

When to use this form



If you are a full-time student, use this form to claim Additional Incidentals Allowance for essential course or material costs.

A claim may include some necessary items which have not yet been purchased, but at least half the amount of the claim must already have been purchased.

A maximum amount of \$2,080 is payable in any one calendar year.

Online services



You can upload this form, with any supporting documents, online.

For more information about how to access an online account or how to lodge documents online, go to **servicesaustralia.gov.au/centrelinkuploaddocs**

Important information

Check that all questions are answered and that the form is signed and dated.

Return this form and any supporting documents to us **within 14 days** so we can process your application or claim. If you cannot do this **within 14 days**, you must contact us at the earliest possible date to make an arrangement.

For more information

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

Call us on **1800 132 317**.

We can translate documents you need for your claim 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.



Date stamps

Guidelines

What are essential course or material costs?

Essential course costs are those costs which **all** students in a tertiary course, or a single Masters/Doctorate student, must incur in order to undertake their course. Such costs may include:

- **education institution fees:** union, sports, library, administration, amenities or laboratory fees, levies or other compulsory fees charged by an approved education institution, and
- **textbooks and equipment:** cost of books, published articles, stationery and other equipment items verified in writing by the education institution as being necessary for **all** students studying the approved course.

Essential course costs do **not** include:

- tuition or course fees charged by an institution
- items which would be expected to be provided by the education institution, for example, musical instruments, sewing machines, typewriters or computers.

What documents do I need?

For items that have been purchased:

- fully itemised receipts showing name of business, details of each item purchased, date and amount of each item purchased (see question 6), or
- where items have been purchased from another student, a fully itemised receipt showing name of seller, details of each item purchased, date and amount of each item purchased (see question 6). A quote from a retailer (for example, bookshop or stationery supplier) showing the recommended retail price of the item(s) must also be provided, and
- the signature of the Head of School/Faculty at the appropriate education institution, certifying that the items claimed are essential for all students undertaking the course (see question 9).

For items that have not yet been purchased:

- fully itemised quotes showing name of business, date and details of each item to be purchased
- the signature of the Head of School/Faculty at the appropriate education institution, certifying that the items claimed are essential for all students undertaking the course (see question 9)
- you need to return your receipts for the above items within 3 weeks of receiving the Additional Incidentals Allowance. For information on how to return your receipts refer to **Returning this form** on page 3.

How much am I entitled to?

Only costs above certain amounts, called prescribed amounts, can be paid. This means you must spend over the prescribed amount to be eligible for Additional Incidentals Allowance. The prescribed amounts may be different depending on how long you are studying.

The prescribed amounts can be found in the publication *A guide to Australian Government payments*. For more information, go to servicessaustralia.gov.au/paymentsguide

A maximum amount of \$2,080 is payable in any one calendar year.

1. You must account for **all** expenditure by providing receipts. This includes the Incidentals Allowance which you have already received, your own contribution and expenditure beyond the prescribed amount.
2. No arrangements will be entered into to pay an account at your education institution or to a bookshop.

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.

About you

1 Your Customer Reference Number (if known)

2 Your name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

3 Your date of birth (DD MM YYYY)

4 **Read** this before answering the following question.

Providing a mobile phone number or an email address means you may receive SMS or emails from us. To read the terms and conditions, go to servicesaustralia.gov.au/em

Your contact details

Home phone number

Mobile phone number

Alternative phone number

Email

5 Your course details

Name of institution

Name of course

Length of course

Course code



6 Give details of the items purchased and/or items not yet purchased but supported by quotes.

You must make sure that:

- Items purchased must make up at least half of the amount of the total claim.
- Receipts for items already purchased and quotations for items not yet purchased **must** be provided.
- Receipts for proposed purchases **must** be provided to us **within 3 weeks** of receiving the Additional Incidentals Allowance.

If you do not provide these receipts **within 3 weeks**, you must return the payment to us. If you do not provide the relevant receipts or repay the Additional Incidentals Allowance payment, you will have a debt which you will have to pay.

Items already purchased

Item	Receipt number	\$ Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
Items already purchased – subtotal		\$

Items not yet purchased but supported by quotes

Item	\$ Cost	
1		
2		
3		
4		
5		
6		
7		
Items not yet purchased – subtotal		\$

Total claim \$

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

Privacy notice

7 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

Student's declaration

8 I declare that:

- the itemised list in question 6 is an accurate record of purchase or proposed purchase of essential course requirements according to the guidelines provided on page Notes—2 of this claim.
- the information 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.
- giving false or misleading information is a serious offence.

Student's signature



Date (DD MM YYYY)

DD	MM	YYYY
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School/Faculty declaration

9 I declare that:

- the items listed in question 6 of this form are essential for all students undertaking the course stated in question 5.

Name (print in BLOCK LETTERS)

Position at institution

Name of course the student is enrolled in

Contact phone number

Signature



Date (DD MM YYYY)

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/centrelinkuploaddocs
- 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

Amount approved

Less prescribed amount

Entitlement

Approval of expenditure for and on behalf of the Minister.

Name (print in BLOCK LETTERS)

Position

Position number

Logon ID

Signature



Date (DD MM YYYY)

DD	MM	YYYY
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Certification of claims (by Section 23 of the *Public Governance, Performance and Accountability Act 2013* [PGPA Act]). For the purpose of Section 23 of the PGPA Act I certify that the payment can be properly made.

Name (print in BLOCK LETTERS)

Position

Position number

Logon ID

Signature



Date (DD MM YYYY)

DD	MM	YYYY
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