

When to use this form

This form is used to get private board provider details for an ABSTUDY secondary student who is living away from home and boarding privately.

What you need to do now

Complete questions 1 to 12 (if required), 15 and 16, if you are a:

- parent or guardian for a dependant student younger than 18
- student claiming independence
- student 18 years or older.

The **private board provider** must complete questions 13 and 14 (if required) and sign at question 17.

Important information

Rent Assistance may be available to help with the cost of boarding privately.

ABSTUDY payments going directly to a private board provider can be stopped. To stop the payments, call us on **1800 132 317** on the **day** you want us to stop them. To start the payments again, call us on the **day** you want them to start.

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 **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'.

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.

To be completed by the parent, guardian or student

1 Full name of **student**

2 Date of birth (DD MM YYYY)

3 Customer Reference Number (if known)

4 Full name of **person providing board**

5 What is the address where the student will be boarding?

Postcode

6 What is the phone number(s) where the student will be boarding?

Daytime phone number (including area code)

Alternative phone number (including area code)



CLK0SY115 2503

7 What date did the student start or will start living away from home?

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 (DD MM YYYY)

8 How much is being paid fortnightly to the private board provider for accommodation?

Board means you are provided with some regular meals.
Lodgings means the amount you pay for your accommodation.
If you cannot tell us what you pay for lodgings we will use two-thirds of the total board and lodgings amount you pay as rent.

Tick one box

Lodgings only Total lodgings charged
\$ _____ per fortnight

Board and lodgings Total board and lodgings charged
\$ _____ per fortnight

9 Who should we direct your ABSTUDY payments to?

Tick one box

Parent, guardian or student **Go to 13**
The private board provider must complete question 13 and sign at question 17.

The parent, guardian or student
Go to 15

Private board provider *Go to next question*

10 How much of your ABSTUDY payment do you want paid fortnightly to the private board provider?

\$ _____ per fortnight

11 What date do you want to start paying the private board provider?

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 (DD MM YYYY)

12 Where would you like payments directed during the school holidays?

Tick one box

Parent, guardian or student
Private board provider

Private boarding details – to be completed by the private board provider

13 You must complete this question.

How many students (excluding your own children) will be living at this accommodation?

14 Bank account details of private board provider

Only complete if payment is to be made to the private boarding provider.
Payments will be delayed if the account number is wrong. It is up to you to check the number is right.

Name of bank, building society or credit union

Branch number (BSB)

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Account number

Account held in the name(s) of

Questions continue ►

Privacy notice

15 You must 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

Your statement – parent, guardian or student

16 I declare that:

- I have read the 'Privacy notice' at question 15
- the information on this form is correct and I will notify Services Australia of any changes to this information, **within 14 days** of the change occurring.

I understand that:

- ABSTUDY payments directed to the board provider will not commence until this form has been completed and signed by the board provider and then returned to Services Australia.

Your name

I have read, understood and agree to the above.

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

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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.

Your statement – private board provider

17 I declare that:

- I have read the 'Privacy notice' at question 15
- I understand and accept the responsibilities and obligations for the type of arrangement requested in this form
- I will act in the best interest of the customer.

I understand that:

- any personal information I am given access to under this type of arrangement is protected under Commonwealth legislation
- the type of arrangement may be rejected or cancelled at any time by Services Australia
- giving false or misleading information is a serious offence.

Your name

I have read, understood and agree to the above.

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

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Your signature (**only** required if returning by post or in person)



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/centrelinkuploadocs](https://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.