



Australian Government



Information you need to know about your claim for

FORM b

ABSTUDY

Purpose of this form

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

This claim is for secondary and tertiary students who are:

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

Australian Apprentices can also use this claim.

PART-TIME students and 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 d) form (SY021)**.

Important

You can submit a claim for ABSTUDY over the phone by calling **13 2317**.

For more information

Call Centrelink on **13 2317**, visit your local **Centrelink Customer Service Centre** or go to our website at **www.centrelink.gov.au**

To speak to Centrelink in languages other than English, call **13 1202**.

Note: Calls from your home phone to Centrelink 13 numbers from anywhere in Australia are charged at a fixed rate. That rate may vary from the price of a local call and may also vary between telephone service providers. Calls to 1800 numbers from your phone are free. Calls from public and mobile phones may be timed and charged at a higher rate.

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 Centrelink 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):

- by post – we will photocopy our documents, and return originals to you by registered post.
- in person – we will photocopy your documents, and return the originals to you.

Return this form, all additional documents and any other forms you are required to complete to a **Centrelink Customer Service Centre within 14 days** to ensure you are paid from the earliest date possible.

If you cannot return all the forms or documents **within 14 days**, contact Centrelink for extra time.

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ABSTUDY allowances

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

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

- School Term Allowance
- Basic Payment (Living Allowance)
- Pensioner Education Supplement
- School Fees Allowance
- Rent Assistance, Remote Area Allowance, Pharmaceutical Allowance
- Relocation Allowance, Thesis Allowance and payment of compulsory course fees or student contribution amounts (previously known as HECS) for Masters and Doctorate students
- Youth Disability Supplement for under 21 years of age
- Additional Incidentals Allowance, and
- Mobility Allowance.

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

- Incidentals Allowance
- Fares 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
- Additional Assistance
- Mobility Allowance, and
- Youth Disability Supplement for students under 21 years of age.

Other ABSTUDY claims

School student 15 or younger and living at home during the year of study – use the **Claim for ABSTUDY Schooling A (Form a)** form (SY018).

Pensioner student – use the **ABSTUDY Pensioner Education Supplement (Form c)** form (SY020).

Doing a selection test/interview – use the **Claim for ABSTUDY Allowances and Part-time Award (Form d)** form (SY021).

Part-time students and claim for Incidental Allowance – use the **Claim for ABSTUDY Allowances and Part-time Award (Form d)** form (SY021).

Student in prison or on remand – use the **Claim for ABSTUDY Student in Lawful Custody (Form e)** form (SY022).

Personal details

Question 1: Aboriginality

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

Question 2: Australian citizenship

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.
-

Question 10: Other government assistance for study

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/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.

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 by visiting www.australianapprenticeships.gov.au

Question 19: Under 21 and have a disability

Youth Disability Supplement is payable to Disability Support Pension customers under the age of 21, or Youth Allowance customers (under the age of 21) and ABSTUDY customers (under the age of 21) with a partial capacity to work.

Accommodation

Question 23: Rent Assistance

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 lodging.

Continues over

Question 27: Residential Costs Option for tertiary students and students undertaking approved studies of at least one year's duration at a university

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 abatement of your fortnightly entitlement because of 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.

Personal income and assets tests

Question 29: Income

The Personal Income Test

Income includes money received from employment and money deemed to be earned from investments. It also includes money 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 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
- maintenance 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
- bank interest
- net income from business, including farms
- gifts or allowances (including an allotment or a dependant's allowance) 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
- 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 and child support you pay, or
- deductions allowed by the Australian Taxation Office.

If your income changes, you must notify Centrelink 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 Centrelink on **13 2317**.

Question 30–31: Assets

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 and special aids for people with a disability AND the value of any debt on an asset and unreceivable assets.

More information about assets can be found in *Assets Tests* on page 14.

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.

Study details

Question 35: Proof of enrolment

As proof of your enrolment, you must provide a copy of the notice you were given by your institution, within 2 weeks of starting studies. Payments cannot continue after this time if you do not provide proof. Proof must be provided each year. School students do not need to provide proof.

If you have applied for entry into a tertiary course but you are not accepted, you must advise Centrelink as soon as you are notified by the education institution.

If you decide to go back to secondary studies, you must enrol within 2 weeks of receiving notification of non-acceptance into the tertiary course to be eligible for ABSTUDY.

Question 36: Proof of full-time study in a distance education course

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

Question 37: Selection test/interview

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

Question 39: Study load concessions

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

- You have a substantial physical, intellectual or psychiatric disability and you are studying at least one-quarter (25%) of the normal full-time study load for your course. If you do not receive a Disability Support Pension, Invalidity Service Pension or Invalidity Income Support Supplement, include a certificate from a specialist describing your situation.
- You are a single parent, carer or disability pensioner and you are studying at least one-quarter (25%) of the normal full-time study load 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 two-thirds (66.7%) of the normal full-time study load and can show that:
 - you have no choice because of your course requirements, or
 - you have been directed in writing by the academic registrar (or equivalent officer) of your institution that you must take a lighter study load (send a copy of that letter with your form), or
 - you have been recommended to take a lighter study load for specified academic or vocational reasons (send a copy of that letter of advice with your form). This concession only applies for a maximum of 6 months. Your study load for the balance of the year must be at least three-quarters of the normal full-time study load.
- You are studying a bridging course or a supplementary programme concurrently with an associated course, such as a degree course, because of your study needs. The 2 associated courses must together make up a study load of at least 75%. This concession also applies if you are studying less than an equivalent full-time student load as an Australian Government supported student in a course which leads into a degree course and you are classified by your institution as full-time. Send a letter from your institution confirming your study programme requirements.

- You are ill or injured and you are unable to maintain a full-time study load in a tertiary or TAFE course. This initially applies for an 8 week period but may be extended further in some circumstances. Contact Centrelink to find out what documentation is required to verify this.

Question 39: Full-time study

The table below defines a full-time study load:

Student type	Full-time definition
Secondary school or college students	What the school considers full-time study
Secondary students at a Vocational and Technical Education (VTE) institution or studying by correspondence	Enrolled in at least three-quarters of the course's standard full-time study or work load* 1
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*2
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 three-quarters of the course's standard full-time study or work load* 1
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

*1 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.

*2 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 Centrelink:

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

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

If you are not sure whether you are a full-time student under the ABSTUDY definition, or you are a part-time student, attach a list of your subjects. You cannot include tutorial assistance sessions funded by the Department of Education, Employment and Workplace Relations (DEEWR) 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 Centrelink with your new details. Any change could affect your status as a full-time student and cause an overpayment, which must be repaid.

Question 40: Limits on assistance

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 Centrelink to find out if they are eligible for assistance to study a second undergraduate degree or a third postgraduate degree.

Question 41: Reasonable time to complete course

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 43: 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 48. (This does not apply to students studying in block release courses/residential schools.)

Question 43: 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/territory.

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/territory. You can be approved for Fares Allowance to travel within your state/territory.

Fares Allowance is not available to Australian Apprentices.

Question 48: You live away from home because

The Away from Home rate is not normally available to secondary students whose home is within reasonable travelling time of a government 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 48 of PART F.

ABSTUDY customer circumstances

Question 51: Receiving a payment

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 meeting one of the following criteria:

- you are 25 years or older, or
- you have worked to support yourself in full-time paid employment of at least 30 hours per week for at least 18 months during any period of 2 years, or
- you have worked to support yourself in part-time paid employment of at least 15 hours per week for at least 2 years since you last left secondary school, or
- you have worked to support yourself in paid employment, earning at least 75% of the maximum Wage Level A of the Australian Pay and Classification Scale (see below) within an 18 month period since leaving secondary school (a period of 18 months must have elapsed since you last left school)

Dates effective	Maximum rate of pay under Wage Level A	75% of Rate which equals Minimum Earnings
1 December 2006 to present date	24,700	18,525
3 July 2005 to 30 November 2006	23,556	17,667
3 July 2004 to 2 July 2005	22,828	17,121
7 July 2003 to 2 July 2004	22,048	16,536
3 July 2002 to 6 July 2003	21,320	15,990
17 August 2001 to 2 July 2002	20,592	15,444

The appropriate amount is the one which applied at the time the employment commenced.

The above table lists the maximum rate of pay under Wage Level A of the Australian Pay and Classification Scale (previously known as the National Training Wage Award rates) over recent years and the minimum amounts that young people must earn to qualify as independent under the self-supporting rules.

Example: *Kate left school in November 2005 and commenced working on 10 February 2006. She applied for ABSTUDY in June 2006 in which time she has earned \$19,210 from her casual job. The appropriate Wage Level A of the Australian Pay and Classification Scale to use is \$23,556. As Kate has left school over 18 months ago and has earned 75% of the relevant amount, she can be considered independent under the self-supporting criteria.*

Continued

- you are, or have been married, or
- you are in 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, or
- 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 in a traditional community, or
- you have returned to live in an Indigenous community after having been fostered, or
- you have the care of another person's child.

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

The Parental Income Test includes taxable income plus maintenance income, fringe benefits received from employers, income from outside Australia and net passive business losses. 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 your 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, income support benefit or allowance from Centrelink (but not Family Tax Benefit)
- an income-tested pension from the Department of Veterans' Affairs
- a CDEP wage (except if they are the CDEP Administrator)
- ABSTUDY, Youth Allowance or Austudy for their own study
- a Health Care Card from Centrelink, or
- certain other an Australian Government payments.

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

See page 13 for Exceptional Circumstances Relief Payment for FAMT exemptions.

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 Centrelink. You may be able to verify your income by providing a full tax return and payment summaries, or a letter from 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 period is the tax (financial) year that ended on 30 June in the calendar year before the calendar year in which the ABSTUDY is to be paid.

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%. 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 Centrelink. 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)
2006	2004 – 2005	2005 – 2006
2007	2005 – 2006	2006 – 2007
2008	2006 – 2007	2007 – 2008

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.

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. However, where it involves a salary sacrifice for superannuation purposes it is only included where the person is of Age Pension age. Employers are now required to include the total amount of any employer provided benefits on their payment summaries 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 Centrelink.

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

Net passive business losses (NPBL)

NPBL include net losses from rental property (negative gearing) and non-property passive income investments such as shares. The value of such losses is added back to income for ABSTUDY.

A passive income earning investment is an investment in which a parent is usually engaged for less than 17.5 hours per week (on average) working on that investment.

Child Support

Child Support **income** received is included in 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 spousal child support.

Child Support **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 spousal child support.

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
- any dependent children in the family under 16 years of age, and
- any dependent children in the family aged 16–24 years who do not meet the independence criteria for ABSTUDY.

Exceptional Circumstances Relief Payment (ECRP)

ECRP is a grant 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 at least 18 years old
- are an Australian resident and living in Australia, and
- hold a current Exceptional Circumstances Certificate issued by their state/territory Rural Adjustment Scheme Authority, which identifies the farm enterprise is in an 'exceptional circumstances' declared area.

For more information about ECRP, call Centrelink on **1800 050 585**.

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 or is receiving a Farm Help Income Support payment, their dependent child(ren) will not qualify for an exemption.

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.

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% of the value of your business
- an interest in a trust or company, or
- jewellery, antiques and other collectables.

Assets do NOT include:

- 75% of the value of a person's interest in farm and business assets
- the **principal family home** whether personally owned outright or subject to a mortgage or if owned by a family business, partnership or family trust
- special aids for people with a disability
- assets test exempt income streams
- cemetery plots, or
- pre-paid funeral expenses.

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 unsure about what counts as an asset, call Centrelink on 13 2317.

Health Care Card

Question 75: Health Care Card

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 pages 18 to 20 for the list of documents you can use to prove your identity to Centrelink. 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 Centrelink Concession Cards' by calling **13 2317** or from our website at www.centrelink.gov.au

Tax details

Question 79: How to get a tax file number (TFN)

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

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

To get a TFN you will have to provide proof of identity.

You can find out what you need from Centrelink or the Australian Taxation Office.

Question 79: Tax file number exemptions

ABSTUDY customers who do not have to give us their TFN are:

- a student/Australian Apprentice who is under 16
- a student/Australian Apprentice, parent/guardian or partner who receives a pension or Special Benefit from Centrelink 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 TFN 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 applies 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.

Personal information is protected by law, including the Commonwealth Privacy Act. The authority to collect this information is contained in the *Student Assistance Act 1973*.

The information you provide on this form will be used to determine your eligibility for, and provide payments and services to you, and where relevant, third parties. This information may also be used to detect or prevent fraud and/or recover overpayments.

Centrelink usually gives some or all of your information to the Department of Human Services, policy departments (Department of Education, Employment and Workplace Relations and Department of Families, Housing, Community Services and Indigenous Affairs) and their contracted service providers (where that department or contracted service provider is providing payments or services to you) for the purposes of:

- determining eligibility for correct payment
- referral for appropriate assistance
- determining eligibility and/or suitability for employment assistance and other appropriate services
- provision of services and payments
- evaluation and monitoring of services provided by Centrelink, its policy departments or contracted service providers
- recovery of overpayments.

Centrelink may disclose limited information (for example, income and assets) about you to other individuals when your circumstances affect their entitlement to payments and services.

To assist and facilitate any travel arrangements which may apply to your ABSTUDY entitlement, Centrelink may give details of your journey to relevant educational institutions and/or board providers.

Limited personal information collected from you may be used to conduct customer research run by the Department of Human Services, Centrelink, its policy departments or by research organisations on their behalf. Your participation in customer research is valued, however if you do not wish to take part please call the Customer Relations number on Freecall™ **1800 050 004** (refer to the factsheet *Customer Research and You*) for more information.

Centrelink can give your information to other persons, bodies or agencies without your permission in circumstances where Commonwealth legislation requires or authorises the disclosure. For example, Centrelink may give some or all of your information about income and taxation matters to the Australian Taxation Office and the Child Support Agency for their use.

You can get more information from the factsheet *Your Right to Privacy* from your local Centrelink Customer Service Centre, you can call Centrelink on **13 2317** to request a copy, or you can visit www.centrelink.gov.au

Information about the Electronic Message Reminders (Short Message Service (SMS) and email) and Secured Online Mail (Online Letters)

You can now receive reminders and important information from Centrelink via Short Message Services (SMS) or email.

You can view some of your Centrelink letters via an Online Letters facility at www.centrelink.gov.au In order to view Online Letters, you **must** have self service access level 3 and maintain this level of access. This service will replace delivery of some of your correspondence through the mail.

You will be asked a question in the claim form to check if you wish to subscribe to either of these services. Additionally, you can subscribe at a Centrelink Customer Service Centre, over the phone or by visiting www.centrelink.gov.au

These services are voluntary and you are able to withdraw at any time.

Terms and Conditions for SMS and Email

Centrelink may send you information messages appropriate to your circumstances.

No Centrelink generated SMS or email will contain your name or contact details.

You will not be required to respond via SMS or email to any Centrelink generated message.

Messages you may receive include:

- appointment reminders the business day prior to your appointment
- reminders to provide up to date information
- reminders to provide documents
- possible future payment alerts
- notification of Online Letters.

These services are voluntary and you are able to withdraw at any time.

Centrelink will NOT include direct links to ANY website within an email from this service.

Terms and Conditions for Secured Online Mail (Online Letters)

All customer information is protected by law, such as the Commonwealth Privacy Act and confidentiality provisions in social security law.

This service will replace delivery of some Centrelink letters to your mailing address.

This service will display your mail in the same format as it currently is on paper.

This means:

- your name, address and Customer Reference Number (CRN) will be displayed within the Online Letters facility
- payment, income, assets and bank account details may be displayed within the Online Letters facility.

This service is voluntary and you are able to withdraw at any time.

You will receive a 'welcome to the Online Letters facility' letter at your postal address to confirm you have subscribed to the service.

To use this service, you will require:

- Internet access
- current Self Service registration with Centrelink
- the ability to view Online Letters – this service will use a Portable Document Format (PDF), for example, Adobe Acrobat. These letters may be temporarily held on the hard drive of the computer.

Please be aware of this if you are using a public computer terminal. Ensure the removal of temporary Internet files prior to logging off.

Important Note: If you change your mobile phone number, email address or postal address, you will need to tell Centrelink straight away. To report any changes, call Centrelink on **13 2317**, visit your local Centrelink Customer Service Centre, or send a letter to any Centrelink Customer Service Centre. You need to check your Online Letters facility regularly for letters.

As a Centrelink 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 photocopies) from this approved list. Centrelink requires 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 Centrelink 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, fewer proof of identity documents may be required. If you think this applies to you, contact Centrelink as soon as possible.

Where possible, Centrelink will use the documents you provide to 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 old 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 Centrelink on **13 2317**.

For claims of:

ABSTUDY (living allowance)	Parenting Payment – claimant (and partner if applicable)
Austudy	Pensioner Education Supplement
Bereavement Allowance	Sickness Allowance
Carer Payment – both claimant and care receiver	Youth Allowance
Disability Support Pension	
Newstart 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

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 Residency 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 (DIAC)	Certificate of Evidence of Resident Status (Form 283) issued by the Department of Immigration and Citizenship, showing your name/former name.	70
Certificate of Identity (DIAC)	Certificate of Identity issued by the Department of Immigration and Citizenship 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

Document	Explanation/description	Points
Defence Discharge Papers	Australian Defence Force discharge papers, in your name/former name.	70
Shooter's or Firearm Licence	Current shooter's or firearm licence showing signature and/or photo and same name as claim.	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 or credit 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, accounts from outside Australia or ATM or internet receipts/statements.	40
Child's Birth Certificate	Australian birth certificate for a child showing your name as parent/guardian. Cannot accept: Sibling's certificate.	40
Australian Driver's Licence - Motor Vehicle	Current state/territory issued driver's licence, learner's 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/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
Passport from outside Australia	Current passport from outside Australia with valid entry stamp or visa.	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

Document	Explanation/description	Points
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
Other Documents from outside Australia	Up to 3 documents from outside Australia (equivalent to Australian documents listed of at least 20 points value), includes lapsed passports from outside Australia.	20
Other Licence	Up to 3 current Commonwealth, state/territory licences for coxswain, boat, aircraft etc. Must have your photo and/or signature and same address as claim (if applicable). Cannot accept: Recreational fishing licences.	20
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.	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 statements or managed investment documents issued in your name. Cannot accept: Hire or lease agreements.	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
Taxation 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 Centrelink about

You must tell Centrelink **within 14 days** about events or changes in circumstances affecting your payment. You can tell Centrelink by writing, phoning or going into any of the offices.

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

The rate of your ABSTUDY payment may need to be adjusted if there are changes in your circumstances. If you do not tell Centrelink about changes, you could have a debt. If you have a debt, you may have to pay all or some of the money back.

All changes in circumstances you must tell Centrelink about can be found in the ABSTUDY Policy Manual at **www.dest.gov.au**

To advise Centrelink of changes, call **13 2317**.

Changes to your study, or work including Australian Apprenticeship

You must tell Centrelink if:

- you stop being a full-time student or concessional study load student
 - you stop being a full-time Australian Apprentice
 - you start paid work or any form of profession, trade, business or self-employment
 - your hours of work change
 - you leave a training course before it ends or are absent for any period
 - you are sick or injured and cannot 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 Centrelink if:

- you marry or reconcile with your separated partner or start living with someone as their partner
- you stop living with your partner, or your partner dies
- you change your address, phone etc details
- 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 have a child under 16 and the child:
 - leaves home
 - is granted a pension, benefit or allowance, or
 - leaves Australia
- 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
- you have a dependent child aged 16 years and less than 21 years who is not a full-time student, or less than 25 years who is a full-time student:
 - who becomes independent
 - you cease to receive Family Tax Benefit for them
 - is granted a pension, benefit or allowance
 - stops being a full-time student
 - starts work or has increased income
 - leaves Australia, or
 - applies for and gets an education allowance from an Australian Government department
- you return home or started living with your parent(s)/guardian(s), or
- there is a change in your parents/guardians income details.

**Holidaying or moving outside
Australia**

You must tell Centrelink if:

- you go on holidays outside Australia or move outside Australia
 - to ensure you are aware of whether you are entitled to payments while outside Australia you must contact Centrelink at least 6 weeks or as soon as possible before departing. You should also contact Centrelink on return to Australia.

**Rent Assistance while on
ABSTUDY**

You must tell Centrelink 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 Centrelink 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) matures (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 your local Centrelink office)
- you receive or cease to receive a pension, benefit or allowance (other than Family Tax Benefit) by Centrelink, or any payment from the Department of Veterans' Affairs, or the Department of Education, Employment and Workplace Relations, 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.

Your rights

If you think our decision is wrong, call us or come and see us. We will check the facts and explain the decision. If you do not agree, you can ask for one of our Authorised Review Officers to look at it. If you still do not agree you can appeal to the Minister for Education, Employment and Workplace Relations about decisions affecting your entitlement, or to the Social Security Appeals Tribunal (SSAT) about debt recovery decisions. The review and the appeals are free.

Remember, if you do not ask for the decision to be reviewed within 3 months of being told about it, you may only get backpayment from the date you ask.

If you have concerns about your personal information, call us or come in and see us. We will look into the matter and tell you about your rights to see and amend your information. If you are still not satisfied you can call the Privacy Commissioner on **1300 023 985**.

If you wish to complain about Centrelink's actions, you can call the Centrelink customer relations line on **1800 050 004** or you can call the Australian Government Ombudsman on **1300 362 072**.

Other payments, concessions and help

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

Centrepay

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

Child Support

Child Support – Minimum Liability Initiative

- All child support payers, including those on income support payments have to pay a minimum child support liability.
 - This includes recipients of Youth Allowance (including Youth Allowance paid to parents of a Youth Allowee aged under 18 years).
 - The Child Support Agency (CSA) will send requests to Centrelink to deduct money. CSA can request that a maximum of \$10 per fortnight be deducted. The minimum amount that will be deducted is \$2 per fortnight.
 - Centrelink cannot alter or cancel a deduction. The customer must contact CSA to do this.
-

Community Officers

Community 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 Officers can tell you about Centrelink payments and services and help you access these services. They provide Centrelink services in locations like rehabilitation centres, psychiatric hospitals, prisons, hostels and drop-in centres.

Family Assistance

Family Tax Benefit, Child Care Benefit, Maternity Payment and Maternity Immunisation Allowance are payments to help you with the cost of raising your dependent children. These payments are paid by the Family Assistance Office. The Family Assistance Office is located in all Medicare Offices, Centrelink Customer Service Centres and Tax Office shopfronts.

To reduce the risk of being overpaid, it is important that you estimate your family's income as accurately as possible. Your income estimate must include your and your partner's (if you have one) adjusted taxable income, including any income support payments you may receive (e.g. Newstart Allowance, Disability Support Pension, Parenting Payment) and/or Veterans' Affairs pensions or benefits.

All families are different so there are a number of payment choices for how you get paid your family assistance. These choices will help you match your payments to your family's circumstances and reduce the risk of being overpaid.

To ensure you get your correct entitlement, you and your partner must lodge your tax returns with the Australian Taxation Office – or tell the Family Assistance Office you do not have to lodge – within 12 months of the end of the income year.

For more information, call the Family Assistance Office on **13 6150** between 8am and 8pm (local time) Monday to Friday or visit www.familyassist.gov.au

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.

Helpful web addresses**www.youth.gov.au**

The Australian Government's Youth Portal – search for programmes, services, policies, research, events and publications for and about young people aged 12 to 15 years.

www.thesource.gov.au

Useful information for young people on the Internet to help them enjoy life and plan for the future.

www.myfuture.edu.au

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

www.edna.edu.au

A gateway to resources and services for education and training.

www.goingtouni.gov.au

Information on higher education for students in Australia.

www.australianapprenticeships.gov.au

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

<http://naap.dest.gov.au>

Provides job seekers who are experiencing barriers to employment, with information about pre-vocational training, support and assistance to obtain and maintain an Australian Apprenticeship.

www.youthpathways.dest.gov.au

Information for young people aged between 13 and 19 to help them make a successful transition through school and from school to further education, training or employment.

<http://jobguide.dest.gov.au>

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

Indigenous Services Staff

Indigenous Services Staff are located in most Centrelink Customer Service Centres. Some Centrelink Customer 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
(JETCCFA)**

Can help with the cost of approved child care for eligible parents undertaking activities such as rehabilitation, study, work or job search to assist them to enter or re-enter the workforce. For more information call the Family Assistance Office (FAO) on **13 6150**.

Remote Area Allowance

Remote Area Allowance was introduced as an additional assistance for social security 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 particularly 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.

Other payments, concessions and help • continued

Rent Deduction Scheme

The Rent Deduction Scheme allows Centrelink customers in public housing to have their housing payments (such as rent, loan repayments and arrears) deducted from their social security payments and sent directly to the housing authority in their state/territory.

Social Workers

Centrelink has professional Social Workers in its Customer Service Centres and Call 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 programmes like housing, health, emergency relief, legal and/or counselling services and support groups.

Purpose of this form

What else you will need to provide

Filling in this form

Returning your form(s)

Important

You can

You will need to provide documents in

This form tells you

Please use black or

Mark boxes like this

Where you see a box like this
You do not need to answer

Check that you have answered
have signed and dated this form

If you return required documents (a)

- by post – we will photocopy your documents and return them by registered post.
- in person – we will photocopy your documents

Return this form, all additional documents and
complete to a **Centrelink Customer Service**
are paid from the earliest date possible. If you can
within 14 days, contact Centrelink for extra time.

Centrelink office use only

Customer Reference Number—Applicant

Customer Reference Number—Student

Date received by community agent, institution etc.

Date accepted by Centrelink

Date received in processing office

Logon ID

Date stamps

PART A**Personal details****PART A – Questions 1 to 19 should be completed by the ABSTUDY customer.**

Please tick if you are:

A student A full-time Australian Apprentice

Note: You can apply for the correct type of ABSTUDY on a shortened claim form if you are a pensioner student, a part-time student or only claiming the Incidentals Allowance, applying for a student 15 or younger who is in your care or 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* in the **Information Booklet**.

1 Are you of Australian Aboriginal or Torres Strait Islander origin, that is:

• you are of Australian Aboriginal or Torres Strait Islander descent, and

• you identify as an Australian Aboriginal or Torres Strait Islander, and

• you are accepted as such by the community in which you live or have lived?

If you are of both Australian Aboriginal and Torres Strait Islander origin, please tick both boxes.

No 

**You are not eligible for ABSTUDY.
Call Centrelink on 13 2317.**

Yes – Aboriginal Yes – Torres Strait Islander

2 Are you an Australian citizen?

No 

You are not eligible for ABSTUDY. Call Centrelink on 13 2317.

Yes Country of birth?

Date of citizenship (if not born in Australia)?

3 Your name

Title

Mr Mrs Miss Ms Other Family name First given name Second given name 

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

4 Have you ever used or been known by any other names?

(e.g. name at birth, maiden name, previous married name, Aboriginal or tribal name, alias, adoptive name, foster name.)

No Yes Other name Type of name
(e.g. name at birth)

5 Your sex

Male Female

6 Your date of birth

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

7 Your permanent address
If you live away from home to study, write the address where you live when not studying.

Number and street			
Suburb, town or community			
State		Postcode	

8 Your postal address (if different to above)
This is where your mail will be sent. Mail will go to your home address if no other address is given.

Number and street or PO Box			
Suburb, town or community			
State		Postcode	

9 Your contact details

Home phone number	()
Is this a silent number?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Semester/term	()
Mobile phone number	
Fax number	()
Work phone number	()
Alternative phone number	()
Email	
	@

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

No
Yes ► **Tick ONE box only**

a cadetship/scholarship <input type="checkbox"/>	CDEP for study, training or education <input type="checkbox"/>
Veterans' Children Education Scheme <input type="checkbox"/>	Living Away from Home Allowance for an Australian Apprenticeship <input type="checkbox"/>
Youth Allowance <input type="checkbox"/>	Assistance for Isolated Children (AIC) <input type="checkbox"/>
Austudy <input type="checkbox"/>	
any other assistance <input type="checkbox"/> ► Give name of payment	

--

Please read this before answering the following questions

Questions 11 to 16 are optional and will not affect your payment. If you do answer, the information will help us to continue to improve our Electronic Messaging Services.

You can now receive reminders and important information via Short Message Service (SMS) or email from Centrelink.

You **MUST** read the *Terms and Conditions for SMS, email and Online Letters* in the **Information Booklet** before you complete the following questions.

11 Do you wish to receive reminders and important information via SMS or email from Centrelink?

This service is voluntary and you are able to withdraw from it at any time.

No
Yes ► SMS contact number (if different to contact details)

OR
Email address (if different to contact details)

@

12 Do you wish to view some of your Centrelink and Family Assistance Office letters via the Online Letters facility on the Centrelink website?

This service is voluntary and you are able to withdraw from it at any time.

No ► Go to **Question 14**
Yes

PART A *continued* • **Personal details**

13 What is your preferred method of notification?

Centrelink will notify you when you have a letter available for viewing in the Online Letters facility.

Tick ONE box only

SMS SMS contact number (if different to contact details)

Email Email address (if different to contact details)

@

14 Did you answer 'No' to either question 11 or question 12?

No Go to **Question 17**
 Yes

15 What is the reason for not wanting to use this service?

The information will help us to continue to improve services.

Do not trust the internet
 Do not have a mobile phone
 Do not have the technology
 Other Give reason

16 Would you like to be reminded of this service in the future?

No
 Yes When would you like to be reminded?
 in 6 months
 in 12 months

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

No
 Yes  Provide a statement from a government agency advising of your care arrangements and details of any payments you or your carers receive.

Do your carers receive a Foster Care Allowance? No Yes

Note: You will need to provide your carers' details at **Question 55 to 59**.
You, your carers or parents DO NOT need to complete Questions 60 to 71.

18 What is your CURRENT marital status?


Single with no dependent child
 Single and have a dependent child
 Single and care for another person's dependent child Date child came into your care / /
 Living in a de facto relationship
 Living in a de facto relationship and have a dependent child
 Living in a de facto relationship and care for another person's dependent child Date of marriage or start of de facto relationship / /
 Married or recognised as married under Aboriginal/Torres Strait Islander law
 Separated
 Divorced Date separated/divorced/widowed / /
 Widowed

This is an optional question which you do not have to answer. However, the information provided will help us determine if you are eligible for the Youth Disability Supplement and other assistance and services.

19 Are you under 21 and have a physical, intellectual or psychological impairment that prevents you from working for up to 30 hours per week?

No
 Yes Do you expect this impairment to last for more than 2 years?

No
 Yes

 You will need to attach evidence (i.e. medical certificate)

PART B**Payment details**

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.

Tertiary students and Australian Apprentices will need to provide their bank details.

20 Where do you want your payment made?

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

The account into which another payment from Centrelink is made (if applicable)

Name the payment (e.g. Family Tax Benefit)

▶ Go to **Question 21**

My account nominated below

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

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.

21 Are you:

a pensioner student?

a part-time student or only claiming Incidentals Allowance?

applying for a student 15 or younger who is in your care?

applying for assistance only to attend a selection test or interview (for tertiary study)?

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 **Information Booklet**.

▶ Go to **Question 33**

none of the above ▶ Go to **Question 22**

PART C**Accommodation details****Give the ABSTUDY customer's details in PART C – Questions 22 to 28****22 Do you live with your parent(s)/guardian(s)?**No ► Go to **Question 23**Yes ► Do any of the following apply to you:

- you are 25 or over, **or**
- you have been married, or lived with a partner for more than 12 months, **or**
- you have (or previously had) a dependent child?

No ► Go to **Question 29**Yes ► Go to **Question 23****23 Do you pay any money for your accommodation?**

You may be entitled to Rent Assistance.

No ► Go to **Question 26**Yes ► How much do you pay for your accommodation?\$ per (e.g. week, fortnight, month)

Please attach your latest lease or tenancy agreement.

If you do not have one, then the **Rent Certificate** form (**SU523**) must be completed and attached. If you do not have this form, call us on **13 2317** or go to our website at **www.centrelink.gov.au****24 How much (if any) of your board or rent is for meals?**None Not sure ► If you do not know we will assume that one third of your payment is for meals.\$ per week**25 Do you live in public (government) housing?**No Yes ► Are you the person who has the rental contract (lease) with the state/territory housing authority?No Yes **26 What type of accommodation is it?**

You need to tick only one of these options.

Board or lodgings at a tertiary residential college or hostel ► Go to **Question 27**Rent, board or lodgings for a house, flat, unit, caravan, mobile home or boat ► Go to **Question 28**Site fees at a caravan park or mooring fees at a marina ► Go to **Question 28**Board or lodgings at a private hotel, boarding house or hostel ► Go to **Question 29**You live in the home that you or your partner (if applicable) own or are buying. (This includes joint ownership, mortgage, or ownership by a company of which you are a director) ► Go to **Question 29**You live in a refuge or residential care facility ► Go to **Question 28**Other—please specify ► Go to **Question 28****27 Do you want your residential costs paid while you are living at the residential college or hostel?**No Yes ► Give the first date you will be living in residence / /

Date not yet known

 ►

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

This means you will receive a reduced fortnightly payment while your residential costs are being paid.

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

PART D

Income and Assets details

Give the ABSTUDY customer's details in PART D – Questions 29 to 32

29 Do you expect to earn income?

No ► Go to **Question 30**

Do not include your ABSTUDY payments.

Yes ► Give estimate of fortnightly income \$ per fortnight

Note: CDEP wages are counted as income. Ongoing taxable compensation payments i.e. worker's compensation (for economic loss due to personal injury) are also counted as income.

Is this regular or casual income? 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 Centrelink))

Number of hours worked per week hours per week

Please give employer details below.

If you are an Australian Apprentice, name your employer in Job 1.

Job 1 Employer's details	Job 2 Employer's details
Name of employer <input type="text"/>	Name of employer <input type="text"/>
Australian Business Number (ABN) <input type="text"/>	Australian Business Number (ABN) <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>
Phone (<input type="text"/>) <input type="text"/>	Phone (<input type="text"/>) <input type="text"/>
Job description <input type="text"/>	Job description <input type="text"/>
Your work location <input type="text"/>	Your work location <input type="text"/>

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

Note: If your income changes, please contact Centrelink with your new income details

Questions 30 to 32 are to be completed by independent ABSTUDY customers only. If you are dependent please go to PART E – Question 33.

30 Do you have any motor vehicles, boats or caravans?

No ► Go to **Question 31**

Yes ► Give details below

Do NOT include a boat or caravan that is your home.

Motor vehicle	Boat	Caravan	Make (e.g. Ford, Holden, Toyota)	Model (e.g. Laser, Barina)	Year	*Current market value	Amount owed (if any)	Your share of the asset owned (e.g. 50%, 100%)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

*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.

If you need more space, attach a separate sheet with details.

31 What do you estimate is the current market value of YOUR assets less any debts owing on them?

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.

Include money in the bank, cash on hand, household contents and personal effects. Do NOT include motor vehicles, boats and caravans (declared in Question 30), or the principal family home.

Household contents could be things like a TV, stereo or fridge etc.

Personal effects include jewellery and hobby collections (stamps, coins, basketball cards etc.).

Money in the bank includes taxable lump sum compensation payments (for economic loss resulting from personal injury).

Do you have farm/business assets?No Yes ► Current market value\$

Include personal effects, household contents and business assets used for personal use. Include all assets outside Australia. Do NOT include your principal home.

Do you have OTHER assets?No Yes ► Current market value\$

Include all assets 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.

32 Do you have any income or assets not mentioned before?No Yes ►

You will also need to complete and attach an **Additional Income and Assets form (Mod iA)**. If you do not have this form, call us on **13 2317** or go to our website at www.centrelink.gov.au

Tick which income or assets 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

PART E**Study/Australian Apprenticeship details****Give the ABSTUDY customer's details in PART E – Questions 33 to 42****33 Are you a student?**No Yes Are you a full-time
Australian Apprentice?No Yes **You must enrol in a course or be doing a
full-time Australian Apprenticeship to be
eligible for ABSTUDY**Go to **Question 42****34 Please provide your course details
for study.**

1 Education institution/course		2 Education institution/course	
		If you attend 2 institutions or study 2 courses, please give details below of the second institution/course.	
Name of school/ college/campus	<input type="text"/>	Name of school/ college/campus	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	Postcode		Postcode
Your student identification number	<input type="text"/>	Your student identification number	<input type="text"/>
Name of course e.g. School Studies, Bachelor of Arts	<input type="text"/>	Name of course e.g. School Studies, Bachelor of Arts	<input type="text"/>
Course code	<input type="text"/>	Course code	<input type="text"/>
Year/stage of course e.g. 1st year, B.Sc.	<input type="text"/>	Year/stage of course e.g. 1st year, B.Sc.	<input type="text"/>
When will you be studying the course?	Start date <input type="text"/> / <input type="text"/> / <input type="text"/> End date <input type="text"/> / <input type="text"/> / <input type="text"/>	When will you be studying the course?	Start date <input type="text"/> / <input type="text"/> / <input type="text"/> End date <input type="text"/> / <input type="text"/> / <input type="text"/>
Full course period		Full course period	
Official start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Official start date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Official end date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Official end date	<input type="text"/> / <input type="text"/> / <input type="text"/>

35 Have you enrolled in this course?No Yes **You must enrol to be entitled to ABSTUDY**You must provide proof you have enrolled in the course named in Question 34
within 14 days of the course start date, except if you are a school student.**36 Are you, or will you be, studying
externally, by distance education
or correspondence?**No Yes 

Proof of full-time study is required.

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

37 What type of study will you be doing?School ▶ Go to **Question 41**Secondary not at school (e.g. TAFE doing Year 11 or General Studies) ▶ Go to **Question 38**Tertiary ▶ Go to **Question 38**Attending a selection test/interview ▶ Give dates of selection test/interviewfrom / / to / / ▶ Go to **Question 73****38 Are you doing your course through flexible learning or study at your own pace enrolment?**No Yes ▶

Proof of full-time study is required.

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.

39 In each semester, will you be studying:

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

The definition is based on your course, not the time you spend studying.

A student is classified as full 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.

SEMESTER 1Full-time? ▶ 75 - 100%Part-time? ▶ 66 - 74% 50 - 65% 25 - 49% 0 - 24%

of the full-time study load in your course

Not sure ▶

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

SEMESTER 2Full-time? ▶ 75 - 100%Part-time? ▶ 66 - 74% 50 - 65% 25 - 49% 0 - 24%

of the full-time study load in your course

Not sure ▶

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

40 Have you completed an undergraduate or postgraduate degree course?No ▶ Go to **Question 41**Yes ▶ Give details below of courses completed in the past 10 years.

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

Years (e.g. 1990–1992)	Name of institution/campus (e.g. Melbourne University)	Name of course (e.g. Bachelor of Arts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART E *continued* • **Study/Australian Apprenticeship details**

41 Have you attempted or completed any other non-school study including any previous study so far in the course you are doing now?

- No ► Go to **Question 42**
 Yes ► Give details, show whether you were studying full-time (FT) or part-time (PT) for each semester.

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

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

Year (e.g. 1998)	Name of institution (e.g. Canberra CIT)	Name of course (e.g. Associate Diploma in Hospitality)	Year/stage (e.g. 2nd yr)	Semester 1 FT or PT	Semester 2 FT or PT
Current course					
Other course(s)					

If you need more space, attach a separate sheet with details.

► Go to **Question 43**

42 Are you doing a full-time Australian Apprenticeship?

- No ► Go to **Question 43**
 Yes ► Type of employment: apprenticeship
 traineeship

Date your Australian Apprenticeship started

Expected end date of your apprenticeship or traineeship

PART F**Away from home details****Give the ABSTUDY customer's details in PART F – Questions 43 to 48**

- 43 Will you be living away from home to study or to work in an Australian Apprenticeship?** No ► Go to **Question 49**
Yes

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

- 44 Where will you live while studying or working in an Australian Apprenticeship?**
- Tertiary residential college
 Hostel ► Go to **Question 45**
 Boarding school
 Boarding privately ► Go to **Question 46**
 Other (e.g. flat, share house, caravan) ► Go to **Question 47**

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

Have you been accepted by the school, college or hostel? No ► Go to **Question 47**
Yes

- 46 Give details of the person providing board**

Title Mr Mrs Miss Ms Other

Family name

First given name

Second given name

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

Number and street

Suburb or town State Postcode

PART F *continued* • **Away from home details**

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

YOU LIVE AWAY FROM HOME BECAUSE:

Travel from your parent(s) home to your place of study or workplace takes at least 90 minutes one way



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.**

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 school 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 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.

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

Please 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

Please 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 government school

Please provide a statement from the school confirming the special course enrolment.

Appropriate schooling cannot be provided at your local government schools

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

You have a disability and cannot attend your local schools

Please provide a medical certificate stating the disability and reason why the local 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 AIC.

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

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

You have been excluded from attending your local schools

Please provide a letter from the education authority confirming this.

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

Please 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

Please 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 Centrelink on **13 2317** for details.

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

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

None of the above

Call Centrelink on **13 2317**.

PART G**ABSTUDY customer circumstances**

Give the ABSTUDY customer's details in PART G – Questions 49 to 54

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

No ► Go to **Question 53**
 Yes ► Go to **Question 50**

A parent/guardian receiving a pension, benefit or allowance from Centrelink or another government agency, or who holds a Health Care Card, and has a student 15 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.

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

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

Tick one box

to **the school** named at Question 34 ► Go to **Question 51**
 to **me** after I provide proof of payment ►



You must show your receipt to Centrelink before payment can be made to you.

► Go to **Question 51**

51 Do you, or will you, receive a pension, benefit or allowance from Centrelink or another government agency (including CDEP wages if not paid as an administrator) or have a Health Care Card?

For information about payments from Centrelink, refer to *ABSTUDY customer circumstances*, in the **Information Booklet**.

No
 Yes ► Give details

Name of payment or benefit

Customer Reference Number (if known)

 - - -

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

 / /

52 Are you

receiving a pension? ► Go to **Question 72**
 receiving Parenting Payment (Single)?
 a part-time student? ► Go to **Question 73**
 none of the above ► Go to **Question 53**

PART G *continued* • ABSTUDY customer circumstances

53 Tick the box beside each statement that describes your current situation. You may tick more than one.

These criteria determine an applicant's eligibility for the ABSTUDY Independent rate. If none of these criteria 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 Centrelink if you need more information.



You must attach a statement, document or letter as requested in the note following the box ticked. **If you tick 2 or more, you only need to give the requested documents against one of the statements you have ticked.**

You are 25 or older

You have or previously had a dependent child

Please provide the child's birth certificate or other documentation stating you are the parent.

You are or have been married
(Including marriage recognised under Australian Aboriginal or Torres Strait Islander law.)

Please provide appropriate proof of marriage.

You live in a de facto relationship of 6 months or more OR you live in a de facto relationship of less than 6 months and have a dependent child

Please provide a statutory declaration signed by both parties, plus other documentation indicating cohabitation such as rental agreement, electricity, water or phone accounts.

You have been working full-time, or registered as unemployed, for at least 3 of the past 4 years

Full-time 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.

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 a Job Network member showing periods of registration
- a statement from yourself of 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.

You have worked to support yourself in paid employment, with cumulative earnings totalling at least 75% of the maximum rate of pay under Wage Level A of the Australian Pay and Classification Scale within any 18 months period since leaving secondary school

You will need to provide proof of employment such as:

- pay slips
- letter from your employer
- payment summary.

You have worked to support yourself in part-time paid employment of at least 15 hours a week for at least 2 years since leaving secondary school

You will need to provide proof of employment such as:

- pay slips
- letter from your employer.

You have worked to support yourself in full-time paid employment of at least 30 hours a week for a total of at least 18 months in a 2 year period since leaving secondary school

You will need to provide proof of employment such as:

- pay slips
- letter from your employer.

(continued)

Tick the box beside each statement that describes your current situation. You may tick more than one.

You are an orphan and are 15 or older

- ▶ You are considered to be an orphan if your natural or adoptive parents are dead, or legally missing and presumed dead. Both parents must be deceased or legally missing and presumed dead.

Depending on the situation the following evidence is required:

- original death certificate(s) of parents or statement from relevant state/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.

Your parent(s) cannot care for you

- ▶ You may be eligible if your parent(s) are serving a prison sentence, living in an institution for an indefinite period or missing.

Depending on the situation, evidence in the form of a statement must be provided from the relevant state/territory government authority covering:

- the permanent incapacity of the parent(s)
- the imprisonment of parent(s) for at least 10 years, or
- that parent(s) are missing and reasonable attempts have been made to locate them.

You are caring for another person's dependent child

- ▶ If you are receiving Family Tax Benefit for the child, Centrelink will check its records to verify your claim for independence.

If you are not receiving Family Tax Benefit for the child, you must provide documentation to support your claim for independence, such as evidence that the child you are caring for is wholly or substantially dependent on you (i.e. you are responsible for the financial care of the child).

You are homeless and are 15 or older

- ▶ 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.

You will need to complete and attach an **Unreasonable to live at home form (Mod Y)**. If you do not have this form, call us on **13 2317** or go to our website at **www.centrelink.gov.au**

You are 15 or older and have adult status in a traditional community

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

- ▶ 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.

Please 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.

You have previously been in lawful custody for a total of at least 6 months

- ▶ You may be eligible if you are a secondary student aged 18 or older, or a tertiary student.

Please provide an original statement from the Department of Corrective Services or Juvenile Justice confirming the period of time spent in custody.

You are 16 or older and were adopted or fostered by a non-Indigenous family for more than 2 years and now live in an Aboriginal or Torres Strait Islander community

- ▶ You may be eligible for the period you continue to live in the Aboriginal or Torres Strait Islander community.

Please provide documentation from an Indigenous community organisation, a well-known and respected person of the Indigenous community or a relevant state/territory authority to support your claim.

None of the above

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

Go to **Question 55**

54 Do you have a partner?

No ▶ Go to **Question 73**

Yes ▶ Go to **Question 55**

PART H**Parents/guardians OR partner details****Give the parents'/guardians' OR the partners' details in
PART H – Questions 55 to 71**

If your parents/guardians or your partner would prefer to provide their details on a separate form, call us on **13 2317**.

Your payments cannot start until all of these questions have been answered.

The ABSTUDY customer's partner or their parent/guardian should complete this column

The parent's/guardian's partner should complete this column

**PARENT/GUARDIAN OR ABSTUDY
CUSTOMER'S PARTNER****PARENT'S/GUARDIAN'S PARTNER****55 Your marital situation**

Married

De facto ► Give date

Divorced

Separated

Widowed

Never married

Married

De facto ► Give date

Divorced

Separated

Widowed

Never married

56 Your personal details

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

Date of birth

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

Date of birth

57 Your permanent address

Number and street

Town/suburb /community

State Postcode

Number and street

Town/suburb /community

State Postcode

**58 What is your relationship to the
ABSTUDY customer named at
Question 3?**

ABSTUDY customer's partner ► Go to **Question 69**

Mother

Father

Other ► Describe relationship

Mother

Father

Other ► Describe relationship

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

No

Yes ► Give date

No

Yes ► Give date

PARENT/GUARDIAN

PARENT'S/GUARDIAN'S PARTNER

60 Do you or will you receive:

- a pension, benefit or allowance from Centrelink (not Family Tax Benefit), or a full service pension from the Department of Veterans' Affairs
- some other Australian Government income support payment, or
- ABSTUDY Living Allowance or Austudy?

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

No ► Go to **Question 61**

Yes ► Give details

Name of payment

Customer Reference Number (if known)

Date payment started (if after 1 January)

 / /

► Go to **Question 66**

No ► Go to **Question 61**

Yes ► Give details

Name of payment

Customer Reference Number (if known)

Date payment started (if after 1 January)

 / /

► Go to **Question 66**

61 Do you get a Community Development Employment Projects (CDEP) wage?

No

Yes ► Date payment started

 / /

Are you the CDEP Project Administrator in your community?

No Yes

No

Yes ► Date payment started

 / /

Are you the CDEP Project Administrator in your community?

No Yes

62 What was your taxable income for the BASE Tax Year?

The BASE Tax Year is the financial year that ended on 30 June in the calendar year before the year of study.

\$



Attach your Tax Assessment Notice for that year.

\$



Attach your Tax Assessment Notice for that year.

63 Are you applying between September and December?

No

Yes ►



Attach your Tax Assessment Notice for the **CURRENT Tax Year**.



You will need to complete a **Parent(s)/Guardian(s) details for the BASE Tax Year and CURRENT Tax Year for Dependent Youth Allowance or ABSTUDY customers** form (MOD JY). If you do not have this form, call us on **13 2317** or go to our website at **www.centrelink.gov.au**

No

Yes ►



Attach your Tax Assessment Notice for the **CURRENT Tax Year**.



You will need to complete a **Parent(s)/Guardian(s) details for the BASE Tax Year and CURRENT Tax Year for Dependent Youth Allowance or ABSTUDY customers** form (MOD JY). If you do not have this form, call us on **13 2317** or go to our website at **www.centrelink.gov.au**

PART H *continued* • **Parents/guardians OR partner details**

PARENT/GUARDIAN

PARENT/GUARDIAN'S PARTNER

64 Did you receive any income classified as:

- **fringe benefits**
- **foreign income not already included in question 62**
- **net passive business losses, or** (include losses on shares and rental properties, i.e. negative gearing)
- **maintenance?**

No

Yes ► How much did you get:

in fringe benefits?
\$

in foreign income (Aust\$)?
\$

in net passive business losses?
\$

in maintenance?
\$

No

Yes ► How much did you get:

in fringe benefits?
\$

in foreign income (Aust\$)?
\$

in net passive business losses?
\$

in maintenance?
\$

65 In the BASE Tax Year, did you 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.

No


Yes ► Amount paid
\$

No

Yes ► Amount paid
\$

66 Do you (or your partner) receive an Exceptional Circumstance Relief Payment (ECRP)?

No

Yes ►  Attach a copy of your ECRP certificate. ► Go to **Question 72**

67 Did any of the following situations apply to you (or your partner) during the BASE Tax Year?

You may tick more than one.

You had an interest in a trust, private company or unlisted public company.

You were:

- **self employed as a sole trader (except if working mainly in primary production), OR**
- **a partner in a partnership.**

You received \$A2,500 or more of income (excluding tax exempt income) from a source in Norfolk Island or outside Australia.

Do not count income from outside Australia received from a taxable pension.

You were 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. Do not count a passive investment loss recorded in your individual income or partnership tax return.

 You will need to complete and attach a **Family Spending and Savings** form (**SY003**). If you do not have this form, call us on **13 2317** or go to our website at **www.centrelink.gov.au**

68 Do you (or your partner) currently have an interest (the value of which is \$A2,500 or more) in any assets located outside Australia and its external territories?

No ► Go to **Question 71**

Yes ►  You will need to complete and attach a **Family Spending and Savings** form (**SY003**). If you do not have this form, call us on **13 2317** or go to our website at **www.centrelink.gov.au** ► Go to **Question 70**

PART H *continued* • **Parents/guardians OR partner details**

69 Do you expect to earn income?

Include income from CDEP.

No ► Go to **Question 70**

Yes ► Give estimate of fortnightly income \$ per fortnight

Is this regular or casual income? 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 Centrelink))

Number of hours worked per week hours per week

Please give employer details below

Job 1 Employer's details	Job 2 Employer's details
Name of employer <input type="text"/>	Name of employer <input type="text"/>
Australian Business Number (ABN) <input type="text"/>	Australian Business Number (ABN) <input type="text"/>
Address <input type="text"/> <input type="text"/>	Address <input type="text"/> <input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>
Phone (<input type="text"/>) <input type="text"/>	Phone (<input type="text"/>) <input type="text"/>
Job description <input type="text"/>	Job description <input type="text"/>
Your work location <input type="text"/>	Your work location <input type="text"/>
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>

If you have received income from more than 2 jobs, attach a separate sheet with details.

70 Do you or will you receive:

- a pension, benefit or allowance from Centrelink (not Family Tax Benefit), or a service pension from the Department of Veterans' Affairs, or
- some other Australian Government income support payment?

No

Yes ► Give details

Name of payment

Customer Reference Number (if known)

Date payment started (if after 1 January)

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

71 What is your estimate of the current market value of your family assets less any debts owing on them?

Do not include assets owned by the ABSTUDY customer included in Question 30 and/or Question 31.

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

Do you have farm/business assets?

No

Yes ► Current market value

\$

Include personal effects and household contents and business assets used for personal use. Include all assets outside Australia. Do NOT include your principal home.

Do you have OTHER assets?

No

Yes ► Current market value

\$

Include all assets 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.

Dependent children/student/ Australian Apprentice details

PART I

**Question 72 is to be completed by parents/guardians
OR ABSTUDY customers who have dependent children**

- 72 Do you have any dependent children in your care who are either:**
- **under 25 years of age and in full-time study or doing an Australian Apprenticeship, or**
 - **under 21 years of age and not a full-time student or an Australian Apprentice.**

No ► Go to **Question 73**

Yes ► Give the full name and date of birth of any dependent children in your care.
You may be eligible for Family Tax Benefit. Contact Centrelink for more information.

If an ABSTUDY, Assistance for Isolated Children or Youth Allowance claim has been or will be submitted for a student/Australian Apprentice, tick the 'Receiving other assistance' box.

	Family name	First name	Second name	Date of birth	Period of full-time study/Australian Apprenticeship	Receiving other assistance
1	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	/ /	/ / to / /	<input type="checkbox"/>
2	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	/ /	/ / to / /	<input type="checkbox"/>
3	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	/ /	/ / to / /	<input type="checkbox"/>
4	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	/ /	/ / to / /	<input type="checkbox"/>
5	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	/ /	/ / to / /	<input type="checkbox"/>
6	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	/ /	/ / to / /	<input type="checkbox"/>

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

Family Allowance

For information about 'Family Allowance', refer to the **Information Booklet**.

PART J**Information on this claim**

Questions 73 and 74 are to be completed by:

- **students 16 and older**
- **independent and pensioner students, or**
- **parents/guardians of students under 16, or**
- **Australian Apprentices.**

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

No

Yes ► Give details

Their name

Phone number

74 Do you allow your partner/parent/guardian or another person to make enquiries to Centrelink on your behalf regarding your entitlement to payment and services?

Note: You can change this authorisation at any time.

No

Yes ► **My partner**

Parent/Guardian or another person ►

Please give details below. This will assist Centrelink to identify the person to whom you allow information to be given.

Person's name

Their relationship to you
e.g. father, friend

Their phone number

Their date of birth

Their address

Postcode

PART K

Health Care Card

75 Do you want a Health Care Card?

For information about Health Care Cards, refer to *Health Care Cards* in the **Information Booklet**.

No ▶

Note: Full-time students receiving ABSTUDY are not **automatically** entitled to a Health Care Card, but may qualify for a Low Income Health Care Card. You may wish to consider the 'Yes' option.

▶ Go to **Question 78**

Yes ▶

We will assess your eligibility for a Health Care Card once you have been receiving ABSTUDY for 8 weeks. You do not have to provide any extra documents or answer Questions 76 or 77. If you need a Health Care Card sooner, you are still able to lodge a claim at that time.

▶ Go to **Question 78**

OR If you have an immediate need for a Health Care Card you will need to complete Questions 76 and 77 and provide the documents required.

▶ Go to **Question 76**

Note: You only have to answer Questions 76 and 77 if you have an **immediate** need for a Health Care Card.

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


Do NOT include income from self-employment.

You must advise taxable income which is the amount you earned before tax.

YOU

No

Yes ▶ Give details AND

 You must provide:

- payslips for the past 8 weeks, or
- a letter from the employer stating gross wages for the past 8 weeks, or
- payslips for the weeks you worked.

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

Employer's name

Address

Postcode

Phone number

()

Were you paid:

Weekly Fortnightly

Please write NIL for any periods you **did not** earn any income in the past 8 weeks

\$	Week 1	\$	Fortnight 1
\$	Week 2	\$	Fortnight 2
\$	Week 3	\$	Fortnight 3
\$	Week 4	\$	Fortnight 4
\$	Week 5		
\$	Week 6		
\$	Week 7		
\$	Week 8		

\$	\$
----	----


Gross amount you earned for the past 8 weeks

If more than 1 employer, attach a separate sheet with details.

YOUR PARTNER

No

Yes ▶ Give details AND

 You must provide:

- payslips for the past 8 weeks, or
- a letter from the employer stating gross wages for the past 8 weeks, or
- payslips for the weeks you worked.

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

Postcode

()

Weekly Fortnightly

\$	Week 1	\$	Fortnight 1
\$	Week 2	\$	Fortnight 2
\$	Week 3	\$	Fortnight 3
\$	Week 4	\$	Fortnight 4
\$	Week 5		
\$	Week 6		
\$	Week 7		
\$	Week 8		

\$	\$
----	----

If more than 1 employer, attach a separate sheet with details.

YOU

No
 Yes ► Give details AND



You must provide documents which show who pays the income and how much was paid in the last 8 weeks.

YOUR PARTNER

No
 Yes ► Give details AND



You must provide documents which show who pays the income and how much was paid in the last 8 weeks.

77 Did you (or your partner) receive any other income in the past 8 weeks?

This includes:

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

PART L

Tax details

Please read this before answering the question

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

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

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

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

78 Do you want tax taken out of your payment?

No
 Yes ► Enter the amount **OR** percentage of tax you want taken out per fortnight

Amount (must be in whole dollars) **OR** Percentage (%) of taxable payment

\$.00 per fortnight

% per fortnight

PART L continued • Tax details

79 Please give your tax file number

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

The authority to request this information is contained in section 44A of the *Student Assistance Act 1973*.

Some people do not need to give their number. For a full list of exemptions, refer to *Tax details* in the **Information Booklet**.

▶▶ Important

Centrelink needs your (and your partner's/parents'/guardians') tax file number before you can be paid.

**ABSTUDY customer
(Student/Australian Apprentice)**

Fill in section **A** or **B** or **C** ONLY for ABSTUDY customer

- A** Centrelink has been given my tax file number before and it may be used for this claim.
 - B** My tax file number is: _____▶
 - C** I do not have or do not know what my tax file number is.
- TFN form

ABSTUDY customer's tax file number

--	--	--	--

In-confidence (when completed)

Parent/guardian

Fill in section **A** or **B** or **C** ONLY for your parent/guardian

- A** Centrelink has been given my tax file number before and it may be used for this claim.
 - B** Parent's/guardian's tax file number is: _____▶
 - C** I do not have or do not know what my parent's/guardian's tax file number is.
- TFN form

Parent's/guardian's tax file number

--	--	--	--

In-confidence (when completed)

Parent's/guardian's partner

Fill in section **A** or **B** or **C** ONLY for your parent's/guardian's partner

- A** Centrelink has been given my tax file number before and it may be used for this claim.
 - B** Parent's/guardian's partner's tax file number is: _____▶
 - C** I do not have or do not know what my parent's/guardian's partner's tax file number is.
- TFN form

Parent's/guardian's Partner's tax file number

--	--	--	--

In-confidence (when completed)

ABSTUDY customer's partner (if you have one)

Fill in section **A** or **B** or **C** ONLY for ABSTUDY customer's partner

- A** Centrelink has been given my tax file number before and it may be used for this claim.
 - B** ABSTUDY customer's partner's tax file number is: _____▶
 - C** I do not have or do not know what my partner's tax file number is.
- TFN form

ABSTUDY customer's partner's tax file number

--	--	--	--

In-confidence (when completed)

Centrelink can help you get your (and your partner's/parent's/guardian's) tax file number from the Australian Taxation Office. Please ask Centrelink for a tax file number application for you (or your partner/parent/guardian) to complete.

Centrelink office use only

TFN Form received

Student/Apprentice/Trainee <input type="checkbox"/>	Parent/guardian <input type="checkbox"/>	Date forwarded to ATO
ABSTUDY customer's partner <input type="checkbox"/>	Parent/guardian's partner <input type="checkbox"/>	/ /

Please read and sign the declaration and use the checklists. ▶▶

PART M**Your statement****80 You, your partner and your parent/guardian if relevant, must read and sign this declaration**

It is important to read the declaration carefully before you sign it. Everyone who provides personal information on the claim must sign the declaration.

When you sign it, you are declaring that the information you have provided is true and correct. You are also agreeing to the conditions in the declaration.

If the declaration is not signed, payments will not start.

I declare that:

- the student/Australian Apprentice is of Australian Aboriginal or Torres Strait Islander descent, and
- the student/Australian Apprentice identifies as an Australian 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 have read the list of changes I must tell Centrelink about and understand that failing to advise Centrelink of the changes **within 14 days** is a serious offence.
- I have received the **Information Booklet** which includes the privacy notice.

I understand that:

- giving false or misleading information is a serious offence.
- Centrelink can make relevant enquiries to ensure I receive the correct entitlement.
- I must notify Centrelink of any changes to this information **within 14 days** of the change(s) occurring.

**Signature of
ABSTUDY customer**



Date

/ /

**Signature of
parent/guardian**



Date

/ /

**Signature of
parent/guardian's partner**



Date

/ /

**Signature of
ABSTUDY customer's partner**



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 Centrelink.

Centrelink office use only

Assessor's signature

Logon ID

Date

/ /

Document and action checklist

This checklist will help ensure that you have all the required documents when you return your claim.

If you require any additional forms referred to in this claim form, call us on **13 2317** or go to our website at www.centrelink.gov.au



Document checklist – have you provided the right document(s) with this claim?

Personal details PART A

- Question 3** – Have you provided **original documents** to prove your identity and to prove your birth or arrival in Australia if you were born outside Australia?
- Question 3** – Have you provided **other original documents** that add up to 100 points as per Proof of Identity section?
- Question 17** – If you are, or have been, living in state care or in an approved substitute care arrangement, have you provided a statement from a government agency advising of your care arrangements?

Accommodation details PART C

- Question 23** – If you pay rent for your accommodation, have you completed and attached a **Rent Certificate** form (**SU523**) OR have you attached your latest lease or tenancy agreement?
- Question 27** – If ABSTUDY is paying your residential costs, have you attached the dates you will be living in residence?

Income and Assets details PART D

- Question 32** – If you have income or assets not mentioned in this claim – have you completed and attached an **Additional Income and Assets** form (**Mod iA**)?

Study/Australian Apprenticeship details PART E

- Question 35** – Have you attached proof of your enrolment?
- Question 36** – If you are or will be studying by distance education or correspondence, have you attached proof of full-time study?
- Question 38** – If you are doing a course through flexible learning or study at your own pace enrolment, have you attached proof of full-time study?
- Question 39** – If you are not sure if you are studying full-time or part-time, have you attached a list of your subjects?

Away from home details PART F

- Question 48** – Have you attached documentation to support your claim for the away from home rate?

Student/Australian Apprentice circumstances PART G

- Question 50** – If you would like the School Fees Allowance paid to you, have you attached proof of payment (your receipt)?
- Question 53** – Have you attached documentation to support your claim for independent status?

Parent's/guardian's details PART H

- Question 62** – Have you attached your parent/guardian and parent/guardian's partner's (if applicable) for the previous financial (BASE Tax) Year?
- Question 63** – Have you attached your parent/guardian and parent/guardian's partner's (if applicable) Tax Assessment Notice for the current financial (CURRENT Tax) Year?
- Question 66** – If your parent(s)/guardian(s) receive ECRP, have you attached a copy of their ECRP certificate?
- Question 67** – If the situations listed apply to your parent(s)/guardian(s), have you attach a **Family Spending and Savings** form (**SY003**)?
- Question 68** – If your parent(s)/guardian(s) have an interest in any assets located outside Australia and its external territories, have you attached a **Family Spending and Savings** form (**SY003**)?

Health Care Card PART K

- Question 76** – If you, your partner or parent(s)/guardian(s) are applying for a Health Care Card, have you provided evidence of the income you (and your partner) or your parent(s)/guardian(s) received over the last 8 weeks?
- Question 77** – Have you provided evidence of any other income you (and your partner) or your parent(s)/guardian(s) received over the last 8 weeks?



Action checklist – have you read the **Information Booklet** and filled in the claim properly?

- Did you and/or your parent(s)/guardian(s) or partner read the Changes you must tell Centrelink about in the **Information Booklet**.
- Did you and your parent(s)/guardian(s) or partner give tax file numbers at Question 79?
- Did you and your parent(s)/guardian(s) or partner sign the Statement at Question 80?