

When to use this form



Use this form if you are a student or Australian Apprentice who is in lawful custody and want to claim ABSTUDY.

Usually payment is made directly to the supplier of the essential course costs, or reimbursed to the correctional or educational institution.

Who is eligible?

To be eligible you must be of Aboriginal or Torres Strait Islander descent, and:

- be in custody for more than 2 weeks
- be a student undertaking an approved part-time or full-time course, or a full-time Australian Apprentice, and
- not receiving and will not be receiving any other government assistance to study.

What is an approved institution?

Approved institutions include:

- registered training organisations
- secondary schools
- special schools
- technical and further education institutions
- higher education institutions
- any other body approved by the relevant state or territory
- correctional services authorities providing secondary or tertiary level Indigenous Special Course(s) for students in lawful custody.

What is an approved course?

Approved courses include:

- some language, literacy and numeracy courses
- English as a second language courses
- pre-vocational courses
- vocational education and training programs
- preparatory courses for tertiary education
- school-based apprenticeship or traineeships
- an accredited secondary course through a secondary school or TAFE, higher education institution or special school
- a range of tertiary courses
- Indigenous Special Course of study – this includes vocational education and secondary study programs approved by a correctional services authority.

Read these Notes before you complete the form.

What can be claimed?

Essential course costs covered includes:

- education institution fees including union, sports, library, administration, amenities and laboratory fees or levies or the like charged by an approved education institution
- textbooks and stationery such as books, art material, published articles, ink cartridges and paper for computer printers
- daily travel expenses (where the person has permission to travel between the correctional institution and the education institution)
- extra education costs incurred because of the student's or Australian Apprentice's legal status, such as the cost of additional photocopying incurred because the student or Australian Apprentice cannot borrow library books on restricted access where reading chapters of these books is essential
- compulsory equipment items, **only** where it is unreasonable to expect the education institution to provide these items.

Prior approval must be sought by the student or Australian Apprentice or correctional institution from Centrelink for:

- art and photographic materials
- other items where the annual cost per student or Australian Apprentice for a course will exceed the equivalent of the rate of ABSTUDY
- Incidentals Allowance for a 24 week to one year course.

If the student or Australian Apprentice is undertaking 2 part-time courses, prior approval must be sought where the annual cost will exceed the equivalent of twice the rate of ABSTUDY Incidentals Allowance.

For details of the Incidentals Allowance rates, go to servicessaustralia.gov.au/abstudy

Online account



You can access your Centrelink online account through myGov. myGov is a secure way to access a range of government services online with one username and password. You can create a myGov account at my.gov.au and link it to your Centrelink online account.

Closing dates

Claims for reimbursement of essential course costs under Lawful Custody Allowance must be lodged before 1 April in the year immediately following the year of study or apprenticeship activity.

Any additional documents should be provided with the form or **within 14 days** of returning your form so we can process your claim. If additional documents cannot be provided **within 14 days**, contact us for extra time.

If extra time is required, you must contact us at the earliest possible date to make an arrangement.

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

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

Claim for ABSTUDY Student or Australian Apprentice in lawful custody (SY022)

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.

About you

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

No  You are not eligible for Lawful Custody Allowance. 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 Lawful Custody Allowance. Call us on **1800 132 317**.

Yes Country of birth

Date of citizenship (if not born in Australia)?
(DD MM YYYY)

--	--	--	--	--	--	--	--

3 Your Customer Reference Number (if known)

--	--	--	--	--	--	--	--

4 Your name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

5 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.

6 Your gender

- Male
- Female
- Non-binary

7 Your date of birth (DD MM YYYY)

--	--	--	--	--	--	--	--



CLK0SY022 2410

8 Your place of birth

9 Name of the correctional or educational institution, remand centre or youth training centre

10 Address of the institution, **not** a PO Box

Postcode

11 Postal address of the institution (if different to above)

Postcode

12 Name of your study or Australian Apprentice coordinator and contact phone number.

Full name of coordinator

Contact phone number (including area code)

13 Are you an Australian Apprentice?

No **Go to 15**

Yes **Go to next question**

14 What is your employment type?

Tick one box

apprenticeship

traineeship

Start date of apprenticeship or traineeship
(DD MM YYYY)

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

► **Go to 18**

15 Your study details

Name of course

Year/grade/stage of course
(for example, 1st year, Year 9)

Name of education institution

Your student ID number

16 When will you be studying?

You start your studies on (DD MM YYYY)

Your studies finish on (DD MM YYYY)

17 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 ►



Provide proof of your enrolment from the institution.

Students in a secondary course or students in a higher education course at university do not need to provide proof of enrolment.

18 Read this before answering the following question.

Essential course costs must be certified by the Head of School/Faculty or equivalent representative of the course provider, using the **ABSTUDY Lawful Custody Allowance Claim for reimbursement – to support SY022 (SY108)** form, as being mandatory and lodged with Services Australia before 1 April in the year immediately following the year of study.

Are you providing invoices or receipts for essential course costs?

No ► **Go to next question**

Yes ►



Using the **ABSTUDY Lawful Custody Allowance Claim for reimbursement – to support SY022 (SY108)** form, completed by the Head of School/Faculty or equivalent representative of the course provider, provide an itemised list of essential course costs and provide invoices, receipts or proof of expenditure with your claim.

► **Go to next question**

19 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 21**

20 Do you have a tax file number?

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

Yes Your tax file number

--	--	--

21 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

22 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 (If you answered Yes at **question 17**)

ABSTUDY Lawful Custody Allowance Claim for reimbursement – to support SY022 (SY108) form (If you answered Yes at **question 18**)

Authorising a person or organisation to enquire or act on your behalf (SS313) form (If you answered Yes at **question 21**)

▶ Continue to next page

Privacy notice

23 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

24 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.
- I am responsible for the payment of any expenses associated with study or undertaking an Australian Apprenticeship that are not covered by ABSTUDY.
- 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)

--	--	--	--	--	--	--	--	--	--

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



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.