

centrelink

Important information



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

When to use this form

Use this form to claim ABSTUDY. This form is for Aboriginal and Torres Strait Islander Australian 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
- 15 or younger and boarding away from home, or
- a secondary student living at home, attending a non government school.

Who should complete this form

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

Do **not** use this form if you are:

- a pensioner student
- a part-time student and only claiming the Incidentals Allowance
- applying for a student who is 15 or younger and living at home to attend school
- applying for a school student who is 15 or younger from a remote area and boarding away from home to study. You will need to complete the **Claim for ABSTUDY Remote Areas (SY092)** form instead.
- applying for assistance only to attend a selection test or interview (for tertiary study).

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

Online account



Only Australian Apprentices and tertiary students claiming Living Allowance and/or Incidentals Allowance can submit an online claim.

Access your Centrelink online account through myGov and select:

- **Payments and claims**
- then **Claims**
- then **Make a claim**.

If you do not have a myGov account, you can create one at **my.gov.au** and then link Centrelink to it.

What else you may need to provide

You may need to provide identity documents. For a list of acceptable documents, go to **servicesaustralia.gov.au/identity**

Part-time students and/or Testing and Assessment

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

Keep these Notes (pages 1 to 19) for your information.

For more information

Go to servicesaustralia.gov.au/abstudy

Call us on **1800 132 317**.



Information in your language

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

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



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 and search 'other support and advice'.

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Closing Dates for ABSTUDY claims

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

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

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

Payments and allowances

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
- 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 customers younger than 22
- Additional Assistance
- Additional Incidentals Allowance.

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

- Incidentals Allowance
- Fares Allowance
- Lawful Custody Allowance
- Away from Base assistance
- Mobility Allowance.

The following allowances are for full-time Australian Apprentices:

- Living Allowance
- Rent Assistance, Remote Area Allowance, Pharmaceutical Allowance
- Incidentals Allowance
- Lawful Custody Allowance
- Mobility Allowance
- Youth Disability Supplement for customers younger than 22.

Relocation Scholarship

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

To qualify for this payment you must be:

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

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

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

Example: Ian lives in Sydney and will be doing full-time study at the University of New South Wales in February 2020. He moved to Sydney from Lismore where he had been living for 9 months, to be closer to the university. As his address 6 months before starting the course was 1 Parkes Street, Lismore NSW 2300, he provides this address when asked in his ABSTUDY claim about where he lived at that time.

This scholarship is not payable if you:

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

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

Student Start-up Loan

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

It is a voluntary income contingent loan which allows students to apply for help with the costs of study. You can get the loan up to 2 times a year, once in each loan period.

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

For more information, the current loan amount and how to apply for a Student Start-up Loan, go to servicesaustralia.gov.au/startuploan

Other ABSTUDY claims

If you are:

- a school student who is 15 or younger and living at home during the year of study, use the **Claim for ABSTUDY Schooling A (SY018)** form
- a pensioner student, use the **ABSTUDY Pensioner Education Supplement (SY020)** form
- doing a selection test/interview, use the **Claim for ABSTUDY Allowances and Part-time Award (SY021)** form
- a part-time student and claim for Incidentals Allowance, use the **Claim for ABSTUDY Allowances and Part-time Award (SY021)** form
- a student in prison or on remand, use the **Claim for ABSTUDY Student or Australian Apprentice in lawful custody (SY022)** form
- a school student who is 15 or younger from a remote area and boarding away from home to study, use the **Claim for ABSTUDY Remote Areas (SY092)** form.

Personal details

Aboriginality (Question 3)

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

Australian citizenship (Question 4)

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

Proof of Australian citizenship must be provided. We can accept:

- a certificate of Australian citizenship
 - an Australian birth certificate
 - an Australian passport, or
 - other government documents that contain details of the student/Australian Apprentice.
-

Younger than 22 and have a disability (Question 15)

Youth Disability Supplement is payable to Disability Support Pension customers younger than 21, or Youth Allowance customers (younger than 22) and ABSTUDY customers (younger than 22) with a partial capacity to work.

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

Generally, students who are receiving training assistance for formal study, including assistance from an employer, are not eligible for ABSTUDY. Training assistance from an employer includes paid study leave or the payment of all travel, meals and accommodation costs. If your employer gets an Australian Government or state or territory government wage subsidy on your behalf, you cannot get ABSTUDY.

The exceptions are:

- Australian Apprentices who receive training assistance for formal study or are assisted through an Australian Government or state or territory government wage subsidy through an employer, for example, Priority Wage Subsidy (PWS)
- people doing a training program placement
- employees of organisations that are registered by **Australian Charities and Not-for-profit Commission (ACNC)** and/or the Office of the Registrar of Indigenous Corporations (ORIC):
- scholarships, cadetships or similar assistance received from an employer (this does not include government employees receiving scholarships from their agency to study).

If you are employed, you need to ask your employer if they are registered by ACNC and/or ORIC for that exception to apply to you otherwise, you might not be eligible for ABSTUDY.

ABSTUDY cannot be paid if the same assistance is provided by your employer.

Examples of training assistance and wage subsidies include:

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

If you receive other government assistance, for example, Youth Allowance or JobSeeker Payment, and:

- you are studying part-time, you can receive ABSTUDY part-time entitlements
- the study you are doing makes up part or all of your mutual obligation requirements and is a compulsory activity in your Job Plan, you will not be eligible for ABSTUDY assistance.

Mutual obligation requirements means an Activity Test or participation requirement under the *Social Security Act 1991*.

Continued

If you receive ABSTUDY as an Australian Apprentice, you are not able to be paid the Living Away From Home Allowance (LAFHA) which may be available through your Australian Apprenticeship Centre. The amount of ABSTUDY you can receive may be more or less than the amount you may be eligible for under the LAFHA. You can find out more about LAFHA at your Australian Apprenticeship Centre or go to australianapprenticeships.gov.au

You should compare entitlements under the different schemes so you can choose the one that will assist you best. It is important to consider all options as you cannot receive more than one of these payments at any one time.

Accommodation

Rent Assistance (Question 30)

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

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

You must be:

- a tertiary student or a student doing approved studies of at least 30 weeks duration at a university, or attending a university preparation course
- 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, and you will get a reduced Living Allowance for the periods you are living in residence or a lesser amount may apply due to the income tests.

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

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

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

Provide the following documents

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

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

Health Care Card

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

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

For more information about a Low Income Health Card, go to servicesaustralia.gov.au/lic

ABSTUDY customer circumstances

Receiving a payment (Question 50)

If you are studying a full-time course which is less than 12 months, you can remain on JobSeeker Payment, 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 best.

If transferring to ABSTUDY, a student's JobSeeker Payment, Youth Allowance or Austudy may be continued for the first 21 days after the start 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.

Personal income and assets tests

Income (Questions 51–54, 60)

The Personal Income Test

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

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

Income includes:

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

Continued

- certain other scholarships*
- health insurance benefits
- pay and allowances received by Defence Force reservists (Army, Navy and Air Force) other than pay and allowances in respect of full-time continuous service
- maintenance (including child support) you pay, or
- deductions allowed by the Australian Taxation Office.

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

* 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 to the scholarship recipient or to a third party (for example, an education institution) in respect of a student.	Treated as income. Except for Australian Government Learning Scholarships.
Scholarship that waives or reduces fees.	Not treated as income.

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

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

Assets (Questions 56–60)

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

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

For more information about assets, refer to 'Assets test' on Notes—page **16** of the **Notes**.

Study details

Proof of enrolment (Question 66)

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

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

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

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

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

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

Selection test/interview

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

School Fees Allowance (Question 70)

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

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

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

Commonwealth scholarships (Question 71)

Commonwealth scholarships are paid by universities to help qualifying students with education costs and with accommodation costs for students who have to move away from home to study.

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

Study load concessions (Question 72)

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

- You have a substantial physical, intellectual or psychiatric disability and you are studying at least $\frac{1}{4}$ (25%) of the normal full-time study load for your course. If you do not receive a Disability Support Pension, Invalidity Service Pension or Invalidity Income Support Supplement, include a certificate from a specialist describing your situation.
- You are a single parent, carer or disability pensioner and you are studying at least $\frac{1}{4}$ (25%) of the normal full-time study load for your course. You must be receiving one of the following pensions to be eligible:
 - a Parenting Payment (Single), Disability Support Pension or Carer Payment
 - a Department of Veterans' Affairs Carer Service Pension, Invalidity Service Pension, Invalidity Income Support Supplement, or
 - you have a dependent child younger than 16 and you receive the Age Pension, Defence Widow(er) or War Widow(er) Pension.
- You are studying at least $\frac{2}{3}$ (66.7%) of the normal full-time study load and can show that you have:
 - no choice because of your course requirements, or
 - been told in writing by the academic registrar (or equivalent officer) of your institution that you must take a lighter study load (provide a copy of the letter with your form), or
 - been recommended to take a lighter study load for specified academic or vocational reasons (provide a copy of the letter of advice with your form). This concession only applies for a maximum of 6 months. Your study load for the balance of the year must be at least $\frac{3}{4}$ (75%) of the normal full-time study load.

Continued

- You are studying a bridging course or a supplementary program together with an associated course, such as a degree course, because of your study needs. The 2 associated courses must together make up a study load of at least $\frac{3}{4}$ (75%). This concession also applies if you are studying less than an equivalent full-time student load as an Australian Government supported student in a course which leads into a degree course and you are classified by your institution as full-time. Provide us with a letter from your institution confirming your study program requirements.
- You are ill or injured and you are unable to maintain a full-time study load in a tertiary or TAFE course. This initially applies for an 8 week period but may be extended in some circumstances. Contact us to find out what documentation is required to verify this.

Full-time study (Question 72)

The table below defines a full-time study load:

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

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

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

External students are strongly advised to check with us that:

- your annual study load is full-time and complies with the ABSTUDY/Australian Apprenticeship study load rules
- enough progress is being made throughout the year so you keep up with 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 if you are a full-time student under the ABSTUDY definition, or you are a part-time student, provide a list of your subjects. You cannot include tutorial assistance sessions funded by the Department of the Prime Minister and Cabinet or Indigenous Tutorial Assistance Scheme (ITAS).

Your study details will be checked with your institution.

If you change the course or subjects you will be studying, contact us with your new details. Any change could affect your status as a full-time student and cause a debt, which will need to be paid back.

Limits on assistance (Question 73)

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

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

Reasonable time to complete course (Question 74)

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

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

If an institution requires students to finish a degree first as an alternative entry requirement, they can add up to 2 extra years to the reasonable time rules for degree study.

We do not consider the student's first degree course when calculating reasonable time if it is a mandatory prerequisite for another degree course.

Away from home details

(Question 81)

- **Living away from home**

Living away from home to study or to work in a full-time Australian Apprenticeship means you are staying somewhere other than where you would normally live. Living away from home can mean that you are boarding in another person's home, boarding at a hostel or residential college, living alone or sharing a house, flat or caravan with friends or other students. Secondary students would not normally be eligible for the away from home rate if their home is within reasonable travelling time or distance of a state school in which the student can enrol. Secondary students must be approved for one of the away from home reasons listed in Question 81. (This does not apply to students studying in block release courses/residential schools.)

- **Approval of Fares Allowance**

There are restrictions on the payment of Fares Allowance for students living away from home. For example, 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
- interstate travel is more cost effective than travelling within your own state or territory, or
- there are no boarding places in your home state or territory.

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

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

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

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

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

Fares Allowance is not available to Australian Apprentices.

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Away from home rate

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

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

For more information about the away from home criteria, go to servicesaustralia.gov.au/abstudy

Travelling distance rules (Question 81)

A secondary school student meets the travel distance rules if the shortest practical route between their permanent home and the nearest state school they can enrol in is:

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

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

We may ask you to provide the distances to a school transport service and/or nearest state school along with evidence.

Independence (ABSTUDY)

You are considered independent if:

- you are 22 or older, or
- you have been in some form of workforce participation for periods totalling at least 156 weeks during the previous 208 weeks, or
- you have supported yourself in full-time paid employment by working an average of 30 hours a week for 18 months in a 2 year period in one or more jobs, or
- you have previously been paid as independent for Youth Allowance or ABSTUDY because:
 - you have worked to support yourself in part-time paid employment of at least 15 hours per week for at least 2 years since you last left secondary school, or
 - you have worked to support yourself in paid employment, earning at least 75% of the maximum Wage Level A of the National Training Wage Schedule within a 14 month period since leaving secondary school (it must be at least 14 months since you last left secondary school), or
- you are, or have been married or in a registered relationship, or
- you are in a de facto relationship
- you have, or have had, a dependent child

Continued

- you are an orphan
- it is unreasonable for you to live at home due to:
 - extreme family breakdown
 - there is a serious risk if you continue to live in the parental home
 - you are consistently deprived of basic necessities such as food, water, clothing, power, shelter or sleep
 - your health and well being are seriously threatened by drug or alcohol abuse, criminal or illegal activities
 - there is violence in the home, or
 - your parent(s)/guardian(s) are unable to provide a suitable home because they lack stable accommodation, and
 - you are of school leaving age in your state or territory or at least 16
- 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
- you have been in lawful custody
- you have returned to live in a traditional community after having been adopted or fostered by a non-indigenous family
- you are 15 or older and have adult status in a traditional community, or
- you have the care of another person’s child.

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

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

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

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

Example: Chris completed Year 12 at the end of November 2018. Her family home is in Bunbury, WA, an area considered to be inner regional. Chris took a gap year after secondary school and worked in part-time and casual jobs and by the end of 2019 she had earned more than \$25,000. In February 2020, Chris moved to Perth to study full-time at Edith Cowan University. Her parents earned \$110,000 in the BASE tax year. Chris is independent from February 2020, 14 months after leaving school, because she meets each of the requirements above.

For more information on claiming ABSTUDY independence, go to servicesaustralia.gov.au/abstudy or call us on **1800 132 317**.

Parent/guardian/ partner details

(Questions 127 to 137)

Parental Income Test

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

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

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

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

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

The BASE tax year

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

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

A CURRENT tax year assessment

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

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

We will reassess your entitlement if estimates provided vary from the final actual amounts. You will need to pay back the amount overpaid if there is a debt calculated. 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)
2021	2019–20	2020–21
2022	2020–21	2021–22
2023	2021–22	2022–23
2024	2022–23	2023–24

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

Reportable fringe benefits

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

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

Examples of reportable fringe benefits provided by employers:

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

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

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

Exempt fringe benefits

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

Other reportable fringe benefits

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

Net investment losses

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

Reportable superannuation contributions

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

If your parent's/guardian's are affected they must provide their payment summary or personal income tax return that shows the contribution.

Tax free pensions and benefits

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

Maintenance income (including child support)

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

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

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

Continued

The Maintenance Income Test

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

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

Farm Household Allowance

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

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

For more information about FHA, go to servicesaustralia.gov.au/rural or call us on **132 316**.

While a parent/guardian of a dependent ABSTUDY customer is in receipt of FHA, the Parental Income Test is not applicable.

Other dependent children

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

Other dependent children includes children in your parent(s)/guardian(s) care if:

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

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

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

Rent Assistance

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

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

Assets test

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

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

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

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

Your assets could include:

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

Assets do not include:

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

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

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

Tax details

Tax file number exemptions (Questions 156, 160 and 164)

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

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

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

How to get a tax file number (Questions 156, 160 and 164)

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

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

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

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

Definitions

Having a partner

We consider you to have a partner and be a member of a couple if you are either:

- married
- in a registered relationship. This is when your relationship is registered under a law of a state or territory.
- in a de facto relationship. This is when you and your partner are in a marriage like relationship but you are not married or in a registered relationship.

We may still consider you a member of a couple if you are not actually living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to servicesaustralia.gov.au/moc

Hostel

To receive ABSTUDY payments when residing in a hostel as a Secondary student, the Hostel must be a signatory to the ABSTUDY Standard Hostel Agreement or is listed as a member of the Aboriginal Hostels Limited (AHL) institutions. More information can be found at ahl.gov.au or call the ABSTUDY line on **1800 132 317**.

Private boarding

Private boarding is a homestay arrangement that accommodates less than 5 students (excluding the providers own children). If 5 or more students do, or will live on site, the accommodation will be considered a hostel for the purposes of secondary students ABSTUDY payments. It is then required to join the ABSTUDY Standard Hostel Agreement.

Changes you must tell us about

When to contact us

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

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

All changes in circumstances you must tell us about can be found at servicesaustralia.gov.au/notifychanges

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

Other payments, concessions and help

If you receive a payment, there are other payments, concessions and help you may be eligible for. For more information, go to servicesaustralia.gov.au/servicefinder

Centrepay

Centrepay is a voluntary bill-paying service which is free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment to pay bills and expenses like rent, gas, electricity, water, phone and other household costs. You can start or change a deduction at any time. The quickest way to do this is through your Centrelink account online.

For more information, go to servicesaustralia.gov.au/centrepay

Community Engagement Officers	<p>These officers can help you:</p> <ul style="list-style-type: none">• manage your income support and other business with us• link with government and community services for assistance and other support. <p>They provide Centrelink services in locations like mental health facilities, general crisis or support services, specialist accommodation services, youth services, drug and alcohol services, family and domestic violence services, and organised meeting places.</p> <p>For more information, go to servicesaustralia.gov.au/communityofficer</p> <hr/>
Deductions of child support payments	<p>All child support payers, who do not have the child in care for at least 14% of the time, will have to pay child support. There is a minimum amount of child support payments that can be deducted from your income support payment.</p> <p>If the child support payer owes child support or has children from 3 or more previous relationships then up to 3 times the minimum rate can be deducted per fortnight from income support payments, including recipients of Youth Allowance (including Youth Allowance paid to parent(s)/guardian(s) of a Youth Allowee younger than 18).</p> <p>To alter or cancel a deduction, call us on 131 272.</p> <hr/>
Health Care Card	<p>A Health Care Card provides you access to pharmaceutical medications listed under the Pharmaceutical Benefits Scheme (PBS) at a reduced cost. You may also receive other concessions provided by state and territory governments.</p> <hr/>
Indigenous Services Officers	<p>These officers are located in some of our service centres. We also have interpreters who speak Aboriginal or Torres Strait Islander languages and teams who visit and help remote communities.</p> <hr/>
Remote Area Allowance	<p>Remote Area Allowance is an additional payment for customers living 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.</p> <p>For more information, go to servicesaustralia.gov.au/remoteallowance</p> <hr/>
Rent Assistance (ABSTUDY or Youth Allowance)	<p>Rent Assistance is an additional payment for customers who rent their 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.</p> <p>For more information, go to servicesaustralia.gov.au/rentassistance</p> <hr/>
Rent Deduction Scheme	<p>The Rent Deduction Scheme allows customers in public housing to have their housing payments (such as rent, loan repayments and arrears) deducted from their income support payment and sent directly to the Housing Authority in their state or territory.</p> <p>For more information, go to servicesaustralia.gov.au/rentdeduction</p> <hr/>
Social Workers	<p>We have professional social workers in our service centres and smart centres throughout Australia. Social workers can offer you personal counselling and support in difficult times, such as domestic and family violence, severe financial hardship, homelessness, loss and bereavement. They can refer you to other services and programs like housing, health, emergency relief, legal and/or counselling services and support groups.</p>

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To be completed by the person claiming ABSTUDY

Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, and some browsers, or you can print 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 a student?

No Go to next question

Yes Go to 3

2 Are you a full-time Australian Apprentice?

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

Yes Give details below

Type of employment: Australian Apprenticeship
Traineeship

Date your Australian Apprenticeship or traineeship started

(DD MM YYYY)

Expected end date of your apprenticeship or traineeship

(DD MM YYYY)

3 Read this before answering the following question.

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

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

Are you an Australian Aboriginal or Torres Strait Islander person?


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

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

Yes – Aboriginal Go to next question

Yes – Torres Strait Islander Go to next question

4 Are you an Australian citizen?

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

Yes Country of birth

Date of citizenship (if not born in Australia)?

(DD MM YYYY)

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

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

▶ Go to next question

5 Your Customer Reference Number (if known)

6 Your name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

7 Your date of birth (DD MM YYYY)

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

If you are a student 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 (SY018)** form.

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

▶ Go to next question



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

Include:

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

No **Go to next question**

Yes **Give details below**

1 Other name

Type of name (for example, name at birth)

2 Other name

Type of name (for example, name before marriage)

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

9 Your gender

Male

Female

Non-binary

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

Postcode

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

Postcode

12 Read this before answering the following question.

Providing a mobile phone number or an email address means you may receive SMS or emails from us. To read the terms and conditions, go to servicesaustralia.gov.au/em

Your contact details

Home phone number
(including area code)

Mobile phone number

Semester/term
phone number
(including area code)

Work phone number
(including area code)

Alternative phone
number (including
area code)

Email

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

No **Go to 15**

Yes



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

Go to next question

14 Do your carers receive a Foster Care Allowance?

No

Yes

15 Read this before answering the following questions.

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

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

No **Go to 17**

Yes **Go to next question**

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

No **Go to next question**

Yes



Provide evidence (for example, a medical certificate).

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

No Go to next question

Yes Give details below

Tick one only

a cadetship/scholarship

Veterans' Children Education Scheme

Youth Allowance/ Austudy

JobSeeker Payment

Living Away from Home Allowance for an Australian Apprenticeship

any other assistance Give details below

Name of payment

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

No Go to next question

Yes Give details below

Tick all that apply

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

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

Australian or state/territory government wage subsidy Give details below

Cadetship or bursary Give details below

any other assistance Give details below

Name of payment or type of employer assistance

Employer's name (if applicable)

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

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

For more information about relationship status, refer to 'Definitions – Having a partner' in the **Notes**.

If you have ever been separated from your current partner, give the date that you most recently got back together (reconciled) with your partner.

This will update your Centrelink record only. Contact Medicare and/or Child Support to update your record if you have one.

Married

Date married or last reconciled with your partner (DD MM YYYY)

Go to 21

Registered relationship

Date registered or last reconciled with your partner (DD MM YYYY) (your relationship is registered under Australian state or territory law)

Go to 21

De facto

Date you started your relationship (your relationship is similar to a married couple but you are not married or in a registered relationship) or last reconciled with your partner (DD MM YYYY)

Go to 21

Separated

Date of last separation (previously in a marriage, registered or de facto relationship) (DD MM YYYY)

Go to 20

Divorced

Date of divorce (DD MM YYYY)

Go to 20

Widowed

Date of partner's death (previously in a marriage, registered or de facto relationship) (DD MM YYYY)

Go to 21

Never married or lived with a partner

Go to 21

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

No

Yes

21 Do you have a dependent child in your care?

No Go to 23

Yes Go to next question

22 Date child came into your care

 (DD MM YYYY)

Your living arrangements

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

No ► *Go to next question*

Yes ► **Go to 26**

- 24** Do you share your accommodation with anyone other than an immediate family member?

Immediate family members are parents (including step-parent and legal guardian), sibling, step-sibling, child (including adopted, step child or foster child), grandparent or grandchild.

No ► **Go to 26**

Yes ► *Go to next question*

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

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

The answers to these questions will help us decide if further supporting documentation is needed from you. If you are making a claim, you must return any supporting documents at the same time you lodge your claim form.

Give details of each person who shares your accommodation.

Include anyone who:

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

Do not include immediate family members.

Person 1

Full name

Age When did you start sharing with this person (DD MM YYYY)?

What is your relationship to this person?

- A** Have you and this person shared accommodation at another address?

No

Yes

- B** Do you and this person share the parenting/guardianship of any children?

No

Yes

Person 1

- C** Have you and this person ever had any joint financial commitments (for example, joint bank account, mortgage or other loans)?

No

Yes

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

No

Yes

- E** Have you and this person previously lived together as a couple (for example, married, partnered, de facto or in a registered relationship)?

No ► **Go to F**

Yes ►

 **Both you and your ex-partner** each need to complete and return a separate **Relationship details – Separated under one roof (SS293)** form.


If you do not have this form, go to servicessaustralia.gov.au/forms

► **Go to G**

- F** Did you answer 'Yes' at B, C or D, for this person?

No ► **Go to H**

Yes ►

 **Both you and the other person** each need to complete and return a separate **Relationship details (SS284)** form.

If you do not have this form, go to servicessaustralia.gov.au/forms

► **Go to G**

- G** Are you concerned about your safety if forms are issued to this person?

No ► **Go to H**

Yes ►

If you have been advised to provide a **Relationship Details – Separated under one roof (SS293)** form or a **Relationship Details (SS284)** form then only you need to complete the form. You do not need to request your ex-partner or the other person to complete the form.

► **Go to H**

- H** Is there another person who shares your accommodation?

No ► **Go to 26 on page 6**

Yes ► Give details of **Person 2**

Person 2

Full name

Age When did you start sharing with this person (DD MM YYYY)?

What is your relationship to this person?

A Have you and this person shared accommodation at another address?

No

Yes

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

No

Yes

C Have you and this person ever had any joint financial commitments (for example, joint bank account, mortgage or other loans)?

No

Yes

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


No

Yes

E Have you and this person previously lived together as a couple (for example, married, partnered, de facto or in a registered relationship)?

No **Go to F**


Yes

 **Both you and your ex-partner** each need to complete and return a separate **Relationship details – Separated under one roof (SS293)** form.
If you do not have this form, go to servicesaustralia.gov.au/forms
▶ **Go to G**

F Did you answer 'Yes' at B, C or D, for this person?

No **Go to H**

Yes

 **Both you and the other person** each need to complete and return a separate **Relationship details (SS284)** form.
If you do not have this form, go to servicesaustralia.gov.au/forms
▶ **Go to G**

Person 2

G Are you concerned about your safety if forms are issued to this person?

No **Go to H**

Yes


If you have been advised to provide a **Relationship Details – Separated under one roof (SS293)** form or a **Relationship Details (SS284)** form then only you need to complete the form. You do not need to request your ex-partner or the other person to complete the form.

▶ **Go to H**

H Is there another person who shares your accommodation?

No **Go to next question**

Yes

 Provide a separate sheet with full details of each additional person.

▶ **Go to next question**

Payment details

26 Read this before answering the following questions.

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

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

Where do you want your payment made?

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

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

The account of my parent(s)/guardian(s) Your parent(s)/guardian(s) will be asked to provide account details at question 125.
▶ Go to 28

Payments are to go into my account

The account must be in your name. A joint account is acceptable. Payments cannot be made into an account used exclusively for funding from the National Disability Insurance Scheme (NDIS).

Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

27 Name of payment (for example, Family Tax Benefit)

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

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

▶ Go to 64

none of the above Go to next question

Accommodation details

The answers to these questions are used to work out your rate of payment and eligibility for rent assistance.

29 Have you (and/or your partner) sold your former home within the last 24 months and intend to buy or build a new family home?

No Go to next question

Yes Give details below

What was the date of settlement?

(DD MM YYYY)

What was the amount you received after any mortgage and costs were taken out of the sale price?

\$

Provide documents to verify the details of the sale (for example, settlement statement). Copies are acceptable.

What is the total amount you (and/or your partner) intend to use to buy or build your new family home (cannot exceed the amount of the sale proceeds)?

\$

If you are a member of a couple, what share of the intended amount do you and your partner each have invested?

You Your partner

Expected date of purchase or completion of your new family home

(DD MM YYYY)

30 What type of accommodation best describes where you (and your partner) live?

You are single, younger than 22 and living in the principal home of a parent and not paying rent **Go to 49**

You are single, younger than 22 and living in the principal home of a parent and paying rent **Go to 32**

You are single, aged 22 or under 25 and living in the principal home of a parent **Go to 49**

You are single, aged 22 or under 25 and not living in the principal home of a parent and not paying rent **Go to 49**

In a place where you (and/or your partner) pay private rent – this includes when you live in a caravan park and pay site fees or live on a vessel and pay mooring fees **Go to 40**

In a home you (and/or your partner) own or you own jointly with another person – this can include:
• paying it off (mortgage)
• a caravan, mobile home or boat **Go to 31**

In a home owned by a:
• company in which you (and/or your partner) are a shareholder or director
• trust in which you (and/or your partner) or a member of your family are a potential beneficiary or are named in the trust deed **Go to 49**

In public housing, for example, housing owned by the Housing Authority. This does not include paying rent to a community housing organisation. **Go to 34**

In a boarding house, guest house, hostel, hotel, campus, refuge, emergency or supported accommodation or similar **Go to 42**

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

In accommodation where you pay no rent **Go to 49**

Other, for example, this could be where you (and/or your partner) do not have a fixed address Give details below

Go to 37

31 Do you pay site or mooring fees for your (and your partner's) home (this could be for a caravan, mobile home or boat)?

No **Go to 49**

Yes **Go to 37**

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

No **Go to next question**

Yes **Go to 37**

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

No **Go to 49**

Yes **Go to 37**

34 Is your (or your partner's) name on the rental contract or lease agreement?

No **Go to next question**

Yes **Go to 49**

35 Is the primary tenant paying the market rate of rent?

No **Go to next question**

Not sure **Go to next question**

Yes **Go to 40**

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

No **Go to 49**

Yes **Go to 40**

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

Boarding house/hostel/private hotel **Go to 42**

Private house or townhouse/unit/flat

Community housing

Defence housing **Go to 40**

Caravan/cabin/mobile home

Boat

Other Give details below

Go to 40

38 Read this before answering the following question.

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

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

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

For information about residential costs, refer to 'Accommodation' in **Notes**—page 6 of the **Notes**.

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

No **Go to 49**

Yes



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

Go to next question

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

(DD MM YYYY)

Go to 49

or

Date not yet known

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

Go to 49

40 Read this before answering the following question.

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

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

No **Go to 42**

Yes Give details below

1 Person's name

Age Date they moved in (DD MM YYYY)

Relationship to you Do they own the home?
 No Yes

Their share of the rent/lodgings
 \$ per

Continued

2 Person's name

Age Date they moved in (DD MM YYYY)

Relationship to you Do they own the home?
 No Yes

Their share of the rent/lodgings
 \$ per

3 Person's name

Age Date they moved in (DD MM YYYY)

Relationship to you Do they own the home?
 No Yes

Their share of the rent/lodgings
 \$ per

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

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

No

Yes

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

Board means you (and/or your partner) are provided with some regular meals.
 Lodgings means the amount you (and your partner) pay for your accommodation.

No **Go to 44**

Yes **Go to next question**

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

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

\$ per

Go to 45

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

\$ per

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

\$ per

Go to 45

44 What is the amount **you** (and/or **your partner**) pay per day, week, fortnight, 4 weeks or calendar month, for example, rent, maintenance or site fees?

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

\$ _____ per _____

45 On what date did you (and your partner) start paying these fees?

____ (DD MM YYYY)

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

No Go to next question


Yes **Go to 48**

47 What is the **total amount** being charged per day, week, fortnight, 4 weeks or calendar month?

\$ _____ per _____

48 Do you (and/or your partner) have a formal lease or tenancy agreement?

No Go to next question

Yes  Provide a full copy of your signed lease or tenancy agreement.
▶ Go to next question

49 Are you:

receiving a pension Go to next question

receiving Parenting Payment (Single) Go to next question

a part-time student Go to next question

none of the above **Go to 51**

50 Read this before answering the following question.

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

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

No Go to next question

Yes Give details below

Name of payment or benefit

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

____ (DD MM YYYY)

Income and Assets

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

Include:

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

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

Do not include:

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

No Go to next question

Yes Give details below



Provide evidence from your financial institution that shows your current account balance, BSB code, account number and account holder name(s). Copies can be provided. ATM slips are not acceptable

1 Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Current balance

of account

Currency if not AUD

\$ _____

Your share _____ %

2 Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Current balance

of account

Currency if not AUD

\$ _____

Your share _____ %

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

52 Read this before answering the following question.

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

Do not include ABSTUDY payments.

Do you expect to be paid employment income?

No **Go to 55**

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

▶ **Go to next question**

53 Are you 16 or older **or** an Australian Apprentice younger than 16 who is independent?

No You will **not** need to provide your income details.

▶ **Go to 55**

Yes **Go to next question**

54 Give employer details below.

1 Employer's name	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	
Phone number (including area code)	<input type="text"/>
Australian Business Number (ABN)	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Job description	
<input type="text"/>	
Your work location	
<input type="text"/>	
Are you an Australian Apprentice/trainee? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Is this work:	
Regular (that is, paid the same amount every fortnight) <input type="checkbox"/>	
Casual (for example, income varies in amount (if so you will need to report any changes)) <input type="checkbox"/>	
Hours worked per week	Total amount paid per week before tax and other deductions
<input type="text"/>	\$ <input type="text"/> per week

Continued

2 Employer's name	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	
Phone number (including area code)	<input type="text"/>
Australian Business Number (ABN)	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Job description	
<input type="text"/>	
Your work location	
<input type="text"/>	
Are you an Australian Apprentice/trainee? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Is this work:	
Regular (that is, paid the same amount every fortnight) <input type="checkbox"/>	
Casual (for example, income varies in amount (if so you will need to report any changes)) <input type="checkbox"/>	
Hours worked per week	Total amount paid per week before tax and other deductions
<input type="text"/>	\$ <input type="text"/> per week

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

55 Read this before answering the following questions.

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

Are you an independent ABSTUDY customer?

No **Go to 64**

Yes **Go to next question**

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

No Go to next question

Yes Give details below

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

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

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

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

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

Do not include a boat or caravan that you live in.

No Go to next question

Yes Give details below

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

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

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

58 Read this before answering the following questions.

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

Include:

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

Do not include:

- motor vehicles, boats and caravans (declared in questions 56 and 57)
- the principal family home
- fixtures such as stoves and built-in items
- the assets of your parent(s)/guardian(s).

Do you have farm and/or business assets?

No Go to next question

Yes Give details below

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

59 Do you have **other** assets?

Include all assets in and outside Australia.

Do not include:

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

No Go to next question

Yes Give details below

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

60 Do you have any income or assets you have not already told us about on this form?

No Go to next question

Yes Give details below

Tick all that apply to you

Outstanding loans to other people	<input type="checkbox"/>
Bonds, debentures or unsecured loans	<input type="checkbox"/>
Money you get from rent, boarders or lodgers	<input type="checkbox"/>
Education assistance, for example, scholarships and bursaries	<input type="checkbox"/>
Money received from royalties for your personal use	<input type="checkbox"/>
Social security contributions received from another country	<input type="checkbox"/>
Pensions or payments from other organisations (including outside Australia)	<input type="checkbox"/>
Managed investments or shares	<input type="checkbox"/>
Money you receive from a loan against your home (for example, Home Equity Conversion Loan)	<input type="checkbox"/>
Insurance policies or Income Protection that can be cashed in	<input type="checkbox"/>
Lump sum payments	<input type="checkbox"/>
Payment in kind, or non-monetary payments for services	<input type="checkbox"/>
Fringe benefits	<input type="checkbox"/>


 You will need to complete and return an **Income and Assets (Mod iA)** form.
If you do not have this form, go to servicesaustralia.gov.au/forms


61 Are you or have you been involved in a private trust?

No Go to 63

Yes Go to next question

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

No  You will need to complete and return a **Private Trust (Mod PT)** form.
If you do not have this form, go to servicesaustralia.gov.au/forms
▶ Go to next question

Yes  You will need to complete and return a **Special Disability Trust (Mod SDT)** form.
If you do not have this form, go to servicesaustralia.gov.au/forms
▶ Go to next question

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

No Go to next question

Yes



You will need to complete and return a **Private Company (Mod PC)** form.

If you do not have this form, go to **servicesaustralia.gov.au/forms**

Go to next question

Study/Australian Apprenticeship details

64 Tick if you are:

A student Go to next question

A full-time Australian Apprentice Go to 75

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

1 Education institution/course

Name of school/ Australian college and campus

Address

Postcode

Your student identification number

Name of course (for example, School Studies, Bachelor of Arts)

Course code, if applicable Year/stage of course (for example, Year 11, 1st year, B.Sc.)

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

hours per week

When will you be studying the course?

Start date (DD MM YYYY)

End date (DD MM YYYY)

Full course period

Official start date (DD MM YYYY)

Official end date (DD MM YYYY)

Continued

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

2 Education institution/course

Name of school/ Australian college and campus

Address

Postcode

Your student identification number

Name of course (for example, School Studies, Bachelor of Arts)

Course code, if applicable Year/stage of course (for example, Year 11, 1st year, B.Sc.)

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

hours per week

When will you be studying the course?

Start date (DD MM YYYY)

End date (DD MM YYYY)

Full course period

Official start date (DD MM YYYY)

Official end date (DD MM YYYY)

66 Have you enrolled in this course?

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

Yes



You need to provide proof that you have enrolled in the course named in question 65 **within 14 days** of the course start date, unless you are a school student or a student in a higher education course at a university.

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

Go to next question

67 Are you studying a Startup Year course?

No Go to next question

Yes



You need to provide evidence you are enrolled in the course, and have been selected for a STARTUP-HELP loan to be eligible for ABSTUDY.

Go to next question

68 Read this before answering the following question.

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

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

No Go to next question

Yes  Proof of full-time study is required.

69 What type of study will you be doing?

School Go to next question

Secondary not at school Go to 71
(for example, TAFE doing Year 11 or General Studies)


Tertiary Go to 71

70 Read this before answering the following question.


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

Indicate below if any of the following apply:


boarding at a boarding school Go to 75

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


boarding at a hostel Go to 75

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

private boarding Go to 75


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

living at home, attending a non-government school, as there is no local government school within reasonable travel time Go to 82

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

Continued

State Care student – your guardian does not receive a regular Foster Care Allowance **and** you are living away from home, **or** living at home attending a non-government school as you are unable to attend a local government school. Go to 81

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

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

Commonwealth scholarships **include**:

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

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

No Go to next question

Yes Give details below

1 Type of payment (for example, Commonwealth Accommodation Scholarship)

Amount paid

\$

When was it paid, or will be paid

(DD MM YYYY)

2 Type of payment (for example, Commonwealth Accommodation Scholarship)

Amount paid

\$

When was it paid, or will be paid

(DD MM YYYY)

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

72 Read this before answering the following question.

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

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

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

What will your study load be in each semester?

Semester 1

Full-time 75 – 100%

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


66 – 74%

50 – 65%

25 – 49%

0 – 24%

Not sure

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

Semester 2

Full-time 75 – 100%

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


66 – 74%

50 – 65%

25 – 49%

0 – 24%

Not sure

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

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

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

No **Go to next question**

Yes **Give details below**

1 Years

(for example, 2013–14)

Name of Institution/Campus
(for example, Melbourne University)

Name of course (for example, Bachelor of Arts)

2 Years

(for example, 2013–14)

Name of Institution/Campus
(for example, Melbourne University)

Name of course (for example, Bachelor of Arts)

3 Years

(for example, 2013–14)

Name of Institution/Campus
(for example, Melbourne University)

Name of course (for example, Bachelor of Arts)

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

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

Include:

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

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

No Go to next question

Yes Give details below.

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

Current course

1 Year (for example, 2017) Year/stage (for example, 2nd year)

Name of institution (for example, Canberra CIT)

Name of course (for example, Associate Diploma in Hospitality)

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

2 Year (for example, 2017) Year/stage (for example, 2nd year)

Name of institution (for example, Canberra CIT)

Name of course (for example, Associate Diploma in Hospitality)

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

3 Year (for example, 2017) Year/stage (for example, 2nd year)

Name of institution (for example, Canberra CIT)

Name of course (for example, Associate Diploma in Hospitality)

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

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

Continued

Other course(s)

1 Year (for example, 2017) Year/stage (for example, 2nd year)

Name of institution (for example, Canberra CIT)

Name of course (for example, Associate Diploma in Hospitality)

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

2 Year (for example, 2017) Year/stage (for example, 2nd year)

Name of institution (for example, Canberra CIT)

Name of course (for example, Associate Diploma in Hospitality)

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

3 Year (for example, 2017) Year/stage (for example, 2nd year)

Name of institution (for example, Canberra CIT)

Name of course (for example, Associate Diploma in Hospitality)

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

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

Away from home details

75 Read this before answering the following question.

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

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

- No **Go to 82**
Yes **Go to next question**

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

- Tertiary residential college
Hostel **Go to next question**
Boarding school
Boarding privately **Go to 79**
Other (for example, flat, share house, caravan) **Go to 80**


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

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

- No **Go to 81**
Yes

79 Are you a secondary student?

- No **Go to next question**
Yes

 You and the private board provider need to complete and return the **ABSTUDY request for private board provider details (SY115)** form.
If you do not have this form, go to **servicesaustralia.gov.au/forms**
▶ **Go to 81**

80 What is your address while studying or working as an Australian Apprenticeship?

Postcode

81 Read this before answering the following question.

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

Your payments cannot start until this is provided.

Indicate below why you live away from home


Tick one box only beside the statement that **best** describes your current situation.

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

Give the time spent travelling each way

 minutes

and, unless obvious

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

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

Give the time spent travelling each way

 minutes

and, unless obvious

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

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

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

Which travelling distance rule is met? Rule 1
Rule 2

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


Give the time spent travelling each way

 minutes

and, unless obvious

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


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

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


Continued ▶

Continued

Home conditions make study or doing your Australian Apprenticeship difficult

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


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

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


Appropriate schooling cannot be provided at your local state school

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


You have a disability and cannot attend your local state school

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


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

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


You have been excluded from attending your local state school

 Provide a letter from the education authority confirming this.

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

 Provide a written statement from your parent/guardian and at least one supporting statement from the school, Aboriginal Student Support and Parent Awareness (ASSPA) Committee, NSW Aboriginal Education Consultative Group Inc. (AECG) or Indigenous organisation explaining the situation.

You have been awarded an approved school scholarship


 Provide a letter from the scholarship provider confirming the details.

Continued

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

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

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

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

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

82 Read this before answering the following questions.

Questions 83 to 104 determine an applicant's eligibility for the ABSTUDY Independent status. If none of these apply to you, you are not considered 'independent' for the purposes of ABSTUDY. This means your entitlement will be determined by using parental income regardless of if you are receiving financial support or not.

For more information, go to servicesaustralia.gov.au/abstudy


83 Are you 22 or older?

No *Go to next question*

Yes **Go to 106**

84 Have you, or have you previously had, a dependent child?

No *Go to next question*

Yes  Provide the child's birth certificate or other documentation stating you are the parent.
▶ **Go to 92**


85 Read this before answering the following question.

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

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

Are you 15 or older and considered an orphan?

No *Go to next question*

Yes  Depending on the situation the following evidence is required:

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

▶ **Go to 92**


86 Read this before answering the following question.

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

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

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

No *Go to next question*


Yes  Provide a written statement signed by a tribal elder who has authority in your home community for the observance of cultural practice. It must confirm that you have completed a traditional initiation ceremony authorised and recognised by an Aboriginal or Torres Strait Islander Australian elders.
▶ **Go to 92**

87 Read this before answering the following question.

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

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

No *Go to next question*


Yes  Provide an original statement from the Department of Corrective Services or Juvenile Justice confirming the period of time spent in custody.
▶ **Go to 92**

88 Read this before answering the following question.

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

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

No *Go to next question*

Yes  **If you are 18 or older** – you will need to complete and return an **'Unreasonable to live at home' Statement by Young Person (SY015)** form. Your parent(s)/guardian(s) will need to complete and return an **'Unreasonable to live at home' Statement by Parent(s)/Guardian(s) (SY016)** form.
If you do not have these forms, go to servicesaustralia.gov.au/forms
If you are not able to get these forms completed by your Parent(s)/Guardian(s) you will need to call us on **1800 132 317** to make an appointment with a Social Worker.
▶ **Go to 92**

If you are younger than 18 – you will need to call us on **1800 132 317** to book an appointment with a Social Worker.
▶ **Go to 92**

89 Read this before answering the following question.

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

Are your parent(s) not able to care for you?

No Go to next question

Yes



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

- the permanent incapacity of the parent(s) (for example, have a mental illness)
- the imprisonment of parent(s)
- living in a nursing home or in a similar institution on a long term or permanent basis, or
- that parent(s) are missing and reasonable attempts have been made to locate them.

▶ **Go to 92**

90 Read this before answering the following question.

If you are receiving Family Tax Benefit for the child, we will check our records to verify your claim for independence.

Are you caring for another person's dependent child?

No Go to next question

Yes



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 (that is you are responsible for the financial care of the child).

▶ **Go to 92**

91 Read this before answering the following question.

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

Are you 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 Australian community?

No **Go to 94**

Yes



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

▶ **Go to next question**

92 Which of the following best describes your status

Tick one only

Australian Apprentice **Go to 106**

Secondary school student **Go to 106**

Tertiary course student **Go to next question**

93 What was your address 6 months before commencing your tertiary course of study?

Postcode

▶ **Go to 106**

94 Are you, or have you been, married or in a registered relationship (including marriage recognised under Aboriginal or Torres Strait Islander Australian law)?

No Go to next question

Yes



Provide appropriate proof of marriage or registered relationship. If you are, or have been, in a marriage recognised under Aboriginal or Torres Strait Islander Australian law in a community in NT, WA, SA or Qld you can provide a written statement signed by both a tribal elder who has authority in your home community for the observance of cultural ceremonies and the community chairperson.

It must confirm the recognition of the marriage.

▶ **Go to 106**

95 Are you living in a de facto relationship of 6 months or more or are you living in a de facto relationship of less than 6 months and you have a dependent child?

No Go to next question

Yes



Provide a statutory declaration signed by both parties and other documentation indicating you are living together such as rental agreement, electricity, water or phone accounts.

▶ **Go to 106**

96 Have you previously been paid as independent for Youth Allowance or ABSTUDY because you earned at least 75% of the maximum Wage Level A of the National Training Wage Schedule in a 14 month period since leaving secondary school?

No Go to next question

Yes **Go to 106**

97 Have you previously been paid as independent for Youth Allowance or ABSTUDY because you worked in part-time paid employment of at least 15 hours a week for 2 years since leaving secondary school?

No Go to next question

Yes **Go to 106**

98 Read this before answering the following question.

Full-time employment is averaging 30 hours per week and includes periods in which you were:

- employed
- bona fide self-employed
- unemployed for which government income support is received (except to study)
- in lawful custody
- registered for work
- supported by a religious order
- unable to work because of illness.

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

No **Go to next question**

Yes



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

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

▶ **Go to 106**

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

No **Go to next question**

Yes



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

▶ **Go to 106**

100 Read this before answering the following question.

Your family home is the principal home of your parent(s)/guardian(s). To determine if your family home is in an area that is inner regional, outer regional, remote or very remote, use the Student Regional Area Search tool, go to **servicesaustralia.gov.au/abstudy**

The parental income threshold is \$160,000. This will increase by \$10,000 for each eligible sibling. An eligible sibling is a sibling younger than 22 years, unless they are:

- living away from home and is/was a member of a couple
- living away from home and has/had a dependent child
- receiving ABSTUDY, Youth Allowance or Disability Support Pension as an independent due to it being unreasonable to live at home
- in state care.

You can also pick which financial year you use to calculate parental income. You can choose from 1 of 3 financial years – whichever is most beneficial for you. It can be either the financial year:

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

For more information about Wage Level A of the National Training Wage Schedule (NTWS) included in a modern award, go to **servicesaustralia.gov.au/abstudy**

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

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

No **Go to next question**

Yes



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

▶ **Go to 102**

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

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

No **Go to 104**

Yes



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

▶ **Go to next question**

102 What date did you leave secondary school?

(DD MM YYYY)



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

▶ *Go to next question*

103 What is the address of the principal home of your parent(s)/guardian(s)?

Postcode



Your parent(s)/guardian(s) will need to complete and return a **Parent(s)/Guardian(s) additional details (A2115)** form.

If you do not have this form, go to servicesaustralia.gov.au/forms

▶ *Go to 106*

104 Are you, or have you been, in state care and are 15 or older and live in a refuge or residential care facility?

No ▶ *Go to next question*

Yes ▶



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

▶ *Go to 106*

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



We need your parent(s)/guardian(s)' details.

Your parent(s)/guardian(s) can give their details on pages 23 to 31 and pages 35 to 36. They will also need to complete the checklist on page 39.

You will need to complete questions 163 to 167 on pages 37 and 38 and sign the declaration on page 39.

106 Do you have a partner?

No ▶ *Go to 163 on page 37*

Yes ▶ *Go to next question*

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

The following questions are to be completed by your parent(s)/guardian(s) or your partner or your carer. If they would prefer to provide their details on a separate form, call us on **1800 132 317**.
The ABSTUDY customer's payments cannot start until all of these questions have been answered.

Parent/Guardian or ABSTUDY customer's partner or carer details

107 Your name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

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

Include:

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

No **Go to next question**

Yes **Give details below**

1 Other name

Type of name (for example, name at birth)

2 Other name

Type of name (for example, name before marriage)

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

109 Your gender

Male

Female

Non-binary

110 Your date of birth (DD MM YYYY)

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

 Postcode

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

 Postcode

113 Your contact phone number (including area code)

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

ABSTUDY customer's partner **Go to 151**

Parent/Guardian **Go to next question**

Other **Give details below**

Go to next question

Questions 115 to 150 are to be completed by the ABSTUDY customer's parent(s)/guardian(s).

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

For more information about relationship status, refer to 'Definitions – Having a partner' in the **Notes**.

If you have ever been separated from your current partner, give the date that you most recently got back together (reconciled) with your partner.

Married **Go to 116**

Registered relationship **Go to 116**

(your relationship is registered under Australian state or territory law)

De facto **Go to 116**

(your relationship is similar to a married couple but you are not married or in a registered relationship)

Separated Date of separation (DD MM YYYY)

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

--	--	--

Go to 122

Divorced **Go to 122**

Widowed **Go to 122**

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

Never married or lived with a partner **Go to 122**

116 Your partner's name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

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

Include:

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

No **Go to next question**

Yes **Give details below**

1 Other name

Type of name (for example, name at birth)

2 Other name

Type of name (for example, name before marriage)

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

118 Your partner's gender

Male Female Non-binary

119 Your partner's date of birth (DD MM YYYY)

--	--	--

120 Your partner's permanent address (if different to your address at question 111)

Postcode

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

Postcode

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

No **Go to next question**

Yes Date ABSTUDY customer came into your care

--	--	--

(DD MM YYYY)

123 Read this before answering the following question.

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

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


- No Go to 125
- Yes Go to next question

124 Read this before answering the following question.

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

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

Tick one only

- To **the school** named Go to next question at question 65
- To **me** after I provide proof of payment  You must show your receipt(s) to us before payment can be made to you.
▶ Go to next question

125 Read this before answering the following question.

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

Where do you want the ABSTUDY payment made?

- I authorise payment to go into my child's account
▶ Go to next question
- Payments are to go into my account

The account must be in your name. A joint account is acceptable.
Payments cannot be made into an account used exclusively for funding from the National Disability Insurance Scheme (NDIS).

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

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

- No
- Yes

127 Read this before answering the following question.

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

128 Are you completing this form between September and December?

- No
- Yes

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


- No Go to 131
- Yes Go to next question

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

- No Go to 131
- Yes Give details below

Date drop occurred
 (DD MM YYYY)

Estimate the time the drop in income will last

 Provide documents to support this decrease in income. If evidence is not provided, Services Australia will use the BASE tax year to assess the customer's ABSTUDY rate of payment.

131 Did you answer 'Yes' at question 128 or question 130?

- No Only fill in details for the BASE tax year. You **do not** need to fill in details for the CURRENT tax year.
▶ Go to next question
- Yes You must fill in details for **both** the Base tax year and the Current tax year.
▶ Go to next question

Parent/Guardian

132 Read this before answering the following question.

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

Do you or will you receive:

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

No Go to next question

Yes Give details below

Your Customer Reference Number (if known)

--	--	--	--

or

Your Department of Veterans' Affairs Number (if known)

--

Name of payment

--

Date payment started (if after 1 January)

--	--	--	--	--	--	--	--

 (DD MM YYYY)

▶ **Go to 138**

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

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

No Go to next question

Yes Dates on the card

From

--	--	--	--	--	--	--	--

 (DD MM YYYY)

To

--	--	--	--	--	--	--	--

 (DD MM YYYY)

▶ **Go to 138**

Parent/Guardian Partner

132 Read this before answering the following question.

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

Do you or will you receive:

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

No Go to next question

Yes Give details below

Your Customer Reference Number (if known)

--	--	--	--

or

Your Department of Veterans' Affairs Number (if known)

--

Name of payment

--

Date payment started (if after 1 January)

--	--	--	--	--	--	--	--

 (DD MM YYYY)

▶ **Go to 138**

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

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

No Go to next question

Yes Dates on the card

From

--	--	--	--	--	--	--	--

 (DD MM YYYY)

To

--	--	--	--	--	--	--	--

 (DD MM YYYY)

▶ **Go to 138**

Parent/Guardian

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

BASE tax year

\$

CURRENT tax year


\$

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

No What is the approximate date your NOA will be available?
(DD MM YYYY)

Yes  Provide your NOA


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

 If you received any income, you will need to provide evidence.

No What is the approximate date your NOA will be available?
(DD MM YYYY)

Yes  Provide your NOA

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

 If you received any income, you will need to provide evidence.

Parent/Guardian Partner

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

BASE tax year

\$

CURRENT tax year


\$

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

No What is the approximate date your NOA will be available?
(DD MM YYYY)

Yes  Provide your NOA


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

 If you received any income, you will need to provide evidence.

No What is the approximate date your NOA will be available?
(DD MM YYYY)

Yes  Provide your NOA

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

 If you received any income, you will need to provide evidence.

Parent/Guardian

136 Read this before answering the following question.

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

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

- No Go to next question
 Yes Give details below

BASE tax year

Exempt reportable fringe benefits

\$

Other reportable fringe benefits

\$

Foreign income not already included in question 134

\$

Net investment losses

\$

Reportable superannuation contributions paid by you or on your behalf (for example, voluntary salary sacrificed amounts)

\$

Tax free pensions or benefits

\$

CURRENT tax year

Exempt reportable fringe benefits

\$

Other reportable fringe benefits

\$

Foreign income not already included in question 134

\$

Net investment losses


\$

Reportable superannuation contributions paid by you or on your behalf (for example, voluntary salary sacrificed amounts)

\$

Tax free pensions or benefits

\$

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

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

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

BASE tax year

- No
 Yes How much did you pay?

\$

CURRENT tax year

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

\$

Parent/Guardian Partner

136 Read this before answering the following question.

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

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

- No Go to next question
 Yes Give details below

BASE tax year

Exempt reportable fringe benefits

\$

Other reportable fringe benefits

\$

Foreign income not already included in question 134

\$

Net investment losses

\$

Reportable superannuation contributions paid by you or on your behalf (for example, voluntary salary sacrificed amounts)

\$

Tax free pensions or benefits

\$

CURRENT tax year

Exempt reportable fringe benefits

\$

Other reportable fringe benefits

\$

Foreign income not already included in question 134

\$

Net investment losses


\$

Reportable superannuation contributions paid by you or on your behalf (for example, voluntary salary sacrificed amounts)

\$

Tax free pensions or benefits

\$

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

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

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

BASE tax year

- No
 Yes How much did you pay?

\$

CURRENT tax year

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

\$

138 Is the ABSTUDY customer 16 or older?

No **Go to 142**

Yes *Go to next question*

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

No *Go to next question*

Yes **Go to 142**

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

No **Go to 142**

Yes *Go to next question*

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

\$ per

Date this started

(DD MM YYYY)

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

No **Go to 159 on page 35**

Yes *Go to next question*

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

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

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

No **Go to 146**

Yes *Go to next question*

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

No *Go to next question*

Yes **Go to 146**

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

\$ per

Child 1**146** Provide details of other dependent children in your care.**Do not include** the ABSTUDY customer, named at question 6.

Family name

First given name

Date of birth (DD MM YYYY)

147 Are you receiving, eligible for, or recently claimed one of these payments:Youth Allowance/ABSTUDY/ **Go to 150**
Assistance for Isolated ChildrenFamily Tax Benefit, as **Go to 150**
fortnightly paymentsNone of these payments, or claiming **Go to next question**
Family Tax Benefit as a lump sum**148** Do you (and/or your partner) share the care of this child with another person?**Do not include** school/day care arrangements.No **Go to 150**Yes **Go to next question****149** Read this before answering the following question.

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

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

 %**150** Do you have another dependent child?No **Go to 159 on page 35**Yes **Go to next question, on the next column****Child 2****146** Provide details of other dependent children in your care.**Do not include** the ABSTUDY customer, named at question 6.

Family name

First given name

Date of birth (DD MM YYYY)

147 Are you receiving, eligible for, or recently claimed one of these payments:Youth Allowance/ABSTUDY/ **Go to 150**
Assistance for Isolated ChildrenFamily Tax Benefit, as **Go to 150**
fortnightly paymentsNone of these payments, or claiming **Go to next question**
Family Tax Benefit as a lump sum**148** Do you (and/or your partner) share the care of this child with another person?**Do not include** school/day care arrangements.No **Go to 150**Yes **Go to next question****149** Read this before answering the following question.

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

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

 %**150** Do you have another dependent child?No **Go to 159 on page 35**Yes **Go to next question, on the next column**

Child 3**146** Provide details of other dependent children in your care.**Do not include** the ABSTUDY customer, named at question 6.

Family name

First given name

Date of birth (DD MM YYYY)

147 Are you receiving, eligible for, or recently claimed one of these payments:Youth Allowance/ABSTUDY/ **Go to 150**
Assistance for Isolated ChildrenFamily Tax Benefit, as **Go to 150**
fortnightly paymentsNone of these payments, or claiming **Go to next question**
Family Tax Benefit as a lump sum**148** Do you (and/or your partner) share the care of this child with another person?**Do not include** school/day care arrangements.No **Go to 150**Yes **Go to next question****149** Read this before answering the following question.

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

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

 %**150** Do you have another dependent child?No **Go to 159 on page 35**Yes **Go to next question, on the next column****Child 4****146** Provide details of other dependent children in your care.**Do not include** the ABSTUDY customer, named at question 6.

Family name

First given name

Date of birth (DD MM YYYY)

147 Are you receiving, eligible for, or recently claimed one of these payments:Youth Allowance/ABSTUDY/ **Go to 150**
Assistance for Isolated ChildrenFamily Tax Benefit, as **Go to 150**
fortnightly paymentsNone of these payments, or claiming **Go to next question**
Family Tax Benefit as a lump sum**148** Do you (and/or your partner) share the care of this child with another person?**Do not include** school/day care arrangements.No **Go to 150**Yes **Go to next question****149** Read this before answering the following question.

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

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

 %**150** Do you have another dependent child?No **Go to 159 on page 35**Yes  Provide a separate sheet with details.
Go to 159 on page 35

Questions 151 to 158 are to be completed by the ABSTUDY customer's partner.

151 Do you expect to be paid employment income?

No **Go to 152**

Yes Give details below

1 Employer's name

 Australian Business Number (ABN)

 Address

 Postcode

 Phone number (including area code)
 Job description

 Your work location

 Are you an Australian Apprentice/trainee? No Yes
 Is this work:
 Regular (that is, paid the same amount every fortnight)
 Casual (for example, income varies in amount (if so you will need to report any changes))
 How many hours of work per week? Total amount paid per week before tax and other deductions \$ per week

Continued

2 Employer's name

 Australian Business Number (ABN)

 Address

 Postcode

 Phone number (including area code)
 Job description

 Your work location

 Are you an Australian Apprentice/trainee? No Yes
 Is this work:
 Regular (that is, paid the same amount every fortnight)
 Casual (for example, income varies in amount (if so you will need to report any changes))
 How many hours of work per week? Total amount paid per week before tax and other deductions \$ per week

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

152 Do you or will you receive:

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

No **Go to next question**

Yes Give details below

Your Customer Reference Number (if known)

or

Your Department of Veterans' Affairs Number (if known)

Name of payment

Date payment started (if after 1 January)

 (DD MM YYYY)

153 Read this before answering the following question.

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

Do not include assets owned by the ABSTUDY customer included in question 56 to 60.

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

Do you have farm and/or business assets?

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

Do not include your principal home.

No Go to next question

Yes Give details below

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

154 Do you have **other** assets?

Include all assets in and outside Australia.

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

No Go to next question

Yes Give details below

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

155 Read this before answering the following questions.

Your partner may not be paid if you do not give us your tax file number (TFN). If you do not have a TFN, or do not know what yours is, you can apply for one through the Australian Taxation Office.

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

Have you given us your tax file number before?

No Go to next question

Not sure Go to next question

Yes Go to 157

156 Do you have a tax file number?

No For more information on how to get a tax file number, refer to the 'Tax details' in the **Notes**.

Yes Your tax file number

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Privacy notice

157 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 to provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. If we book travel for you we will need to share some of your information with an authorised travel management company. For more information, go to servicesaustralia.gov.au/privacypolicy

Declaration

158 ABSTUDY customer's partner declaration

I declare that:

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

I understand that:

- **ABSTUDY payments cannot start until this declaration is signed and all information is provided.**
- Services Australia may collect the claimants personal information from third parties, including other government agencies, to make sure payment accuracy.
- giving false or misleading information is a serious offence.

Signature of ABSTUDY customer's partner



Date (DD MM YYYY)

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Make sure the ABSTUDY customer completes questions 163 to 167 on pages 37 and 38 and signs the declaration on page 39.

Parent/Guardian

159 Read this before answering the following questions.

Your child may not be paid if you do not give us your tax file number (TFN). If you do not have a TFN, or do not know what yours is, you can apply for one through the Australian Taxation Office.

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

Have you given us your tax file number before?

No Go to next question

Not sure Go to next question

Yes Go to 161

160 Do you have a tax file number?

No For more information on how to get a tax file number, refer to the 'Tax details' in the Notes.

Yes Your tax file number

Three boxes for entering the tax file number, each with four vertical lines for digits.

Parent/Guardian Partner

159 Read this before answering the following questions.

Your child may not be paid if you do not give us your tax file number (TFN). If you do not have a TFN, or do not know what yours is, you can apply for one through the Australian Taxation Office.

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

Have you given us your tax file number before?

No Go to next question

Not sure Go to next question

Yes Go to 161

160 Do you have a tax file number?

No For more information on how to get a tax file number, refer to the 'Tax details' in the Notes.

Yes Your tax file number

Three boxes for entering the tax file number, each with four vertical lines for digits.

161 You (and your partner) 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 to provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. If we book travel for you we will need to share some of your information with an authorised travel management company. For more information, go to servicesaustralia.gov.au/privacypolicy

Declaration

162 Parent(s)/Guardian(s) declaration

I declare that:

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

I understand that:

- **ABSTUDY payments cannot start until this declaration is signed and all information is provided.**
- Services Australia may collect the claimants personal information from third parties, including other government agencies, to make sure payment accuracy.
- giving false or misleading information is a serious offence.

Signature of Parent/Guardian



Date (DD MM YYYY)

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Signature of Parent/Guardian Partner



Date (DD MM YYYY)

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Make sure the ABSTUDY customer completes questions 163 to 167 on pages 37 and 38 and signs the declaration on page 39.

163 Read this before answering the following questions.

You may not be paid if you do not give us your tax file number (TFN). If you do not have a TFN, or do not know what yours is, you can apply for one through the Australian Taxation Office.

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

Have you given us your tax file number before?

No Go to next question

Not sure Go to next question

Yes **Go to 165**

164 Do you have a tax file number?

No For more information on how to get a tax file number, refer to the 'Tax details' in the **Notes**.

Yes Your tax file number

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165 Read this before answering the following question.

If you think you will have to pay tax this year, you can ask us to deduct tax instalments from your taxable payment. You can change or cancel your tax deduction at any time using your Centrelink online account.

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

Do you want tax taken out each fortnight?

No Go to next question

Yes Give details below

Tick one only

A set amount (must be whole dollars) \$.00 per fortnight

A percentage (%) of my payment % per fortnight

166 Do you want to authorise a person or organisation to make enquires, make updates, act and/or get payments on your behalf?

No Go to next question

Yes Details below

You need to fill in and return an **Authorising a person or organisation to enquire or act on your behalf (SS313)** form. You can also do this online. You and the person or organisation will need a Centrelink online account.

If you want more information or to download the form, go to servicesaustralia.gov.au/authorisedrepresentative or call us on **1800 132 317**.

Go to next question

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

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

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

Identity documents (For a list of acceptable documents, go to servicesaustralia.gov.au/identity) (If required at question 4)	<input type="checkbox"/>
Proof of ABSTUDY customer's age (If required at question 7)	<input type="checkbox"/>
Proof of care arrangements (If you answered Yes at question 13)	<input type="checkbox"/>
Evidence of your impairment (If you answered Yes at question 16)	<input type="checkbox"/>
Relationship details – Separated under one roof (SS293) form (Both you and your ex-partner (for each Person 1 and/or Person 2), if you answered Yes at question 25 E and No at question 25 G or only you, if you answered Yes at question 25 E and Yes at question 25 G)	<input type="checkbox"/>
Relationship details (SS284) form (Both you and the other person (for each Person 1 and/or Person 2), if you answered Yes at question 25 F and No at question 25 G or only you, if you answered Yes at question 25 F and Yes at question 25 G)	<input type="checkbox"/>
Details of each additional person who shares your accommodation (If you answered Yes at question 25 H)	<input type="checkbox"/>
Copy of documents to verify the details of the sale (If you answered Yes at question 29)	<input type="checkbox"/>
An invoice from the accommodation provider listing the dates in residence and the amount payable (If you answered Yes at question 38)	<input type="checkbox"/>
Full copy of your signed lease or tenancy agreement (If you answered Yes at question 48)	<input type="checkbox"/>
Documents showing balances for bank, building society and credit union accounts (If you answered Yes at question 51)	<input type="checkbox"/>
Income and Assets (Mod iA) form (If you answered Yes at question 60)	<input type="checkbox"/>
Private Trust (Mod PT) form (If you answered No at question 62)	<input type="checkbox"/>
Special Disability Trust (Mod SDT) form (If you answered Yes at question 62)	<input type="checkbox"/>
Private Company (Mod PC) form (If you answered Yes at question 63)	<input type="checkbox"/>
Documents which confirm your enrolment in a course (If you answered Yes at question 66)	<input type="checkbox"/>

Continued

Copy of evidence you are enrolled in the Startup Year course and have been selected for a STARTUP-HELP loan (If you answered Yes at question 67)	<input type="checkbox"/>
Proof of full-time study (If you answered Yes at question 68)	<input type="checkbox"/>
A receipt of fees paid, or an invoice from the school (If required at question 70)	<input type="checkbox"/>
List of subjects studying (If required at question 72)	<input type="checkbox"/>
ABSTUDY request for private board provider details (SY115) form (If required at question 79)	<input type="checkbox"/>
Statement, document or letter indicating reason you live away from home (If required at question 81)	<input type="checkbox"/>
Child's birth certificate or document stating you are the parent (If you answered Yes at question 84)	<input type="checkbox"/>
Proof you are an orphan (If you answered Yes at question 85)	<input type="checkbox"/>
Statement signed by tribal elder (If required at question 86)	<input type="checkbox"/>
Original statement confirming period in custody (If you answered Yes at question 87)	<input type="checkbox"/>
'Unreasonable to live at home' Statement by Young Person (SY015) form and 'Unreasonable to live at home' Statement by Parent(s)/Guardian(s) (SY016) form (If you answered Yes at question 88 and are 18 or older)	<input type="checkbox"/>
Statement from state or territory government (If you answered Yes at question 89)	<input type="checkbox"/>
Proof you have a dependent child (If you answered Yes at question 90)	<input type="checkbox"/>
Documentation from an Indigenous community organisation, a well known and respected person of the Indigenous community or a relevant state or territory authority (If you answered Yes at question 91)	<input type="checkbox"/>
Proof of marriage or registered relationship (If you answered Yes at question 94)	<input type="checkbox"/>
Proof of de facto relationship (If you answered Yes at question 95)	<input type="checkbox"/>
Proof of hours and periods worked (If you answered Yes at question 98, 99 or 101)	<input type="checkbox"/>
Proof of income earned and periods worked (If you answered Yes at question 100)	<input type="checkbox"/>
Proof of the date you left secondary school (If you answered Yes at question 103)	<input type="checkbox"/>
Statement from a government agency advising of care arrangements (If you answered Yes at question 105)	<input type="checkbox"/>
Authorising a person or organisation to enquire or act on your behalf (SS313) form (If you answered Yes at question 166)	<input type="checkbox"/>

Questions continue ►

Continued

Parent/Guardian (and/or Partner)

Parent(s)/Guardian(s) additional details (A2115) form (If required at question 103)	<input type="checkbox"/>
Receipt(s) for school fees (If you answered Yes at question 124)	<input type="checkbox"/>
Documentary evidence to support the decrease (or estimated decrease) in income (If you answered Yes at question 130)	<input type="checkbox"/>
Your Australian Taxation Office Notice of Assessment (If you answered Yes at question 135)	<input type="checkbox"/>
Your payment summary or personal income tax return (If you answered Yes at question 136)	<input type="checkbox"/>
Details of each additional dependent child (If you answered Yes at question 150)	<input type="checkbox"/>

If you are overpaid ABSTUDY

If you are overpaid ABSTUDY, you will need to pay it back. Usually, we will reduce your remaining ABSTUDY payments to cover the overpayment. If you are not entitled to any more ABSTUDY, you will need to pay the debt to Services Australia.

Returning this form

Return this form and any supporting documents:

- **online** (excluding identity documents) using your Centrelink online account. For more information, go to **servicesaustralia.gov.au/centrelinkuploaddocs**
- by post to:
Services Australia
Student Services
Reply Paid 7800
CANBERRA BC ACT 2610

Privacy notice

168 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. If we book travel for you we will need to share some of your information with an authorised travel management company. For more information, go to **servicesaustralia.gov.au/privacypolicy**

Declaration

169 I declare that:

- I am of Aboriginal or Torres Strait Islander Australian descent, and
- I identify myself as an Aboriginal or Torres Strait Islander Australian, and
- I am accepted as such by the community in which I live or have lived.
- the information I have provided in this form is complete and correct.

I understand that:

- I must notify Services Australia of any changes to this information **within 14 days** of the change(s) occurring.
- Services Australia may collect my personal information from third parties, including other government agencies, to make sure payment accuracy.
- giving false or misleading information is a serious offence.

Signature of ABSTUDY customer



Date (DD MM YYYY)

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