

**centrelink**

### When to use this form



Use this form if you are a student, educational institution or third party and you wish to claim Fares Allowance for an eligible student receiving ABSTUDY or ABSTUDY Pensioner Education Supplement. ABSTUDY Fares Allowance helps with the cost of approved travel. If you are claiming Fares Allowance, you must be the person who has incurred the costs of travel and associated expenses.

### Important information

Claims must be lodged before **1 April** following the relevant year of study or within 12 months after the date of travel. Be sure to provide all supporting evidence or receipts.

### Online account



#### Completing this form online is faster and easier.

Many of our customers find it easier to update their details using their Centrelink online account or Express Plus Centrelink mobile app.

You need a myGov account to link and use your Centrelink online account or Express Plus Centrelink mobile app. If you do not have a myGov account, go to **my.gov.au** and create one.

For help, go to **servicesaustralia.gov.au/onlineguides**

### Eligibility for Fares Allowance

You can get ABSTUDY Fares Allowance if:

- you are receiving ABSTUDY or ABSTUDY Pensioner Education Supplement, and you are either:
  - an intending student needing to undertake a testing or assessment activity/interview
  - a secondary student
  - a tertiary student
  - a master's or doctorate student who does not get Relocation Allowance
- the travelling time and/or distance between your permanent home and the term address or the examination address can be considered to be unreasonable.

Fares Allowance may not cover the entire cost of your travel. We work out reasonable costs when you claim. When we work out the most reasonable travel we consider the following things:

- cost – what was the cheapest option available at the time
- duration – how long you travelled, and the most direct route for the approved travel
- services – what transport options you had
- your personal circumstances.

Fares Allowance may also pay for additional travel costs during your trip, such as:

- transport terminal transfers
- excess baggage
- overnight accommodation and meals.

Fares Allowance for additional expenses does not cover:

- mini-bar charges
- extra cleaning expenses
- room damage, additional meals.

## For more information

Go to [servicesaustralia.gov.au/abstudyfaresallowance](https://servicesaustralia.gov.au/abstudyfaresallowance) or visit one of our service centres.

Call us on **1800 132 317**.



### Information in your language

To speak to us in your language, call **131 202**.

Call charges may apply.



### Hearing and speech assistance

If you have a hearing or speech impairment, you can use:

- the National Relay Service **1800 555 660**, or
- our TTY service on **1800 810 586**. You need a TTY phone to use this service.

For more information about help with communication, go to [servicesaustralia.gov.au](https://servicesaustralia.gov.au) and search 'other support and advice'.

## Definitions

**Publicly available transport** – is defined as air, train, tram, bus or ferry passenger transport services that are usually run to a timetable.

**Living necessities** – are household goods that are essential to living at your study accommodation (such as kitchenware and bedding).

**Study necessities** – are items essential to undertaking your study (such as a musical instrument when studying a music course).

**Private transport** – is the type of transport used that may be owned by the student, parents/guardians or family members.

**Non-student travellers** – may include parents/guardians, Education representative or supervisor, family members, dependants.

### Types of approved travel

Qualifying students may undertake the following types of travel.

Secondary students – start of year and end of year travel, school vacation travel, compassionate travel, orientation travel and special purpose visit travel.

Tertiary – start and end of studies travel, graduation travel, examination travel, orientation travel, mid year travel, compassionate travel, Away From Base activities travel, and Master and doctorate relocation travel.

### Away From Base activities

Residential schools – for students studying via distance education to attend face to face lectures, tutorials and facilities on campus or secondary VET students in remote locations to undertake accredited studies on campus.

Tertiary placements – a mandatory course component for students to do practical training in a work environment as part of their course.

Field trips – for travel by a tertiary student to attend a field trip to provide practical activities or experiences.

Testing and assessments activity – travel for a tertiary student to attend an education providers interview, test or similar to determine academic suitability.

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### Filling in this form

You can fill this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and sign it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this  **Go to 1** skip to the question number shown.

**1** Are you providing details for, or as, an Australian Apprentice?

No  **Go to next question**


Yes   **You are not eligible** for Fares Allowance.

For more information, go to [servicesaustralia.gov.au/apprenticeship](http://servicesaustralia.gov.au/apprenticeship) or call us on **1800 132 317**.

**2** Is your travel request for

pre-paid travel   For pre-paid travel call us on **1800 132 317** at least 7 days before your travel.

reimbursement

 If you are an educational institution or third party organisation, you will need to supply an **ABSTUDY reimbursement authorisation form** with this claim.

If you do not have this form, go to [servicesaustralia.gov.au](http://servicesaustralia.gov.au) and search for 'ABSTUDY Fares Allowance', then 'How to claim a reimbursement'.

▶ **Go to next question**

### 3 Student's details

Customer Reference Number (if known)

Student's name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

Permanent address

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Postcode

Address while living away from home to study

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Postcode

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

Rules of eligibility for interstate travel vary according to the type and level of study being undertaken by the student.

Are you providing details to claim Fares Allowance as a:

**Tick one only**

**Student**  **Go to 7**

incurring expenses for your own travel

**Parent/Guardian or third party**  **Go to next question**

person incurring expenses for your own and/or student travel

**Education institution or third party organisation**  **Go to 6**

incurring expenses for a student or third party travel



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**13** Was any assistance provided by an employer or education institution for the costs of travel, meals and/or accommodation?

For more information, go to [servicesaustralia.gov.au/abstudyfaresallowance](http://servicesaustralia.gov.au/abstudyfaresallowance) or call us on **1800 132 317**.

No  Go to next question

Yes  Assistance provided:

Paid study leave

Travel

Meals

Accommodation

Give details below


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

**14** What type of travel activity did you do?

For more information, go to [servicesaustralia.gov.au/abstudyfaresallowance](http://servicesaustralia.gov.au/abstudyfaresallowance)

Assistance provided	Tick all that apply
Start of year/end of year travel	<input type="checkbox"/>
School vacation travel	<input type="checkbox"/>
Compassionate travel *	<input type="checkbox"/>
Orientation travel *	<input type="checkbox"/>
Special purpose visit travel *	<input type="checkbox"/>
Graduation travel	<input type="checkbox"/>
Examination travel	<input type="checkbox"/>
Away From Base activities travel **	
Residential block	<input type="checkbox"/>
Placement	<input type="checkbox"/>
Field trip	<input type="checkbox"/>
Testing and assessment	<input type="checkbox"/>
Master and doctorate relocation travel	<input type="checkbox"/>

\*  Provide evidence for this type of travel.

\*\*  Provide proof of attendance and completion of the Away From Base activity.

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

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

A parent/guardian may choose to receive payments if the student is younger than 18 years.

If you are a secondary school student, and are either 16 or 17 years old and dependent on your parent(s), your parent(s) can nominate either their account or your account.

Which account would you like the payments to be made to?

The account must be in your name, student's name or third party's name. A joint account is acceptable.

Payments cannot be made into an account used exclusively for funding from the National Disability Insurance Scheme.

**Tick one only**

Parent or guardian account

Student account

Third party account

Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

## Checklist

### 16 Which of the following documents are you providing with this form?

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

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

Evidence of all costs associated with this travel  
(if you answered Yes at **question 7**)

Receipts tickets, docketts, ticket stubs or other evidence  
of travel  
(if you answered Yes at **question 10** and/or **11**)

Evidence of compassionate, orientation or special  
purpose visit travel details  
(if required at **question 14**)

Away Form Base activity attendance confirmation  
(if required at **question 14**)

## Privacy notice

### 17 You need to read this

#### Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to [servicesaustralia.gov.au/privacypolicy](http://servicesaustralia.gov.au/privacypolicy)

## Claimant's declaration

### 18 I declare that:

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

#### I understand that:

- Services Australia may collect my personal information from third parties, including other government agencies, to ensure payment accuracy.
- giving false or misleading information is a serious offence.

**The claim must be dated and lodged after travel has started.**

I have read, understood and agree to the above.

Date (DD MM YYYY) (you **must** date this declaration)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Claimant's signature

(**only** required if returning by fax, post or in person)


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## Returning this form

Return this form and any supporting documents:

- **online** using your Centrelink online account. For more information, go to [servicesaustralia.gov.au/centrelinkuploaddocs](http://servicesaustralia.gov.au/centrelinkuploaddocs)
- by fax **1300 786 102**
- by post to  
Services Australia  
Student Services  
PO Box 7804  
CANBERRA BC ACT 2610
- in person at one of our service centres.