

centrelink

Important information

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



When to use this form

Use this form to claim for ABSTUDY Schooling A. This form is for Aboriginal and Torres Strait Islander school students who are **living at home** and are:

- secondary students 15 or younger, or
- primary students aged 14 at 1 January.

Lodgement dates

To receive all of your ABSTUDY payments for the year of study, you must apply by **31 December** of that year. If you have not lodged a claim or contacted us by **31 December**, a claim for study in that year will not normally be approved.

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 servicessaustralia.gov.au/onlineguides

For more information

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

Call us on **1800 132 317**.



Information in your language

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 servicessaustralia.gov.au and search 'other support and advice'.

Keep these Notes (pages 1 to 4) for your information.

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This claim

ABSTUDY Allowances

School Fees Allowance and School Term Allowance are payable as part of ABSTUDY Schooling A.

A School Fee Allowance is normally paid at the start of the year to help pay for school fees. School Term Allowance is to help pay for books, uniforms and other school costs. The first instalment of each calendar year will be an automatic payment, however further instalments will depend on satisfactory school attendance.

Eligibility

To be eligible, a student must be enrolled, attend school for at least 85% of each term and:

- have a parent or guardian who qualifies for certain Centrelink payments or holds a current Health Care Card, or
- be under the minimum school leaving age, and
 - qualify for independent status as a homeless student, or
 - qualify for independent status as an orphan or whose parent(s)/guardian(s) cannot exercise their responsibilities, or
 - in state care.

Question information

Having a partner

Question 22: Relationship to you – Your 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 servicessaustralia.gov.au/moc

Partner Permitted to Enquire

Question 27: Partner Permitted to Enquire

Allowing your partner to enquire on your behalf may save you time when dealing with us. It will let you and your partner use more self-service functions online and over the phone.

If you give your partner **permission to enquire**, it will allow your partner to ask questions about your Centrelink payments and services. They could ask us:

- your current rate of payment
- the reason your payment has stopped
- the reason your payment has gone up or down, for example, income and assets, debt and back payment information.

They **can** tell us how much you earned, changes in your circumstances and view your details online.

They **cannot**:

- act on your behalf with Centrelink
- apply for payments for you
- fill in and sign forms and statements on your behalf
- come to appointments for you.

You have a right to have your personal information kept private. For more information, go to servicessaustralia.gov.au/privacypolicy

Changing your partner's permission to enquire is your choice and you can change this permission at any time.

If you think your partner is misusing the arrangement, call **132 850** or visit one of our service centres.

If you are affected by family and domestic violence, there is help available. Call **132 850** Monday to Friday, 8 am to 5 pm local time, and ask to speak to a social worker. Otherwise, you can contact 1800RESPECT (**1800 737 732**), a 24 hour service. If you are in immediate danger, call **000**. For more information, go to servicessaustralia.gov.au/domesticviolence

Tax details

Question 37: How to get a tax file number (TFN)

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

You can get this form from one of our service centres or the Australian Taxation Office.

To get a TFN you will have to confirm your identity.

You can find out what you need from us or the Australian Taxation Office.

Tax file number exemptions

ABSTUDY customers who do not have to give us their TFN are:

- a student who is younger than 16
- a person who receives a social security pension or Special Benefit from Centrelink or certain pensions from the Department of Veterans' Affairs (DVA)
- a person who is temporarily outside Australia
- a person who lives permanently outside Australia and does not earn income in Australia
- a person who is required to attend traditional ceremonies at the time the ABSTUDY claim is lodged
- a person whose physical safety is at risk from another person and the risk would be increased by disclosure of a tax file number, or
- a person who has lost all records of their TFN 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 claim. But remember, you must give your tax file number when you return from outside Australia or after attending the traditional ceremony.

Changes you must tell us about

You must tell us **within 14 days** about events or changes in circumstances affecting your payment. You can tell us by writing, phoning or going into one of our service centres.

You must tell Centrelink if

you or your partner:

- stop receiving a social security or Department of Veterans' Affairs pension, benefit or allowance
- no longer hold a current Health Care Card.

the student:

- stops attending school
 - is sick or injured and cannot continue study
 - stops living with you and is no longer dependent on you.
-

Change in address

If you change your address, you should advise us immediately. If mail is returned to us unclaimed, your payments may be stopped.

Other payments, concessions and help

Community Engagement Officers

These officers can help you:

- manage your income support and other business with us
- link with government and community services for assistance and other support.

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.

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

Family Tax Benefit and ABSTUDY School allowances

You can still receive Family Tax Benefit for a child younger than 16 for whom you are claiming ABSTUDY School Fees Allowance and School Term Allowance.

Indigenous Services Officers

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.

Remote Area Allowance

Remote Area Allowance is an extra 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.

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

Social Workers

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.

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- primary students aged 14 at 1 January.

Lodgement dates

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Filling in this form

This form must be completed by the parent/guardian of the student.

You can fill this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and complete 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.

About the student

1 Read this before answering the following question.

ABSTUDY is only for Aboriginal and Torres Strait Islander people. If there is any doubt about the student's identity as an Aboriginal or Torres Strait Islander, you will be asked to provide proof.

Is the student of Aboriginal or Torres Strait Islander descent and identifies as an Aboriginal or Torres Strait Islander and is accepted as such in the community in which they have lived?

If the student is of both Aboriginal and Torres Strait Islander Australian descent, tick both boxes.

No  The student is not eligible for ABSTUDY. Call us on **1800 132 317**.

Yes – Aboriginal Australian

Yes – Torres Strait Islander Australian

2 Read this before answering the following question.

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


Proof of Australian citizenship must be provided.

Acceptable proof of Australian citizenship is:

- certificate of Australian citizenship
- Australian birth certificate
- Australian passport, or
- other government documents that contain details of the student's citizenship.

Is the student an Australian citizen?

No  The student is not eligible for ABSTUDY. Call us on **1800 132 317**.

Yes  You will need to provide **documents** which verify your birth in Australia or arrival in Australia if you were born outside Australia. **Go to next question**

3 Country of birth

Date of citizenship (if not born in Australia)?

 (DD MM YYYY)

4 What is the **student's** name?

Family name

First given name

Second given name

5 Student's date of birth (DD MM YYYY)

6 Has the student 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.

7 Student's gender

Male

Female

Non-binary



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8 Did the student come into your care after 1 January this year?

If the student came into your care after 1 January in the year of study, you must give the date. You are only entitled to the School Term Allowance for the terms that you are looking after the student.

No Go to next question

Yes Give date (DD MM YYYY)

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9 Will the student be assisted by any other Australian Government education scheme (for example, Assistance for Isolated Children (AIC))?

The student cannot generally be assisted by more than one government education or training scheme at any one time. If you tick 'Yes' to this question, you may not be eligible for ABSTUDY assistance.

You should compare entitlements available under the different schemes, so you can choose the one which will assist you best. For example, you may be eligible for an allowance under Assistance for Isolated Children (AIC) if the student does not have reasonable daily access to an appropriate government school.

You can find information about Assistance for Isolated Children (AIC) entitlements from one of our service centres or by calling us on **132 318**.

No Go to next question

Yes Name of assistance

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10 When will the student first attend school for the year?

Your payments will be affected if the student does not start school or starts late.

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 (DD MM YYYY)

11 Give the student's school details

Grade/year (for example, Year 9)

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Name of school

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Location of school (suburb, town or community)

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12 How do you want the School Fees Allowance to be paid?

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

Tick one only

To the school named Go to next question at Question 11

To me after I provide proof of payment



You must show us a copy of your receipt before the School Fees Allowance can be paid to you.

About you

13 Your Customer Reference Number (if known)

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14 What is your name?

Mr Mrs Miss Ms Mx Other

Family name

--

First given name

--

Second given name

--

15 Your date of birth (DD MM YYYY)

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16 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.

17 Your gender

Male

Female

Non-binary

25 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.

26 Your partner's gender

Male

Female

Non-binary

27 Do you give permission for your partner to make enquiries with us on your behalf?

You can change this authority at any time.

No

Yes

28 Which of the following best describes **your partner's** relationship to the student?

You should tick the 'Foster carer' box **only** if the student is in state care – that is, the student has been put in substitute care through a state or territory welfare authority or through a legal process.

Parent

Grandparent

Step parent

Foster carer

Other Give details below


29 Do you (and/or your partner) receive payments from sources other than Centrelink income support payments?

For example:

- a payment from Department of Veterans' Affairs (DVA), or
- Self-Employment Allowance.

No Go to next question

Yes Give details below

 Provide a copy of a letter or other document(s) that shows the reference number and details for each payment (other than payments made by us).

1 Type of payment

Date commenced (if known)

(DD MM YYYY)

Who pays it?

Who gets this payment? You Your partner

2 Type of payment

Date commenced (if known)

(DD MM YYYY)

Who pays it?

Who gets this payment? You Your partner

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

30 Do you (and/or your partner) have a current Health Care Card from us?

No

Yes

If you answered 'No' to question 29 or 30, call us on 1800 132 317.

31 Do you currently receive a Centrelink payment?

No Go to 33

Yes Go to next question

32 Do you want this payment to go to the same bank account as your Centrelink payment?

No Go to next question

Yes Go to 34

33 Where do you want the ABSTUDY 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.

The account into which another Centrelink payment is made (if applicable)

Name of payment

▶ Go to 34

My account nominated below

Give details below

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

34 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

35 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 have a partner, we will need their TFN too. If you or your partner do not have a TFN, or do not know what yours is, you can apply for one through the Australian Taxation Office. See page 3 of the **Notes**.

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

Have you (and your partner) given us your tax file number(s) before?

No *Go to next question*

Not sure *Go to next question*

Yes **Go to 37**

36 Do you (and your partner) have a tax file number?

You

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

Yes **Your tax file number**

Your partner

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

Yes **Your partner's tax file number**

37 Which of the following 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 the documents.

Identity documents
(If you answered Yes at **question 2**)

Copy of receipt of school fees
(If required at **question 12**)

Copy of a letter or other document(s) that shows the reference number and details for each payment
(If you answered Yes at **question 29**)

Authorising a person or organisation to enquire or act on your behalf (SS313) form
(If you answered Yes at **question 34**)

38 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

39 I declare that:

- I am the person who cares for the student.
- I have read the list of changes that I must tell Services Australia about and understand that failing to advise Services Australia of the changes **within 14 days** is a serious offence.
- the information I have provided in this form is complete and correct.

I understand that:

- Services Australia may collect my personal information from third parties, including other government agencies, to ensure payment accuracy.
- I am responsible for the payments of any expenses associated with the school.
- to retain ABSTUDY, the student must meet attendance requirements.
- the information already provided by me to Services Australia can be used, where required, to help finalise this claim.
- Services Australia will, from time to time, check with the school I nominated on the claim, that the student is enrolled and attending.
- Services Australia may disclose limited information (for example, income and assets) about me to my partner and/or other parties when my circumstances affect their entitlement to payments and services.
- 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.


Signature of parent/guardian



Date (DD MM YYYY)

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Signature of parent's/guardian's partner



Date (DD MM YYYY)

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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
- in person at one of our service centres.