

## When to use this form

Use this form if you are an education provider and need a course assessed to determine ABSTUDY eligibility.

## Important information

An ABSTUDY approved course needs to satisfy the requirements of Chapter 11 'Approved Courses of Study' of the ABSTUDY Policy Manual.

To read the ABSTUDY Policy Manual, go to **guides.dss.gov.au**

## Receiving ABSTUDY

Your answers will determine if a student can receive ABSTUDY and if an education institution can receive ABSTUDY on the student's behalf (for example, ABSTUDY Away from Base assistance). We will also assess if the course is eligible for Away from Base funding from the National Indigenous Australians Agency (NIAA) (for example, a tertiary level mixed-mode course), as the course also needs to be an ABSTUDY approved course.

## Away from Base activities

Away from Base activities are necessary academic parts of an approved course that require students to travel away from their home or study location for a short period of time.

Away from Base activities include:

- on-campus residential schools (also known as block release programs) for students who are normally completing their course externally (by distance education or online) at their home location
- practical or professional placements or field trips that require students to travel away from their home.

## For more information

Go to **servicesaustralia.gov.au** and search for 'Approved courses and institutions for ABSTUDY' or call **131 158** Monday to Friday, 8:30 am to 5 pm, Australian Eastern Standard Time.

## Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, 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.

### Institution details

**1** Institution's registered name

**2** Institution's trading name (if different)

**3** Authorised contact's name

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

**4** Authorised contact's job title

**5** Daytime phone number (including area code)

Email

### ABSTUDY course approval details

**6** Course code and name

If a code is not provided to students give the E307 code reported to DESE.

Course code

Course name



CLK0SY109 2503

- 7 Is the course one of the below Australian Government funded programs:
- mainstream or Indigenous-specific labour market programs
  - courses undertaken as a mandatory activity under the Community Development Program (CDP)
  - courses conducted through government departments/agencies and available only to their employees?

**This does not include:**

- funding for Away from Base activities provided by Services Australia
- funding for Away from Base activities provided by NIAA (for example, Indigenous Advancement Strategy)
- normal tuition cost subsidies for higher education providers through the Commonwealth Grant Scheme (CGS) (that is, Commonwealth supported places (CSPs))
- tuition cost subsidies for students through FEE-HELP, HECS-HELP or VET Student Loans (VSL).

No ☐ Go to next question

Yes ☐ Give details below

Name of funding or program

Provider

- 8 Is the course conducted through state or territory government departments or agencies available only to their employees?

No ☐

Yes ☐

- 9 Is the course open to all members of the Australian community?

No ☐ Go to next question

Yes ☐ Go to 11

- 10 Is the course open to Australian Aboriginal and Torres Strait Islander students only?

No ☐

Yes ☐

- 11 Was the course developed with content designed specifically for Australian Aboriginal and Torres Strait Islander students?

No ☐

Yes ☐

- 12 Does the course have a vocational education focus or is a preparatory or pathway course for entry to higher education studies?

No ☐

Yes ☐

- 13 Does the course include Away from Base activities?

No ☐ Go to 17

Yes ☐ Go to next question

- 14 How many hours of Away from Base activities (that is, residential school(s) or block release program(s), placements or field trips) are there in the course?

Total hours Away From Base

- 15 What is the total of the nominal curriculum hours of the course?

Total of the nominal curriculum hours

- 16 Is there an ongoing requirement for students to undertake course work throughout their study period, both during and between the Away from Base activities?

No ☐

Yes ☐

## Privacy notice

- 17 You need to read this

### Privacy and your personal information

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

## Declaration

- 18 I declare that:

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

### I understand that:

- Services Australia can make relevant enquiries to make sure students receive the correct entitlement
- giving false or misleading information is a serious offence.

☐ I have read, understood and agree to the above.

Date (DD MM YYYY)

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## Returning this form

Return this form and any supporting documents by email to [course.approvals@servicesaustralia.gov.au](mailto:course.approvals@servicesaustralia.gov.au)

There may be risks with sending personal information through unsecured networks or email channels.