

When to use this form



Use this form if you are an Australian Aboriginal or Torres Strait Islander and wish to claim ABSTUDY as a:

- part-time student
- full-time student who wish to claim non-means-tested ABSTUDY allowances only (including Incidentals Allowance)
- Australian Apprentice who wish to claim Incidentals Allowance only, or
- seeking assistance to attend a Testing and Assessment activity to gain entry to either:
 - a tertiary course, or
 - an enabling course at university.

If you are a full-time student or an Australian Apprentice, you can claim by calling us on **1800 132 317** or by completing the **Claim for ABSTUDY (SY019)** form.

Online account



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

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

Important information

Check that all required questions are answered.

Return this form and any supporting documents to us **within 14 days** so we can process your application or claim. If you cannot do this **within 14 days**, you must contact us at the earliest possible date to make an arrangement.

You must return **all** supporting documents at the same time you lodge this claim form. If you do not return all documents, your claim may not be accepted. The only exception will be if you are waiting for medical evidence or other documents from a third party.

For more information

Go to **servicesaustralia.gov.au/abstudy** or visit one of our service centres.

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 **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'.

Keep these Notes (pages 1 to 3) for your information.

Eligibility

Training and government assistance for study (questions 4–5)

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 are receiving training assistance for formal study or who are assisted through an Australian Government or state or territory government wage subsidy via an employer, for example, Priority Wage Subsidy (PWS)
- people doing a training program placement
- employees of organisations that are registered by the **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 covered by your employer.

Examples of training assistance include:

- Living Away From Home Allowance (LAFHA) or payment of course fees or training costs for Australian Apprentices
- assistance from an employer for job related training (through an approved course) including:
 - paid study leave
 - the payment of all travel, meals and 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*.

Payments

Part-time students

If you are a part-time student, you can qualify for the ABSTUDY Part-time Award if you meet the general ABSTUDY eligibility criteria and are either studying a:

- post-secondary course
- secondary course **and** are 18 or older on 1 January of the year of study.

Depending on your circumstances, you may qualify for ABSTUDY Incidentals Allowance, Away from Base assistance and/or Fares Allowance to attend Away from base activities.

If you are a tertiary student approved for the Part-time Award, you may also be entitled to Living Allowance for the duration of an Away from base activity if you lose your income while attending the activity.

Full-time students

If you are a full-time student who meets the general ABSTUDY eligibility criteria, you may wish to apply for the non-means-tested ABSTUDY allowances only. Depending on your circumstances, you may qualify for ABSTUDY Incidentals Allowance, Additional Incidentals Allowance, Fares Allowance and/or assistance to attend Away from base activities.

As a full-time student, you may also qualify for fortnightly Living Allowance, depending on your income. If you wish to apply for payment of Living Allowance, you can call us on **1800 132 317** or complete the **Claim for ABSTUDY (SY019)** form.

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

Australian Apprentices

If you are an Australian Apprentice who meets the general ABSTUDY eligibility criteria, you may wish to apply for ABSTUDY Incidentals Allowance only.

As an Australian Apprentice, you may also qualify for fortnightly Living Allowance, depending on your income. If you wish to apply for payment of Living Allowance, you can call us on **1800 132 317** or complete the **Claim for ABSTUDY (SY019)** form.

Incidentals Allowance

Incidentals Allowance is available for full-time and part-time students, and Australian Apprentices. It is available to tertiary students and students enrolled in a secondary level preparatory (bridging, access or enabling) course at a higher education institution that is designed to help people gain entry to higher education level courses. Other secondary students can also get Incidentals Allowance but must be 18 or older on 1 January of the year of study.

Incidentals Allowance helps you pay for general course expenses. It is paid at the beginning of your course or Australian Apprenticeship for the year. The amount paid depends on the period of your course enrolment or Australian Apprenticeship for the calendar year.

Incidentals Allowance is not means tested. This means if your income stops you receiving Living Allowance, you may still qualify for Incidentals Allowance.

If you are a full-time tertiary, Masters or Doctorate student who has high essential course costs, 'Additional' Incidentals Allowance may be available.

Testing and Assessment

If you need to travel away from home to attend a selection test, assessment or interview for entry into an enabling course at a university or a tertiary course, ABSTUDY assistance may be available to help cover the costs of travel, meals and accommodation.

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

Study details

Proof of student status

If you are a student, 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, and
- you have not previously claimed ABSTUDY for these courses or you are starting a new course.

You must provide a copy of the notice you were given by your institution **within 14 days** of starting studies. Secondary school students and students in a higher education course at university are not required to provide proof of enrolment.

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Allowances and Part-time Award (SY021)

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 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 of both Aboriginal and Torres Strait Islander, tick both 'Yes' boxes.

No  You **are not eligible** for ABSTUDY Allowances and Part-time Award. Call us on **1800 132 317**.

Yes – Aboriginal **Go to next question**

Yes – Torres Strait Islander **Go to next question**

2 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)

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3 Are you a full-time student or an Australian Apprentice and wish to test your eligibility for Living Allowance?

No **Go to next question**

Yes  You need to complete a **Claim for ABSTUDY (SY019)** form instead.

If you do not have this form, go to servicesaustralia.gov.au/forms or call us on **1800 132 317**.

4 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

cadetship/scholarship

Veterans' Children Education Scheme

Youth Allowance/Austudy/
Assistance for Isolated Children

JobSeeker Payment

Living Away from Home Allowance
for an Australian Apprenticeship

any other assistance Give details below

Name of payment

5 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 doing the course or training away from my home Give details below

paid study leave Give details below

an Australian Apprentice or trainee whose employer pays for course fees or training costs Give details below

an Australian Government or state or territory government wage subsidy on my behalf Give details below

cadetship or bursary Give details below

any other assistance Give details below

Name of payment or type of employer assistance

Employer's name

For more information, refer to 'Eligibility' in the **Notes**.



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6 Tick if you are:

A student or intending to be a student

An Australian Apprentice (apprentice or trainee)

7 Your Customer Reference Number (if known)

8 Your name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

9 Your date of birth (DD MM YYYY)

10 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.

11 Your gender

Male

Female

Non-binary

12 Your permanent address

Postcode

13 Your postal address (if different to above)

Postcode

14 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

Fax number (including area code)

Work phone number (including area code)

Alternative phone number (including area code)

Email

15 Where do you want your payment made?

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.

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

16 What is your situation?

Part-time student *Go to next question*

Full-time student who wishes to claim non-means-tested ABSTUDY allowances only (including Incidentals Allowance) *Go to next question*

Seeking assistance to attend Testing and Assessment to gain entry to either:

- a tertiary course, or
- an enabling course at a university *Go to 21*

An Australian Apprentice (apprentice or trainee) who wishes to claim ABSTUDY Incidentals Allowance only *Go to 27*

17 Give your study details

Exact course title (for example, school studies, Bachelor of Arts)

Course code number

Grade/year/stage of course (for example, Year 11, 1st year B.A.)

Name and suburb of school, college or institution

Student ID number (if not yet known, advise as soon as possible)

If you are studying your course at more than one institution, give details below of the second institution


18 When will you be studying?

You start your studies on (DD MM YYYY)

Your studies finish on (DD MM YYYY)


19 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 17 **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*

20 Are you studying a Startup Year course?

No *Go to 28*

Yes  You need to provide proof you are enrolled in the course, and have been selected for a STARTUP-HELP loan to be eligible for ABSTUDY allowances.
▶ *Go to 28*

21 Will you receive any other financial assistance to attend the selection test or interview?

No *Go to next question*

Yes Give name of assistance

22 Have you received ABSTUDY assistance to attend 2 other selection tests or interviews this year?

No *Go to next question*

Yes  You **are not eligible** for ABSTUDY Allowances and Part-time Award. Call us on **1800 132 317**.

23 Give details of the course for which you are being tested or interviewed

If you are accepted into your course and want to claim ABSTUDY Living Allowance, you will need to complete a **Claim for ABSTUDY (SY019)** form. If you do not have this form, go to servicesaustralia.gov.au/forms or call us on **1800 132 317**.

Exact course title (for example, school studies, Bachelor of Arts)

Full name of institution(s) and campus(es)

24 Give the name of the town or city where the selection test or interview will be held

25 Give the dates of the selection test or interview

From (DD MM YYYY)

To (DD MM YYYY)

26 Has accommodation been arranged by the education institution?

No

Go to 28

Yes

27 What is your employment type?

Tick one only

apprenticeship

traineeship

Start date of apprenticeship or traineeship
(DD MM YYYY)

Expected end date of apprenticeship or traineeship
(DD MM YYYY)

28 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 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 30**

29 Do you have a tax file number?

No **Go to ato.gov.au**

Yes Your tax file number

30 Do you want to authorise a person or organisation to make enquiries, 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

Go to next question

Checklist

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

Where you are asked to supply documents, provide original documents. In some circumstances, copies may be accepted as detailed in the below checklist.

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

Copy of proof of enrolment
(If required at **question 19**)

Copy of proof you are enrolled in the Startup Year course and have been selected for a STARTUP-HELP loan
(If you have answered Yes at **question 20**)

Authorising a person or organisation to enquire or act on your behalf (SS313) form
(If you have answered Yes at **question 30**)

Privacy notice

- 32** You need to read this

Privacy and your personal information

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

Declaration

- 33** I declare that:

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

I agree that:

- information already provided by me to Services Australia can be used, where required, to help finalise this claim.

I understand that:

- Services Australia may collect my personal information from third parties, including other government agencies, to ensure payment accuracy.
- Services Australia will, from time to time, check with my education institution that I am enrolled and attending the course(s) that I nominated on the claim.
- I am responsible for the payment of any expenses associated with study or undertaking the Australian Apprenticeship (apprenticeship or traineeship) that are not covered by ABSTUDY.
- to retain ABSTUDY, I must attend classes, tutorials and practical exercises and submit all required coursework to the satisfaction of the institution.
- I must notify Services Australia of any changes to this information **within 14 days** of the change(s) occurring.
- giving false or misleading information is a serious offence.

I have read, understood and agree to the above.

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your signature (**only** required if returning by post or in person)



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** 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
- in person at one of our service centres.