

centrelink

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| Office Use Only | Centrelink Reference Number | Received by Community agency, institution | | | | |
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Purpose of this form

For Australian Aboriginal and Torres Strait Islander people who are:

- part-time students
- full-time students who wish to claim non-means-tested ABSTUDY allowances only (including Incidentals Allowance)
- Australian Apprentices 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
 - an enabling course at university.

Note: 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** form (SY019).

The **ABSTUDY** brochure provides you with more information about ABSTUDY entitlements and allowances.

Online Services

You can access your Centrelink, Medicare and Child Support Online Services through myGov. myGov is a fast, simple way to access a range of government services online with one username, one password, all from one secure location. To create a myGov account, go to **my.gov.au**

For more information

Go to our website **humanservices.gov.au/abstudy** or call us on **1800 132 317** or visit one of our Service Centres.

To speak to us in languages other than English, call **131 202**.

Note: Call charges apply – calls from mobile phones may be charged at a higher rate.

If you have a hearing or speech impairment

TTY service Freecall™ **1800 810 586**. A TTY phone is required to use this service.

Filling in this form

- Please use black or blue pen.
- Print in BLOCK LETTERS.
- Mark boxes like this with a ✓ or ✗.
- Where you see a box like this ► **Go to 5** skip to the question number shown. You do not need to answer the questions in between.

Returning your form(s)

Check that you have answered all the questions you need to answer and that you have signed and dated this form.

If you return required documents (and your claim form):

- online – you can submit your documents online if you are registered for Online Services.
- by post – we will sight and record your documents, which may include copying, and return the originals to you by registered post.
- in person – we will sight and record your documents, which may include copying, and return the originals to you.

Return this form and all additional documents to one of our Service Centres or post directly to:

**Department of Human Services
Student Services
Reply Paid 7804
CANBERRA BC ACT 2610**

You must lodge all your forms or documents **within 14 days** to ensure you are paid from the earliest date possible.

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

For more information on how to lodge documents online, go to
humanservices.gov.au/submitdocumentsonline

1 Please read this before answering the following question.

You are considered to be of Aboriginal or Torres Strait Islander origin, if:

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

Are you of Aboriginal or Torres Strait Islander origin?


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

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

Yes – Aboriginal  *Go to next question*

Yes – Torres Strait Islander

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)?

3 Please tick if you are:

A student or intending to be a student

An Australian Apprentice (apprentice or trainee)

4 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

5 Have you ever used or been known by any other name (e.g. name at birth, maiden name, previous married name, Aboriginal or tribal name, alias, adoptive name, foster name)?

No  *Go to next question*

Yes  Give details below

1 Other name

Type of name (e.g. name at birth)

2 Other name

Type of name (e.g. maiden name)

If you have more than 2 other names, please attach a separate sheet with details.

6 Your Sex

Male

Female

7 Your date of birth

8 Your permanent address

9 Your postal address (if different to above)



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10 Please read this before answering the following question.

If you provide an email or mobile phone number, you **MUST** read the *Terms and Conditions for Electronic Messaging (SMS or email)* in the **Notes Booklet**.

Your contact details

Home phone number ()

Is this a silent number? No Yes

Mobile phone number

Fax number ()

Work phone number ()

Alternative phone number ()

Email

@

11 Do you, or will you, receive government assistance for study or training?

No **Go to next question**

Yes Which payment applies

a cadetship/scholarship

Assistance for Isolated Children (AIC)

Veterans' Children Education Scheme

Youth Allowance

Austudy

CDEP for your course or Australian Apprenticeship (apprenticeship or traineeship)

Living Away From Home Allowance for an Australian Apprenticeship (apprenticeship or traineeship)

any other assistance Specify below

Name of payment

12 Where do you want your payment made?

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

The account into which my other payments from us are made (if applicable) **Go to next question**

My account nominated below Give details below

Name of bank, building society or credit union

Branch where your account is held

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

I would like payments posted to me **Please read below**

Cheque payments can be posted to you but this will mean waiting longer for the payment.

Note: Cheque payments are only available in certain circumstances: remoteness or isolation, age, frailty or disability, legal or administrative problems experienced by the customer, or religious or cultural beliefs.

13 Please read this before answering the following questions.

Part-time students may be eligible for Incidentals Allowance and other ABSTUDY assistance such as Away From Base and Fares Allowance.

Full-time students may be eligible for Incidentals Allowance, plus other non-means-tested assistance such as Additional Incidentals Allowance, Away From Base and Fares Allowance.

If you are a full-time student who wishes to test your eligibility for fortnightly Living Allowance, please complete **Claim for ABSTUDY** form (SY019).

Australian Apprentices may wish to test your eligibility for fortnightly Living Allowance, please complete **Claim for ABSTUDY** form (SY019)

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

14 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
- an enabling course at a university **Go to 18**

An Australian Apprentice (apprentice or trainee) who wishes to claim ABSTUDY Incidentals Allowance only **Go to 24**

15 Give your study details

Exact course title (e.g. school studies, Bachelor of Arts)

Course code number

Grade/year/stage of course
(e.g. 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 of the other institution here

16 When will you be studying?

You start your studies on

Your studies finish on

17 Have you enrolled in this course?

No



You must enrol to be entitled to ABSTUDY

Yes



As proof of your enrolment you must provide a copy of the notice you are given by the institution **within 14 days** of starting studies. Payments cannot be made if you do not provide proof. Secondary school students and students in a higher education course at university are not required to provide proof of enrolment.

▶ **Go to 25**

18 Will you receive any other financial assistance to attend the selection test/interview?

No ▶ *Go to next question*

Yes ▶ Give name of assistance

19 Have you received ABSTUDY assistance to attend 2 other selection tests/interviews this year?

No ▶ *Go to next question*

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

20 Give details of the course for which you are being tested/ interviewed

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

Exact course title (e.g. school studies, Bachelor of Arts)

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

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

22 Give the dates of the selection test/interview

From

To

23 Has accommodation been arranged by the education institution?

No ▶ **Go to 25**

Yes

24 Describe your employment

Tick **ONE** box

apprenticeship

traineeship

Start date of Australian Apprenticeship
(apprenticeship or traineeship)

/ /

Expected end date of Australian Apprenticeship
(apprenticeship or traineeship)

/ /

25 Please read this before answering the following questions.

You are not breaking the law if you do not give us your tax file number, but if you do not provide it to us, or authorise us to get it from the Australian Taxation Office, you may not be paid. 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 27

26 Do you have a tax file number?

No Please call us on **1800 132 317**.

Yes Your tax file number

- -

27 Did any other person help you complete this form?

No Go to next question

Yes Give details below

Full name of person who helped completed this form

Contact phone number

()

28 Do you wish to arrange for another person or organisation to make limited enquiries only, as authorised by you, about your Centrelink payment/service?

No Go to next question

Yes Give details below

Details of your partner/parent/guardian or another person. This will assist us to identify the person to whom you allow information to be given.

Note: You can change this authorisation at any time.

Person's name

Their relationship to you e.g. parent, friend

Their phone number

()

Their date of birth

/ /

Their address

.....
.....
Postcode

29 Which of the following forms, documents and other attachments are you providing with this form?

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

You must provide **original** documents, not photocopies.

Claim for ABSTUDY form (SY019)
(If required **question 13** and **question 20**)

Proof of enrolment
(If you have answered Yes at **question 17**)

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at humanservices.gov.au/privacy or by requesting a copy from the department.

31 Statement

It is important to read this statement carefully before you sign it. When you sign it, you are declaring that the information you have provided is complete and correct. You are also agreeing to the conditions in the statement.

If the statement is not signed payments will not start.

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 provided in this claim is complete and correct
- I have received the **Information you need to know about your Claim for ABSTUDY Allowances and Part-time Award booklet**.

I agree that:

- information already provided by me to the Australian Government Department of Human Services can be used, where required, to help finalise this claim.

I understand that:

- the Australian Government Department of Human Services will, from time to time, check with your education institution that you are enrolled and attending the course(s) that you 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.
- giving false or misleading information is a serious offence.
- the Australian Government Department of Human Services can make relevant enquiries to ensure I receive my correct entitlements.
- I must notify the Australian Government Department of Human Services of any changes to this information **within 14 days** of the change(s) occurring.

Signature

Date

An Important Note

If you are paid any ABSTUDY that you are not entitled to, you will have to pay it back. An overpayment is usually paid back by reducing your remaining ABSTUDY entitlement. If you are not entitled to any more ABSTUDY, you will have to repay the debt direct to the Department of Human Services.

See page 1 for instructions on returning your claim.