



INSTITUTE OF KOORIE EDUCATION TESTING AND ASSESSMENT ACTIVITY.

Dear Prospective student,

The Institute of Koorie Education at Deakin University requires prospective students to complete the following steps to allow selection interviews to be scheduled.

STEP ONE: Complete and sign the Claim for ABSTUDY Allowances and Part-time Award. (Ignore questions 18 to 20).

STEP TWO Fax the completed form to the:

Student Support Officer, Institute of Koorie Education
Fax: 03) 5227 2019

STEP THREE Post the original form to:

ABSTUDY CENTRELINK
PO BOX 71
MIRRABOOKA
W.A 6941

If you require assistance to complete the form, please feel free to contact the Student Support Officers at the Institute of Koorie Education on 03) 5227 2538 or Toll Free on 1800 242 251.

Regards,

The Institute of Koorie Education
Deakin University



Australian Government



Claim for ABSTUDY Allowances and Part-time Award

Office Use Only

Customer Reference Number				Received by Community agency, institution	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accepted by Centrelink		Received by processing office		Logon ID	Assessed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Logon ID	Assessor's initials
				<input type="text"/>	<input type="text"/>

Purpose of this form

For Australian Aboriginal and Torres Strait Islander people who are:

- part-time students
- full-time students who wish to claim non-means-tested ABSTUDY allowances only (including Incidentals Allowance)
- Australian Apprentices who wish to claim Incidentals Allowance only, or
- seeking assistance to attend a Testing and Assessment activity to gain entry to either:
 - a tertiary course
 - an enabling course at university.

Note: If you are a full-time student or an Australian Apprentice (apprentice or trainee) who wishes to test your eligibility for fortnightly Living Allowance, please complete **Claim for ABSTUDY form (SY019)**.

ABSTUDY The Guide provides you with more information about ABSTUDY entitlements and allowances.

For more information

Call Centrelink on **13 2317**, visit your local **Centrelink Customer Service Centre** or go to our website at **www.centrelink.gov.au**

To speak to Centrelink in languages other than English, call **13 1202**.

Note: Calls from your home phone to Centrelink 13 numbers from anywhere in Australia are charged at a fixed rate. That rate may vary from the price of a local call and may also vary between telephone service providers. Calls from public and mobile phones may be timed and charged at a higher rate.

If you have a hearing or speech impairment

TTY service Freecall™ 1800 810 586. A TTY phone is required to use this service.

Filling in this form

Please use black or blue pen.

Mark boxes like this with a ✓ or X.

Where you see a box like this ► **Go to 5** skip to the question number shown. You do not need to answer the questions in between.

Returning your form(s)

Check that you have answered all the questions you need to answer and that you have signed and dated this form.


If you return required documents (and your claim form):

- by post – we will photocopy your documents, and return originals to you by registered post.
- in person – we will photocopy your documents, and return the originals to you.

Return this form, all additional documents and any other forms you are required to complete to a **Centrelink Customer Service Centre within 14 days** to ensure you are paid from the earliest date possible.

If you cannot return all the forms or documents **within 14 days**, contact Centrelink for extra time.

1 Are you of Aboriginal or Torres Strait Islander origin?
If you are of both Aboriginal and Torres Strait Islander origin,
please tick both 'Yes' boxes.

No  **You are not eligible for
ABSTUDY Allowances
and Part-time Award.
Please call Centrelink
on 13 2317.**

Yes – Aboriginal
Yes – Torres Strait Islander **Go to next question**

2 Are you an Australian citizen AND born in Australia?


No **Go to next question**

Yes **Go to 6**

3 What is your country of birth?

4 When did you start living in Australia?

5 Are you an Australian citizen?

No  **You are not eligible for ABSTUDY Allowances
and Part-time Award. Please call Centrelink
on 13 2317.**

Yes **Date of citizenship**

6 Please tick if you are:

A student or intending to be a student

An Australian Apprentice (apprentice or trainee)

7 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

8 Have you ever used or been known by any other names
(e.g. name at birth, maiden name, previous married name,
Aboriginal or tribal name, alias, adoptive name, foster name)?

No **Go to next question**

Yes **Give details below**

1 Other name

Type of name (e.g. name at birth)

2 Other name

Type of name (e.g. maiden name)

If you have more than 2 other names, please attach a
separate sheet with details.

9 Your Sex

Male

Female

10 Your date of birth

11 Your permanent address

Postcode

12 Your postal address (if different to above)

Postcode

13 Your contact details

Home phone number ()

Is this a silent number? No Yes

Whose name is the phone account in? My name

My partner's name

Another name

Mobile phone number

Whose name is the mobile phone account in? My name

My partner's name

Another name

Fax number ()

Work phone number ()

Alternative phone number ()

Email

@

14 Do you, or will you, receive government assistance for study or training?

No Go to next question

Yes Which payment applies

a cadetship/scholarship

Assistance for Isolated Children (AIC)

Veterans' Children Education Scheme

Youth Allowance

Austudy

CDEP for your course or Australian Apprenticeship (apprenticeship or traineeship)

Living Away From Home Allowance for an Australian Apprenticeship (apprenticeship or traineeship)

any other assistance Specify below

Name of payment

15 Where do you want your payment made?

The bank, building society or credit union account must be in your name. A joint account is acceptable.

The account into which my other payments from Centrelink are made (if applicable) Go to next question

My account nominated below Give details below

Name of bank, building society or credit union

Branch where your account is held

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

I would like payments posted to me Please read below

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.

16 Please read this before answering the following questions

Part-time students may be eligible for Incidentals Allowance and other ABSTUDY assistance such as Away From Base and Fares Allowance.

Full-time students may be eligible for Incidentals Allowance, plus other non-means-tested assistance such as Additional Incidentals Allowance, Away From Base and Fares Allowance.

If you are a full-time student who wishes to test your eligibility for fortnightly Living Allowance, please complete **Claim for ABSTUDY** form (SY019).

Australian Apprentices may wish to test your eligibility for fortnightly Living Allowance, please complete **Claim for ABSTUDY** form (SY019).

If you do not have this form, call us on 13 2317 or go to our website at www.centrelink.gov.au

17 What is your situation?

Part-time student Go to next question

Full-time student who wishes to claim non-means-tested ABSTUDY allowances only (including Incidentals Allowance) Go to next question

Seeking assistance to attend Testing and Assessment to gain entry to either:

- a tertiary course
- an enabling course at a university Go to 21

An Australian Apprentice (apprentice or trainee) who wishes to claim ABSTUDY Incidentals Allowance only Go to 27

18 Give your study details

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 ID 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

19 When will you be studying?

You start your studies on

Your studies finish on

20 Have you enrolled in this course?

No  **You must enrol to be entitled to ABSTUDY**

Yes



As proof of your enrolment you must provide a copy of the notice you are given by the institution within 14 days of starting studies. Payments cannot be made if you do not provide proof. Secondary school students are not required to provide proof of enrolment.

Go to 28


21 Will you receive any other financial assistance to attend the selection test/interview?

No **Go to next question**

Yes Give name of assistance

22 Have you received ABSTUDY assistance to attend 2 other selection tests/interviews this year?

No **Go to next question**

Yes  **You are not eligible for ABSTUDY Allowances and Part-time Award. Please call Centrelink on 13 2317.**

23 Give details of the course for which you are being tested/interviewed

If you are accepted into your course and want to claim ABSTUDY Living Allowance, you will need to complete a **Claim for ABSTUDY** form (SY019). If you do not have this form, call us on **13 2317** or go to our website at **www.centrelink.gov.au**

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

Full name of institution(s) and campus(es)

24 Give the name of the town or city where the selection test/interview will be held

25 Give the dates of the selection test/interview

From

To

26 Has accommodation been arranged by the education institution?

No **Go to 28**

Yes

27 Describe your employment

Tick ONE box

apprenticeship

traineeship

Start date of Australian Apprenticeship
(apprenticeship or traineeship)

/ /

Expected end date of Australian Apprenticeship
(apprenticeship or traineeship)

/ /

28 Please read this before answering the questions about tax

You are not breaking the law if you do not give us your tax file number, but if you do not provide it, or authorise us to get it from the Australian Taxation Office, you may not be paid.

Have you given us your tax file number before?

No Go to next question

Not sure Go to next question

Yes Go to 30

29 Do you have a tax file number?

No Please call us on 13 2317.

Yes Your tax file number

- -

30 Did any other person help you complete this form?

No Go to next question

Yes Give details below

Full name of person who helped completed this form

Contact phone number

()

31 Do you wish to arrange for another person or organisation to make limited enquiries only, as authorised by you, about your Centrelink payment/service?

No Go to next question

Yes Give details below

Details of your partner/parent/guardian or another person.
This will assist Centrelink to identify the person to whom you allow information to be given.

Note: You can change this authorisation at any time.

Person's name

Their relationship to you e.g. mother, father, friend

Their phone number

()

Their date of birth

/ /

Their address

Postcode

32 Which of the following forms, documents and other attachments are you providing with this form?

If you are not sure, check the question to see if you should attach documents.

You must provide **original** documents, not photocopies.

Claim for ABSTUDY form (SY019)
(If required **question 16** and **question 23**)

Proof of enrolment
(If you have answered Yes at **question 20**)

33 Statement

It is important to read this statement 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 statement.

If the statement is not signed payments will not start.

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 provided in this claim is complete and correct
- I have received the **Information you need to know about your Claim for ABSTUDY Allowances and Part-time Award booklet** which includes the privacy notice.

I agree that:

- information already provided by me to Centrelink can be used, where required, to help finalise this claim.

I understand that:

- Centrelink will, from time to time, check with your education institution that you are enrolled and attending the course(s) that you nominated on the claim.
- I am responsible for the payment of any expenses associated with study or undertaking the Australian Apprenticeship (apprenticeship or traineeship) 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.

Signature



Date

/ /

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.

See page 1 for instructions on returning your claim.