



Australian Government



Centrelink

Claim for **ABSTUDY** Allowances and Part-time Award

FORM

d

- **Part-time Award and Incidentals Allowance, and**
- **Testing and Assessment Allowance**

NOTE: If you are not sure what you are entitled to, to test your eligibility, please complete *Claim for ABSTUDY, FORM b, (SY019)* to test your eligibility for ABSTUDY.

Please use blue or black pen only.

Centrelink office use only

Customer Reference Number	<input type="text"/>	
Date received by community agent, institution etc.	<input type="text"/>	Date stamps
Date accepted by Centrelink	<input type="text"/>	
Date received in processing office	<input type="text"/>	
Logon ID	<input type="text"/>	

How to claim

Forms in your claim pack

In your claim pack, you should have the following:

- *Information you need to know about your claim for ABSTUDY Allowances and Part-time Award*

Depending on your circumstances you may have to fill in other forms.

How to claim in 3 easy steps

Step 1

Before completing this claim please read *About the information you give* section in the **Information booklet**.

Fill in this claim.

Please use a blue or black pen only.

Check that you have answered all the questions you need to answer, and that you signed and dated the claim.

Step 2

Collect all the documents you need

This claim may tell you that you need to provide **proof of enrolment in a course** if you are studying part-time. If you do not have proof now you must provide proof within 14 days of course commencement.

Please remember that we need to see **original** documents (not photocopies).

Proof of identity is not required for this claim.

Step 3

Return the completed forms to Centrelink

Return your forms to Centrelink within 14 days to ensure you are paid from the earliest date possible under Social Security Law. If you cannot return this claim within 14 days, contact Centrelink for an extension.

You can contact Centrelink by calling **13 2317**, in person, by post or by fax.

PART A**Student details**

1 What is your name?	Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Other <input type="text"/>
	Family name	<input type="text"/>					
	First name	<input type="text"/>					
	Second name	<input type="text"/>					
<hr/>							
2 Do you use or have you used, any other names? (e.g. maiden name or clan/skin/tribal name)	No <input type="checkbox"/>						
	Yes <input type="checkbox"/>	Maiden name <input type="checkbox"/>	Aboriginal/Islander name <input type="checkbox"/>				
		Give name	<input type="text"/>				
<hr/>							
3 Are you	Male? <input type="checkbox"/>	Female? <input type="checkbox"/>					
<hr/>							
4 What is your date of birth?	<input type="text" value="/ /"/>						
<hr/>							
5 Are you an Australian Aboriginal or Torres Strait Islander, that is:	No <input type="checkbox"/>	You are not eligible for ABSTUDY					
<ul style="list-style-type: none"> • you are of Australian Aboriginal or Torres Strait Islander descent; and • you identify as an Australian Aboriginal or Torres Strait Islander; and • you are accepted as such by the community in which you live or have lived? 	Yes, Aboriginal <input type="checkbox"/>	Mark both boxes if you are of both Aboriginal and Torres Strait Islander origin.					
	Yes, Torres Strait Islander <input type="checkbox"/>						
<hr/>							
6 Are you an Australian Citizen?	No <input type="checkbox"/>	You are not eligible for ABSTUDY					
	Yes <input type="checkbox"/>	Country where you were born	<input type="text"/>				
		If you were not born in Australia, when were you granted Australian citizenship?	<input type="text" value="/ /"/>				
<hr/>							
7 What is your permanent home address?	Number and street (Not a PO Box)						
	<input type="text"/>						
	Suburb, town or community						
	<input type="text"/>						
	State	Postcode					
	<input type="text"/>	<input type="text"/>					
<hr/>							
8 Do you have a different postal address?	No <input type="checkbox"/>						
	Yes <input type="checkbox"/>	Number and street or PO Box					
		<input type="text"/>					
		Suburb, town or community					
		<input type="text"/>					
	State	Postcode					
	<input type="text"/>	<input type="text"/>					

PART A *continued* • **Student Details****9 How can we contact you?**

Please include area codes.

	Contact number	Is this a silent number?	
Permanent home	()	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Term/Semester	()	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Other contact	()	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Mobile			
Fax	()		
Internet/Email			

10 Do you, or will you, receive government assistance for study or training?No Yes ► Tick which payment appliesa cadetship/scholarship a full-time apprenticeship/traineeship Assistance for Isolated Children (AIC) Veterans' Children Education Scheme Youth Allowance Austudy CDEP for study, training or education any other assistance ► Give name of payment

PART B**Payment details****11 How would you like your payments to be made?**

The account into which my other payments from Centrelink are made (if applicable)

► Go to **Question 12**

Another account

► Please provide details below

Name of bank, building society or credit union

Type of account (e.g. savings, cheque)

Branch where the account is held

Branch number (BSB) - if known

Account number (This may not be your card number)

Account held in the name(s) of

I would like my payments posted to me

► Cheque payments can be posted to you, but this will mean waiting longer for the payment.

NOTE: Cheque payments are only available in certain circumstances: remoteness or isolation, age, frailty or disability, legal or administrative problems experienced by the customer, or religious or cultural beliefs.

PART C**Part-time, Incidentals,
Testing and Assessment Allowance**

12 What are you claiming?

NOTE: Part-time students may be eligible for other assistance under ABSTUDY
e.g. Away-from-base assistance and Fares Allowance

Part-time Award/Incidentals Allowance ► Go to **Part D**

NOTE: If you are a full-time student and your income stops you from receiving ABSTUDY
you may be eligible for Incidentals Allowance

Testing and Assessment Allowance ► Go to **Part E**

PART D**Study details****13 Give your study details**

You must provide proof of your enrolment in this course.

Exact course title (e.g. School studies, Bachelor of Arts)

Course code number

--

Grade/year/stage of course (e.g. Year 11, 1st year B.A.)

--

Name and suburb of school, college or institution

Student identification number (if not yet known, advise as soon as possible)

--

If you are studying your course at more than one institution, give details of the other institution here

14 What date will:

If you start late it may affect your ABSTUDY payments.

you start studies

/ /

your studies finish

/ /

15 Have you enrolled in this course?

No

▶ **You must enrol to be entitled to ABSTUDY**

Yes



You must provide proof you have enrolled in the course named in Question 13 within 14 days of course commencement except if you are a school student.

16 Does your course include block release/residential schools?

Block release is a type of study where part of the course is given at residential schools during the year. The residential schools are usually held at the institution.

No

Yes

PART E**Selection test/interview details**

- 17 Will you receive any other financial assistance to attend the selection test/interview?** No
Yes ► Give name of assistance
-
- 18 Have you received ABSTUDY assistance to attend two other selection tests/interviews this year?** No
Yes ► **You are not eligible for assistance for this attendance – ABSTUDY will assist you for only two attendances a year**
-
- 19 Give details of the course for which you are being tested/interviewed**
You may not be eligible for assistance if the course is available locally or at a nearer location.
- Exact course title (e.g. School studies, Bachelor of Arts)
If the same as Question 13 write 'As per Question 13'.
- Full name of institution(s) and campus(es)
If the same as Question 13 write 'As per Question 13'.
-
- 20 Give the name of the town or city where the selection test/interview will be held.** Name of town or city
-
- 21 Give the dates of the selection test/interview.** From / / to / /
-
- 22 Has accommodation been arranged by the education institution?** No
Yes

NOTE: If you are accepted into your course and want to claim ABSTUDY Living Allowance, you will need to complete a *Claim for ABSTUDY, FORM b*.

PART G**Information on this claim**

24 Did someone help you fill in this claim?

No Yes

Please give details

Their name

Their phone number

25 Do you allow your partner or another person to make enquiries to Centrelink on your behalf regarding your entitlement to payment and services?

No Yes

NOTE: You can change this authorisation at any time.

You may specify what information is given to or received from your partner or another person.

My partner Parent/Guardian or another person

Please give details below. This will assist Centrelink to identify the person to whom you allow information to be given.

Person's name

Their relationship to you e.g. father, friend

Their phone number

Their date of birth

Their address

Postcode

PART H**Your statement****26 You must read and sign this declaration.**

It is important to read this declaration carefully before you sign it.

When you sign it, you are declaring that the information you have provided is complete and correct. You are also agreeing to the conditions in the declaration.

If the declaration is not signed payments will not start.

I declare that:

- I am of Australian Aboriginal or Torres Strait Islander descent; and
- I identify as an Australian Aboriginal or Torres Strait Islander; and
- I am accepted as such by the community in which I live or have lived; and
- the information provided in this claim is complete and correct; and
- I have received and I am aware of the privacy notice in the **Information you need to know about your Claim for ABSTUDY Allowances and Part-time Award.**

I understand that:

- I am responsible for the payment of any expenses associated with study that are not covered by ABSTUDY.
- to retain ABSTUDY, I must attend classes, tutorials and practical exercises and submit all required coursework to the satisfaction of the institution.
- giving false or misleading information is a serious offence.
- Centrelink can make relevant enquiries to ensure I receive my correct entitlements.
- I must notify Centrelink of any changes to this information within 14 days of the change(s) occurring.

Student's signature



Date

 / /

The information on this claim is collected for the purpose of assessing ABSTUDY eligibility.

AN IMPORTANT NOTE

If you are paid any ABSTUDY that you are not entitled to, you will have to pay it back. An overpayment is usually paid back by reducing your remaining ABSTUDY entitlement. If you are not entitled to any more ABSTUDY, you will have to repay the debt direct to Centrelink.

Now that you have completed this Claim, hand it in or post it to any Centrelink office. Addresses are in the White Pages.

What do I do now?

Please go to PART I on page 12 and read the Checklist to see what else you have to do.

Centrelink office use only

Assessor's signature

Logon ID

Date

 / /

PART I**Checklist**

This checklist will help you ensure that you have all the required documents.

If you require any additional forms referred to in this claim, contact Centrelink on **13 2317** or go to our website at www.centrelink.gov.au

**Action Checklist****Did you fill in the claim properly?**

- Did you provide your telephone number?
- Did you (and your partner) provide Tax File Number details in PART F?
- Did you read, sign and date Your statement in PART H?

**Document Checklist****Have you provided the right document(s) with this claim?****Proof of enrolment in a course**

- Question 15** - Have you provided proof that you have enrolled in the course named in Question 13, except if you are a school student. If you do not have proof now you must provide proof within 14 days of course commencement.