293

Do you and this person share the parent/guardianship of any children?
 No
 Yes SS284

Have you and this person ever had any joint financial commitments (e.g. joint bank account, mortgage or other loans)?
 No
 Yes Give details below
 SS284

If you participate in activities jointly with this person, are you considered to be a couple?
 No
 Yes Give details below
 SS284

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

28 Please read this before answering the following question.

Payments cannot be made to a dependent student until his/her 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), your parent(s) can either nominate their account or your account.

The account into which another payment from us is made (if applicable) **Go to 29**

My parent's account Your parent(s) will be asked to provide account details on page 26.
Go to 30

I would like my payments **posted to me** Cheque payments may be made in certain circumstances and posted to you, but this will mean waiting longer for your payment.
Go to 30

My account nominated below

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


Type of account

Branch where your account is held

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

 Attach proof of account balances (e.g. ATM slip, statement, passbook).
Go to 30

29 Name of payment (e.g. Family Tax Benefit)

30 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 63

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

Accommodation details

31 Which of the following best describes where you live?

In the principal home of a parent and not paying rent **Go to 53**

In the principal home of a parent and paying board and/or lodgings **Go to 33**

In a home which is owned by a private company or a private trust that you have an interest in **Go to 53**

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 32**

In public housing (e.g. housing owned by the Housing Authority. This does not include paying rent to a Community Housing organisation.) **Go to 36**

In a place where you (and/or your partner) pay private rent (this includes site or mooring fees for a caravan, transportable home or boat) **Go to 39**

At a boarding school or hostel during the school term **Go to 53**

In a boarding house/hostel/private hotel **Go to 45**

In accommodation where you (and/or your partner) pay no rent **Go to 53**

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

Go to 39

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

No **Do not answer questions 33 to 52. Go to 53**

Yes **Go to 39**

33 Are you 22 years of age or over?

No Go to next question

Yes Go to 39

34 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 39

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

No Do not answer questions 36 to 52.
Go to 53

Yes Go to 39

36 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 Do not answer questions 37 to 52.
Go to 53

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

No Go to next question

Not sure Go to next question

Yes Do not answer questions 38 to 52.
Go to 53

38 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 Do not answer questions 39 to 52.
Go to 53

Yes Go to 43

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

Private house or townhouse/unit/flat

Community housing

Defence housing Go to 43

Caravan/cabin/mobile home

Boat

Boarding house/hostel/private hotel Go to 44

Board or lodgings at a tertiary residential college or hostel Go to next question

Other Give details below

Go to 43

40 Please read this before you answer 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 and Residential Cost Option in the same year.

This is for tertiary students and students undertaking approved studies of at least one year's duration.

For information about residential costs, refer to *Accommodation* on 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 53

Yes Go to next question

41 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.

42 Do you know how much you will be paying for your board and/or lodgings?

No Go to 53

Yes Go to next question

43 Please 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, fishermen, members of the armed forces).

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

No **Go to 45**

Yes Give details below

1 Person's name Age

 When did they move in? Relationship to you

Their share of the rent/lodgings Do they own the home?
 \$ per No Yes

2 Person's name Age

 When did they move in? Relationship to you

Their share of the rent/lodgings Do they own the home?
 \$ per No Yes

3 Person's name Age

 When did they move in? Relationship to you

Their share of the rent/lodgings Do they own the home?
 \$ per No Yes

4 Person's name Age

 When did they move in? Relationship to you

Their share of the rent/lodgings Do they own the home?
 \$ per No Yes

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

44 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

45 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 47**

Yes **Go to next question**

46 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 48

47 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

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

49 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 51**

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

\$ per

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

Full name

Address

<input type="text"/>
<input type="text"/>
Postcode

Contact phone number

52 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  Attach a full copy of your lease or tenancy agreement.

▶ Go to next question

Income and assets details

53 Do you have any OTHER accounts (not previously listed in question 28), either with the same institution or with other banks, building societies, credit unions or church and charitable development funds?


Include savings accounts, cheque accounts, term deposits, joint accounts, accounts you hold in trust or under any other name, or 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 or an account used exclusively for funding from the National Disability Insurance Scheme.

No Go to next question

Yes Give details below

 Attach proof of account balances (e.g. ATM slip(s), statement(s), passbook(s)).

1

Name of bank, building society or credit union	<input type="text"/>
Type of account	<input type="text"/>
Branch where your account is held	<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"/>
Type of account	<input type="text"/>
Branch where your account is held	<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, attach a separate sheet with details.

54 Please read this before answering the following question.

Community Development Employment Projects (CDEP) wages are counted as income. Ongoing taxable compensation payments (i.e. workers' compensation (for economic loss due to personal injury)) are also counted as income.

Do not include ABSTUDY payments.

Do you expect to earn income?

No **Go to 57**

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

▶ **Go to next question**

55 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 57**

Yes **Go to next question**

56 Give employer details below.

1 Employer's name

Australian Business Number (ABN)

 - - -

Address

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

2 Employer's name

Australian Business Number (ABN)

 - - -

Address

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, attach a separate sheet with details.

57 Please 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 63

Yes Go to next question

58 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

Current market value means money that you would get if you sold the asset, but not counting any money you still owe on the asset. Do not use the replacement or insured value.

1 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	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>

2 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	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>

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

59 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 is your home.

No Go to next question

Yes Give details below

Current market value means money that you would get if you sold the asset, but not counting any money you still owe on the asset. Do not use the replacement or insured value.

1 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	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>

2 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	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>

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

60 Please read this before answering the following questions.

The **current market value** of an item is what you would get if you sold it. It is not the replacement or the 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 58 and 59)
- the principal family home
- fixtures such as stoves and built-in items
- your parents' 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	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>

61 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	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>


62 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 attach an **Additional Income and Assets form (Mod iA)**. If you do not have this form, go to our website humanservices.gov.au/forms or call us on **1800 132 317**.

63 Please tick if you are:A student **Go to next question**A full-time Australian Apprentice **Go to 73****64 What are your current study details?****1 Education institution/course**

Name of school/ Australian college and campus

Name of school/ Australian college and campus

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

64 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

Name of school/ Australian college and campus

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

65 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 64 **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***66 Please 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.

67 What type of study will you be doing?

Primary school **Go to 74**

Secondary school **Go to 74**

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

Tertiary **Go to next question**

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

Commonwealth Scholarships **include:**

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

No **Go to next question**

Yes **Give details below**

1 Type of payment
(e.g. Commonwealth Accommodation Scholarship)

Amount paid When was it paid, or will be paid

\$ / /

2 Type of payment
(e.g. Commonwealth Accommodation Scholarship)

Amount paid When was it paid, or will be paid


\$ / /

If you have more than 2 payments, attach a separate sheet with details.

69 Are you doing your course through flexible learning or study at your own pace enrolment?

Flexible learning and study at your own pace courses are types of study that allow a part-time or full-time student to study subjects one at a time instead of having to study all subjects over a whole term or semester.

No **Go to next question**

Yes  Proof of full-time study is required (e.g. letter of acceptance from education institution).

Go to next question

70 Please 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 his or her 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, attach 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, attach a list of your subjects.

71 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. 2003–2004)

Name of institution/campus (e.g. Melbourne University)

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

2

Years (e.g. 2003–2004)

Name of institution/campus (e.g. Melbourne University)

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

3

Years (e.g. 2003–2004)

Name of institution/campus (e.g. Melbourne University)

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

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

72 Have you attempted or completed any other non-school 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. 2007)

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

Name of institution (e.g. Canberra CIT)

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

Semester 1

Semester 2

Full-time Part-time

Full-time Part-time

2 Year (e.g. 2007)

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

Name of institution (e.g. Canberra CIT)

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

Semester 1

Semester 2

Full-time Part-time

Full-time Part-time

3 Year (e.g. 2007)

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

Name of institution (e.g. Canberra CIT)

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

Semester 1

Semester 2

Full-time Part-time

Full-time Part-time

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

Other course(s)

1 Year (e.g. 2007) 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. 2007) 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. 2007) 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, attach a separate sheet with details.

► **Go to 74**

73 Are you doing a full-time Australian Apprenticeship?

No ► *Go to next question*

Yes ► Give details below

Type of employment: Apprenticeship
 Traineeship

Date your Australian Apprenticeship started
 / /

Expected end date of your apprenticeship or traineeship
 / /

Away from home details

74 Please 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 81**

Yes ► *Go to next question*

75 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 78**
- Other (e.g. flat, share house, caravan) ► **Go to 79**

76 Give the name of the school, residential college or hostel?

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

No ► **Go to 79**

Yes

78 Give details of the person providing board

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

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

.....
.....
Postcode

80 Please read this before answering the following question.

You must attach 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) 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

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

You are a secondary school student and travel from your parent(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

 Attach 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

Please 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) home to the college takes at least 90 minutes one way

Give the time spent travelling each way


minutes

and, unless obvious


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

80 Continued


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.

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.


Continued ►

80 Continued

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 independent school scholarship

 Provide a letter from the school confirming the scholarship and evidence of AECG involvement.

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**.

Health Care Card

81 Please read this before answering the following questions.

We will automatically assess your eligibility for a Health Care Card once you have been receiving your ABSTUDY payment for 8 weeks. If your situation changes and you need a Health Care Card sooner, you are still able to lodge a claim at any time.

For more information about the Health Care Card, you can obtain a copy of *A Guide to Concession Cards* from our website humanservices.gov.au/healthcarecard or call us on **1800 132 317**.

82 Do you have an **immediate** need for a Health Care Card?

No **Go to 84**


Yes **Go to next question**

83 Did you (or your partner) earn any income from employment during the past 8 weeks?

Include:

- income from work
- payments from government departments other than us
- income from boarders or lodgers who live with you
- income from self-employment
- income from annuities
- regular gifts
- foreign income.

No **Go to next question**

Yes  You will need to provide documents which show income for the past 8 weeks (e.g. payslips for the past 8 weeks or a letter from the employer stating gross wages for the past 8 weeks).

Note: Letters and payslips must have the employer's name and address on them.

84 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 86**

85 Please read this before answering the following question.

For information about *payments from Social Security*, 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 (including Community Development Employment Projects (CDEP) wages) or have a Health Care Card?

No **Go to next question**

Yes Give details below

Name of payment or benefit

Your Centrelink Reference Number (if known)

 - - -

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

 / /

86 Please 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.

Please 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 Please 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, they are no longer considered to be independent.

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

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 Please 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 Please 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 Please 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  You will need to complete and attach an **Unreasonable to live at home** form (**Mod Y**). If you do not have this form, go to our website **humanservices.gov.au/forms** or call us on **1800 132 317**.
▶ **Go to 96**

102 Please read this before answering the following question.

Full-time employment is 35 hours or more a 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 Have you worked and earned at least 75 per cent of the Wage Level A of the National Training Wage Schedule (NTWS) included in a modern award within an 18 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**
- your parents' income was less than \$150,000 in the BASE Tax Year?

Note: Your family home is your parents' principal home. To determine whether your family home is in an area that is inner regional, outer regional, remote or very remote, go to our website humanservices.gov.au or call us on **132 490** (Youth and Students) or **1800 132 317** (ABSTUDY). For more information about Wage Level A of the National Training Wage Schedule (NTWS) included in a modern award, refer to page **15** of the **Notes Booklet**.

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**
- your parents' income was less than \$150,000 in the BASE Tax Year.

Note: Your family home is your parents' principal home. To determine whether your family home is in an area that is inner regional, outer regional, remote or very remote, go to our website humanservices.gov.au or call us on **132 490** (Youth and Students) or **1800 132 317** (ABSTUDY).

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

107 What is the address of your parents' principal home?

Postcode


 Your parents will need to complete and attach a **Parent(s)/Guardian(s) Additional Details form (A2115)**. If you do not have this form, call us on **1800 132 317**.

▶ **Go to 110**

108 Are you, or have you been, in state care and are 15 years of age or older and live in a refuge or residential care facility?

No ▶ *Go to next question*

Yes ▶

 Provide a statement from a government agency advising of your care arrangements and details of any payments you or your carer receives.

▶ **Go to 110**

109 You are not considered independent for the purposes of ABSTUDY, therefore you will need to provide parental details.



Your parent(s)/guardian(s) will need to complete their details on pages 24 to 31, 33 to 34 and pages 36 to 37.

You will need to complete questions 168 to 173 on pages 38 and 39 and sign the statement on page 40.

110 Do you have a partner?

No ▶ **Go to 168**

Yes ▶ *Go to next question*

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

— if required

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 ever used or been known by any other name (e.g. name at birth, maiden name, 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. maiden name)

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

113 Your sex

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 152**

Mother *Go to next question*

Father *Go to next question*

Other Give details below

Go to next question

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

Questions 118 to 151 are to be completed by the ABSTUDY customer's parent(s)/guardian(s).

118 Please read this before answering the following question.

We recognise both opposite-sex and same-sex relationships. This includes de facto relationships and relationships registered under state or territory law. Select **ONE** option below that best describes your current relationship status.

What is your **CURRENT** relationship status?

Married **Go to 120**

Registered relationship
(*opposite-sex or same-sex relationship registered under state or territory law*) **Go to 120**

Partnered
(*living together in an opposite-sex or same-sex relationship, including de facto*) **Go to 120**

Separated
(*previously lived with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship*) **Go to 119**

Divorced **Go to 126**

Widowed
(*previously partnered with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship*) **Go to 126**

Never married or lived with a partner **Go to 126**

119 Date of separation

/ / **Go to 126**

120 Your partner's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

121 Has your partner ever used or been known by any other name (e.g. name at birth, maiden name, 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. maiden name)

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

122 Your partner's sex

Male

Female

123 Your partner's date of birth

/ /

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

Postcode

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

Postcode

126 Did the ABSTUDY customer come into your care after 1 January in the year of study or apprenticeship (or traineeship)?

No **Go to next question**

Yes **Date ABSTUDY customer came into your care**

/ /

127 Please 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 129
- Yes Go to next question

128 Please 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 64

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

129 Please 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 my child's account **▶ Go to next question**

Payments are to go into my account nominated below

Note: 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 where your account is held

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

130 Are you a carer of the student applying for ABSTUDY?

- No Go to next question
- Yes Go to 163

131 Do you (or your partner) receive an Exceptional Circumstance Relief Payment (ECRP) or Farm Family Support payment?

- No Go to next question
- Yes Go to 157

132 Please read this before answering the following question.

For more information about *BASE Tax Year* and *CURRENT Tax Year*, refer to the **Notes Booklet**.

133 Are you completing this form between September and December?

- No
- Yes

134 Has your (and/or your partner's) income decreased since the BASE Tax Year?

- No Go to 136
- Yes Go to next question

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

- No Go to 136
- Yes Give details below

Date drop occurred

Estimate the time the drop in income will last

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

136 Did you answer 'Yes' at question 133 OR question 135?

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

137 Please 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 (not Family Tax Benefit), a service or war/defence widow pension 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

Name of payment

Your Centrelink Reference Number (if known)

 - - -

Date payment started (if after 1 January)

 / /

▶ **Go to 144**

138 Do you, or will you receive Community Development Employment Projects (CDEP) wages?

No Go to next question

Yes Date payment started

 / /

139 Do you have a current Health Care Card from us?

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.

No Go to next question

Yes Dates on the card

From

 / /

To

 / /

▶ **Go to 144**

140 What was your taxable income for the relevant tax year?

BASE Tax Year

 \$

CURRENT Tax Year

 \$

Parent/Guardian Partner

137 Please 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 (not Family Tax Benefit), a service or war/defence widow pension 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

Name of payment

Your Centrelink Reference Number (if known)

 - - -

Date payment started (if after 1 January)

 / /

▶ **Go to 144**

138 Do you, or will you receive Community Development Employment Projects (CDEP) wages?

No Go to next question

Yes Date payment started

 / /

139 Do you have a current Health Care Card from us?

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.

No Go to next question

Yes Dates on the card

From

 / /

To

 / /

▶ **Go to 144**

140 What was your taxable income for the relevant tax year?

BASE Tax Year

 \$

CURRENT Tax Year

 \$

Parent/Guardian

141 Have you received your Tax Notice of Assessment (TNA) for the relevant tax year from the Australian Tax Office?

BASE Tax Year

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

Yes

Attach your Australian Tax Notice of Assessment.

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

 - - -

CURRENT Tax Year

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

Yes

Attach your Australian Tax Notice of Assessment.

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

 - - -

Parent/Guardian Partner

141 Have you received your Tax Notice of Assessment (TNA) for the relevant tax year from the Australian Tax Office?

BASE Tax Year

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

Yes

Attach your Australian Tax Notice of Assessment.

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

 - - -

CURRENT Tax Year

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

Yes

Attach your Australian Tax Notice of Assessment.

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

 - - -

Parent/Guardian

142 Please read this before answering the following questions.

Parental income includes:

- **fringe benefits** (and salary sacrifice) includes the amount shown on your payment summary (unless the total amount from the employer is \$1,000 or less)
- **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 140
- **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
- **maintenance (including child support)** includes payments received via Child Support Services or a private arrangement from the parent of any children who live with you.

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


Fringe benefits
(or salary sacrifice)

\$

CURRENT Tax Year

Fringe benefits
(or salary sacrifice)

\$

 You will need to attach your **payment summary for that year**. Only provide payment summaries that have \$1,001 or more of employer provided benefits.

BASE Tax Year

Foreign income not already
included in question 139

\$

CURRENT Tax Year

Foreign income not already
included in question 140

\$

Net investment losses

\$

Net investment losses

\$

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

\$

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

\$

Maintenance (including child
support) received

\$

Maintenance (including child
support) received

\$

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

Parent/Guardian Partner

142 Please read this before answering the following questions.

Parental income includes:

- **fringe benefits** (and salary sacrifice) includes the amount shown on your payment summary (unless the total amount from the employer is \$1,000 or less)
- **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 140
- **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
- **maintenance (including child support)** includes payments received via Child Support Services or a private arrangement from the parent of any children who live with you.

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


Fringe benefits
(or salary sacrifice)

\$

CURRENT Tax Year

Fringe benefits
(or salary sacrifice)

\$

 You will need to attach your **payment summary for that year**. Only provide payment summaries that have \$1,001 or more of employer provided benefits.

BASE Tax Year

Foreign income not already
included in question 139

\$

CURRENT Tax Year

Foreign income not already
included in question 140

\$

Net investment losses

\$

Net investment losses

\$

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

\$

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

\$

Maintenance (including child
support) received

\$

Maintenance (including child
support) received

\$

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

Parent/Guardian

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

Maintenance (including child support) is any amount you pay out for the upkeep of a child or a former partner.

BASE Tax Year

No
Yes How much did you pay?

\$

CURRENT Tax Year

No
Yes How much did/do you expect to pay?

\$

- 144** During the relevant tax year, did you have an interest in a trust, private company or unlisted public company?

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

- 145** During the relevant tax year, did you declare any income from self-employment or business activities (except income derived wholly or mainly from primary production AND you were a sole trader)?

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

- 146** During the relevant tax year, were you a partner in a partnership (includes primary producers and others who lodge a partnership return only for taxation purposes)?

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

- 147** During the relevant tax year, did you receive (or will you receive) income of more than AUD \$2,500 from a source in Norfolk Island or outside Australia?

Answer 'No' to this question if the only income from a country other than Australia you received was from a pension or similar payment.

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

- 148** During the relevant tax year, were you a wage or salary earner who claimed (or will claim) a tax deduction for a business loss? **Include** losses that are current or carried forward. Tick 'No' if the only loss was a net investment loss recorded in your individual income or partnership tax return.

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

Parent/Guardian Partner

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

Maintenance (including child support) is any amount you pay out for the upkeep of a child or a former partner.

BASE Tax Year

No
Yes How much did you pay?

\$

CURRENT Tax Year

No
Yes How much did/do you expect to pay?

\$

- 144** During the relevant tax year, did you have an interest in a trust, private company or unlisted public company?

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

- 145** During the relevant tax year, did you declare any income from self-employment or business activities (except income derived wholly or mainly from primary production AND you were a sole trader)?

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

- 146** During the relevant tax year, were you a partner in a partnership (includes primary producers and others who lodge a partnership return only for taxation purposes)?

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

- 147** During the relevant tax year, did you receive (or will you receive) income of more than AUD \$2,500 from a source in Norfolk Island or outside Australia?

Answer 'No' to this question if the only income from a country other than Australia you received was from a pension or similar payment.

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

- 148** During the relevant tax year, were you a wage or salary earner who claimed (or will claim) a tax deduction for a business loss? **Include** losses that are current or carried forward. Tick 'No' if the only loss was a net investment loss recorded in your individual income or partnership tax return.

BASE Tax Year

No
Yes

CURRENT Tax Year

No
Yes

Parent/Guardian

149 Do you CURRENTLY have an interest in any assets (the value of which is AUD \$2,500 or more) located outside Australia and its external territories?

BASE Tax Year

No

Yes

CURRENT Tax Year

No

Yes

150 Did you arrive in Australia under a permanent visa in a business skills category in the last 10 years?

No

Yes

151 Did you tick 'Yes' to any question, from question 144 to 150?

No **Go to 154**

Yes



You will need to complete and attach a **Family Spending and Savings** form (SY003). If you do not have this form, go to our website humanservices.gov.au/forms or call us on **1800 132 317**.

Note: If you have received an Exceptional Circumstances Relief Payment any time in this calendar year, you are not required to complete the **Family Spending and Savings** form.

► **Go to 154**

Parent/Guardian Partner

149 Do you CURRENTLY have an interest in any assets (the value of which is AUD \$2,500 or more) located outside Australia and its external territories?

BASE Tax Year

No

Yes

CURRENT Tax Year

No

Yes

150 Did you arrive in Australia under a permanent visa in a business skills category in the last 10 years?

No

Yes

151 Did you tick 'Yes' to any question, from question 144 to 150?

No **Go to 154**

Yes



You will need to complete and attach a **Family Spending and Savings** form (SY003). If you do not have this form, go to our website humanservices.gov.au/forms or call us on **1800 132 317**.

Note: If you have received an Exceptional Circumstances Relief Payment any time in this calendar year, you are not required to complete the **Family Spending and Savings** form.

► **Go to 154**

ABSTUDY customer's partner details

Questions 152 to 153 are to be completed by the ABSTUDY customer's partner.

152 Do you expect to earn income?

Include income from Community Development Employment Projects (CDEP) wages.

No **Go to 153**

Yes Give details below

Give employer details below.

1 Employer's name

Australian Business Number (ABN)

____ - ____ - ____ - ____

Address

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 to us))

How many hours of work per week? _____ Total amount earned per week before tax and other deductions \$ _____ per week

152 Continued

2 Employer's name

Australian Business Number (ABN)

____ - ____ - ____ - ____

Address

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 to us))

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, attach a separate sheet with details.

153 Do you or will you receive:

- a pension, benefit or allowance from us (not Family Tax Benefit), a service or war/defence widow pension 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

Name of payment

Your Centrelink Reference Number (if known)

____ - ____ - ____ - ____

Date payment started (if after 1 January)

____ / ____ / ____

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

Questions 154 to 156 are to be completed by the ABSTUDY customer's parent(s)/guardian(s) or partner.

154 Please read this before answering the following question.

The **current market value** of an item is what you would get if you sold it. It is not the replacement or the insured value.

Family assets are those of both parents (or sole-parent where applicable) and all dependent students and children in the family.

Do not include assets owned by the ABSTUDY customer included in questions 58 to 62.

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

If you were not required to answer question 140, you do not need to answer question 154 or question 155.

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.

Note: If you have an Exceptional Circumstances Certificate, you do not need to answer this question for farm assets.

No Go to next question

Yes Give details below

Current market value	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>

155 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	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/>	% <input type="text"/>

156 Please read this before answering the following question.

Question 156 is to be completed by parent(s)/guardian(s) **OR** ABSTUDY customers who have dependent children

Are there any other dependent children in your family (apart from the customer named in question 6 of this claim) for whom payments are being, or will be, claimed:

- ABSTUDY (living or boarding related allowances)
- Youth Allowance (YA)
- Assistance for Isolated Children (AIC) – Additional Boarding Allowance
- Family Tax Benefit (FTB) (for child 16 years of age or over in full-time secondary study)?

No Go to next question

Yes Give details below

1 Family name

First given name

Date of birth

Receiving (or recently claimed)
ABSTUDY YA AIC FTB

2 Family name

First given name

Date of birth

Receiving (or recently claimed)
ABSTUDY YA AIC FTB

3 Family name

First given name

Date of birth

Receiving (or recently claimed)
ABSTUDY YA AIC FTB

4 Family name

First given name

Date of birth

Receiving (or recently claimed)
ABSTUDY YA AIC FTB

5 Family name

First given name

Date of birth

Receiving (or recently claimed)
ABSTUDY YA AIC FTB

6 Family name

First given name

Date of birth

Receiving (or recently claimed)
ABSTUDY YA AIC FTB

If you have more than 6 dependent children, attach a separate sheet with details.

157 Are you the parent(s)/guardian(s) of the ABSTUDY customer?

No **Go to next question**

Yes **Go to 163**

ABSTUDY customer's partner details

Questions 158 to 162 are to be completed by the ABSTUDY customer's partner.

158 Please 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 Please call us on **1800 132 317**.

Yes Your tax file number

- -

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

()

161 IMPORTANT INFORMATION

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 for the purposes of research, investigation or where you have agreed or it is required by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at **humanservices.gov.au/privacy** or by requesting a copy from the department.

162 ABSTUDY customer's partner statement

I declare that:

- the information 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 statement is signed and all information is provided.**
- the Australian Government Department of Human Services can make relevant enquiries to ensure 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 statement on page 40.

Parent/Guardian

163 Please 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 Please call us on **1800 132 317**.

Yes Your tax file number

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
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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

Parent/Guardian Partner

163 Please 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 Please call us on **1800 132 317**.

Yes Your tax file number

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
----------------------	---	----------------------	---	----------------------

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

Parent/Guardian

166 IMPORTANT INFORMATION

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 for the purposes of research, investigation or where you have agreed or it is required by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at **humanservices.gov.au/privacy** or by requesting a copy from the department.

167 Parent(s)/Guardian(s) statement

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 he/she lives or has lived.
- the information 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 statement is signed and all information is provided.**
- the Australian Government Department of Human Services can make relevant enquiries to ensure the claimant receives the correct entitlement.

Signature of Parent/Guardian



Date

/ /

Parent/Guardian Partner

166 IMPORTANT INFORMATION

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 for the purposes of research, investigation or where you have agreed or it is required by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at **humanservices.gov.au/privacy** or by requesting a copy from the department.

167 Parent(s)/Guardian(s) partner statement

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 he/she lives or has lived.
- the information 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 statement is signed and all information is provided.**
- the Australian Government Department of Human Services can make relevant enquiries to ensure the claimant receives the correct entitlement.

Signature of Parent/Guardian



Date

/ /



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

173 Which of the following forms, documents and other attachments are you providing with this form?

If you are not sure, check the question to see if you should attach documents.

Where you are asked to supply documents, please attach original documents.

- Proof of your identity
(at **question 5**)
- Proof of ABSTUDY customer's age
(at **question 9**)
- Proof of care arrangements
(if you answered Yes at **question 13**)
- Evidence of your impairment
(if you answered No or Yes at **question 16**)
- Documents showing balances for bank, building society and credit union accounts
(if required at **question 28** or if you answered Yes at **question 53**)
- Full copy of your signed lease or tenancy agreement
(if you answered Yes at **question 52**)
- Income and Assets details form (Mod iA)**
(if you answered Yes at **question 62**)
- Documents which confirm your enrolment in a course
(if you answered Yes at **question 65**)
- Proof of full-time study
(if you answered Yes at **question 66**)
- Documents showing acceptance from education institution
(if you answered Yes at **question 69**)
- List of subjects studying
(if required at **question 70**)
- Statement, document or letter indicating reason you live away from home
(if required at **question 80**)
- Documents which show income details for the past 8 weeks
(if you answered Yes at **question 83**)
- Child's birth certificate or document stating you are the parent
(if you answered Yes at **question 88**)
- Proof you are an orphan
(if you answered Yes at **question 89**)
- Statement signed by tribal elder
(if required at **question 90**)
- Original statement confirming period in custody
(if you answered Yes at **question 91**)
- Unreasonable to Live at Home form (Mod Y)**
(if you answered Yes at **question 92**)
- Statement from state or territory government
(if you answered Yes at **question 93**)
- Proof you have a dependent child
(if you answered Yes at **question 94**)

173 Continued

- 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 **question 95**)
- Proof of marriage or registered relationship
(if you answered Yes at **question 98**)
- Proof of de facto relationship
(if you answered Yes at **question 99**)
- Proof of hours and periods worked
(if you answered Yes at **question 102** or **103**)
- Proof of income earned and periods worked
(if you answered Yes at **question 104** or **105**)
- Proof of the date you left secondary school
(if required at **question 106**)
- Statement from a government agency advising of care arrangements
(if you answered Yes at **question 108**)
- Authorising a person or organisation to enquire or act on your behalf form (SS313)**
(if you answered Yes at **question 172**)
- Parent(s)/Guardian(s) (and/or Partner)**
- Parent(s)/Guardian(s) Additional Details form (A2115)**
(if required at **question 107**)
- Receipt(s) for school fees
(if you answered Yes at **question 128**)
- Documentary evidence to support the decrease in income
(if you answered Yes at **question 135**)
- Your Australian **Tax Notice of Assessment**
(if you answered Yes at **question 141**)
- Your payment summary or personal income tax return
(if you answered Yes at **question 142**)
- Family Spending and Savings form (SY003)**
(if you answered Yes at **question 151**)

Questions continue ►

174 IMPORTANT INFORMATION

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 for the purposes of research, investigation or where you have agreed or it is required by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at humanservices.gov.au/privacy or by requesting a copy from the department.

Statement

175 Statement

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 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 ensure 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

AN IMPORTANT NOTE

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.

See page 1 for instructions on returning this form.