

## When to use this form



Use this form to register an enquiry or tell us about a change in circumstances for a person receiving ABSTUDY.

This form can be used by students or third parties such as partners, parents, or others who need to supply information about the ABSTUDY recipient's circumstances.

Students who wish to advise of a change in their study detail only can view and update their study details by using the Manage Study Details online service or tell us about a change of study circumstance using the Study Detail section of the Express Plus mobile app.

## Online services



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.

## Changes you must tell us about

You must tell us about events or changes in circumstances affecting the person receiving ABSTUDY. You can tell us by using this form, calling us or going into one of our service centres.

## For more information



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

Call us on **1800 132 317**.

We can translate documents you need for your claim or payment for free.

To speak to us in your language, call **131 202**.

Call charges may apply.

If you have a hearing or speech impairment, you can call the **TTY service** on **1800 810 586**.

A TTY phone is required to use this service.

Filling in this form

You can complete this form on your computer, print and sign 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.

Student's details

1 Customer Reference Number (if known)

2 Student's name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

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

4 Contact phone number

Best time to call back

 am/pm

Enquirer details

- 5 Are you the: Student  Go to 8  
Student's parent/guardian  Go to next question  
Student's partner (married, registered partner or de facto)  Go to next question  
Other  Give details below

Go to next question

6 Enquirer's full name

7 Enquirer's contact phone number

Best time to call back

 am/pm

Questions continue



**8 Read this before answering the following questions.**

The following questions 8 to 16 are about changes to:

- the student's address
- the rent paid for student accommodation
- contact details for the student
- bank account details
- the student's income
- where the student studies
- full-time to part-time study
- tax to be deducted from the student's payment
- other circumstances not covered in this form.

Complete ALL questions that apply to the student.

**Change of address for the student**

Date of change (DD MM YYYY)

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Home

Term

Postal

New address

Postcode
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**9 Change to the rent paid for student accommodation**

New rent amount

\$		per week
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Provide documents showing details of the new rent paid.

**10 Change of contact details for the student**

Home phone number

Is this a silent number? No  Yes

Mobile phone number

Alternative phone number

**11 Change to the account where you want payments made.**

The account must be in your name. A joint account is acceptable.

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

Account held in the name(s) of
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**12 Change to the student's income**

Income changed to

\$		per week
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For the following period:

Full academic year <input type="checkbox"/>	Semester 1 <input type="checkbox"/>	Term 1 <input type="checkbox"/>
	Semester 2 <input type="checkbox"/>	Term 2 <input type="checkbox"/>
	Semester 3 <input type="checkbox"/>	Term 3 <input type="checkbox"/>
		Term 4 <input type="checkbox"/>

Other – From (DD MM YYYY)

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To (DD MM YYYY)

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**13 Change to where the student studies**

You may be asked to provide proof of your enrolment and a list of the subjects you are studying.

Old institution or school

Last date of attendance (DD MM YYYY)

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New institution or school

Date of commencement (DD MM YYYY)

			Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>
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**14 Change from full-time to part-time study**

Last date of full-time studies (DD MM YYYY)

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Date dropped to part-time studies (DD MM YYYY)

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**15 Does the student want tax deducted from their fortnightly payment?**

No  *Go to next question*

Yes  Give details below

**Tick one only**

A set amount (must be whole dollars)  \$ .00 per fortnight

A percentage (%) of my payment  % per fortnight

**16 List any other changes to the student's circumstances not mentioned above**

List any other changes to the student's circumstances not mentioned above
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If you need more space, provide a separate sheet with details.

## 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/privacy](http://servicesaustralia.gov.au/privacy)

## Declaration

### 18 I declare that:

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

#### I understand that:

- Centrelink may collect my personal information from third parties, including other government agencies, to ensure payment accuracy.
- this information is collected for the purposes of assessing ABSTUDY eligibility.
- I must notify Centrelink of any change(s) to this information, **within 14 days** of the change(s) occurring.
- giving false or misleading information is a serious offence.

Applicant's/Student's signature



Date (DD MM YYYY)

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## Returning this form

Return this form and any supporting documents:

- online** using your Centrelink online account.  
For more information, go to [servicesaustralia.gov.au/submitdocumentsonline](http://servicesaustralia.gov.au/submitdocumentsonline)
- by post to  
Services Australia  
Student Services  
PO Box 7804  
CANBERRA BC ACT 2610
- in person at one of our service centres.

## Office use only

Date received (DD MM YYYY)

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Initials

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Written confirmation sought

System resubmit entered

Other information


System update, file

No action needed, file

Pay suspended, refer to assessor

Contact student

Refer to assessor

Other

Comments


Assessor's name

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Position number

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Your signature



Date (DD MM YYYY)

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