

## When to use this form



Use this form to claim funding for activities which require students to travel away from their home or school for a short period of time.

A submission is required for an activity to be undertaken by an institution for:

- testing and assessment programs
- residential schools
- field trips, and
- placements.

Individual students are **not required** to complete this form for an activity to be undertaken, such as a field trip or work or study placement. In cases where a form is not submitted, a proposal from the student giving details of the activity, as outlined on page 3 under **Field trips** and **Placements**, that is supported with written confirmation from the institution of the activity dates and duration will be sufficient.

For advance payments, this submission **must** be lodged 6 weeks before the activity.

## 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](http://my.gov.au) and link it to your Centrelink online account. To make a claim online, access your Centrelink online account through myGov, then select **Make a Claim**.

## Returning this form

Check that all required 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.

You can return this form and any supporting documents:

- **online** using your Centrelink online account. For more information, go to [servicesaustralia.gov.au/centrelinkuploaddocs](http://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.

## For more information



Go to [servicesaustralia.gov.au/abstudy](http://servicesaustralia.gov.au/abstudy) or visit one of our service centres.

Call us on **1800 132 317**.

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.

**Keep these Notes (pages 1 to 7) for your information.**

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## General information

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### What are away from base activities?

'Away from base activities' are **necessary** academic components of an approved course which require students to travel away from their home or study location for a short period of time.

For ABSTUDY purposes, these activities are grouped into categories which cover testing and assessment programs, residential schools or block release programs, field trips and tertiary placements.

**Mainstream and special course activities have different approval processes. Mainstream courses are courses which are open to all eligible students. Special courses are courses designed for Aboriginal and Torres Strait Islander students only.**

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### Mainstream course away from base activities

Placements which are part of a mainstream tertiary course must meet the special course approval requirements (see **Placements** information below).

ABSTUDY can cover costs for eligible Aboriginal or Torres Strait Islander students where non-Indigenous students in the course are expected to cover their own costs for the same activity.

Assistance is also available for secondary students studying by distance education/correspondence who need to attend a residential school.

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### Special course away from base activities

Interstate field trips and placements will only be approved where it involves travel between NSW and the ACT, where the institution is near a state/territory border or the training or experience essential for successful completion of the course is not available within the state/territory.

Where it can be demonstrated to be cost effective and the approval conditions are met, an education institution representative may be funded to travel to the students' home community or communities to conduct a testing and assessment program or residential school instead of students travelling to the campus.

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### Field trips

Funding approval can be given if activities completed during course work arising from the field trip are of academic relevance and contribute to course assessment and where the activities or learning experiences available on the field trip are not available at the normal study location or a closer location.

The submission for an individual student must provide the following:

- a course outline or extract from the institution's handbook and a subject outline
- a rationale for the field trip and a schedule of activities demonstrating the relevance to course curriculum
- confirmation that activities completed during the field trip or course work arising from the field trip will contribute to course assessment
- names of student participants (or estimated number if names not known)
- arrangements for accommodation and estimated residential cost, for example, cost of accommodation and meals, for ABSTUDY students
- transport arrangements and cost (where chartered transport is being used, the company must specify whether driver/pilot residential costs are included in the charter cost), and
- preferred account details and payment arrangement, for example, in advance and subject to acquittal, on lodgement of claim with supporting receipts.

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### Placements

To be approved, it must be established that placements have academic relevance and need to be undertaken at the proposed location.

The submission for an individual student must provide the following:

- a course outline or extract from the institution's handbook and a subject outline
- reasons why the placement could not be obtained in the local community or, where relevant, a closer location. Where the reasons relate to the student's study program, a supporting statement must be provided from the education institution
- evidence that the placement is an integral component of the course, for example, must be taken to complete course requirements
- proposed arrangements and costs for accommodation and travel, and
- preferred account details and payment arrangement, for example, in advance and subject to acquittal, on lodgement of claim with supporting receipts.

**Residential schools/  
block release programs**

The number and length of the residential schools must be reasonable.

ABSTUDY assistance is not available for secondary school students to attend residential schools if funding is provided under the Department of the Prime Minister and Cabinet (PM&C) for the same purpose.

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**Testing and assessment  
programs**

The test or interview must relate to an accredited course conducted by a registered institution and have a sound education basis. The length of the program must be reasonable.

Applicants should be advised that the provision of assistance to attend a selection test or interview does not automatically approve them for Fares Allowance entitlement if accepted into the course. This applies particularly to certificate or enabling courses where the student would need to travel interstate.

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**Conditions**

In addition to the above requirements:

- field trips and placements must be an integral part of the course and residential schools must be compulsory or highly desirable components
  - costs must be reasonable and cover only those expenses which are essential to meet the stated purpose of the activity
  - previous advances must have been acquitted, and
  - assistance can be given only up to approved limits.
- 

**Funding**

ABSTUDY assists with reasonable accommodation, meal and travel costs for eligible participating Aboriginal and Torres Strait Islander students. Travel costs are not payable for daily travel. Costs will not be approved for accommodation, meal or travel costs for supervisors/teachers, entry fees such as to shows/exhibitions, equipment costs or venue hire.

Costs must be reasonable. Accommodation should be arranged on twin share or other group discount basis. Student concessional or group discount travel rates should be obtained. Meals should be arranged as a part of the residential package where possible. Full costs will generally be covered if reasonable. If it is not possible to arrange meals as part of the residential costs, a meal allowance can be provided for disbursement to students.

Funding is usually provided on an activity by activity basis with acquittal of expenditure required after each activity. Alternatively, full year funding can be provided in advance where a submission is lodged providing a schedule of the year's residential school and field trip activities and anticipated costs. Where details cannot be provided for the full year, semester or term length submissions may be accepted at the discretion of Centrelink. Details must include all proposed activities for the year (or semester or term), separated into activities scheduled for each semester or term.

If the cost of an aspect of an away from base activity cannot be justified, for example, that the length of the program, destination of field trip or placement, or costs of an activity are not reasonable, then we will approve only those costs it considers justified or reasonable. In this circumstance, the rest of the cost would need to be met by the education institution or the student(s).

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**Limits to away from base  
activities**

There are limits to the number of return trips and the number of days for which ABSTUDY away from base assistance can be provided. A participant can be funded to attend a maximum of 2 testing and assessment programs in a year. A student undertaking full year study in an approved course can be funded for a combined total of residential schools, field trips and/or placements of up to 6 return trips and 40 days residential costs in a year. Students in a one semester course will be eligible for 4 return trips and 30 days residential costs. Students in a 12–16 week course will be eligible for 3 return trips and 20 days residential costs. Students in a less than 12 week course will be eligible for 2 return trips and up to 10 days residential costs.

Full-time Masters and Doctorate students can receive assistance up to \$2,080 in a year.

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<b>Travel restrictions</b>	<p>Students cannot normally be approved for fares allowance to attend away from base activities at an interstate location. The exceptions are where the activity is:</p> <ul style="list-style-type: none"><li>• essential for the successful completion of the requirements of the student's course, and</li><li>• unavailable within their home state/territory, or</li><li>• cost effective to travel interstate rather than within their home state/territory.</li></ul> <p>Assistance to travel overseas is not available.</p>
<b>Travel provider</b>	<p>Travel must be arranged through Centrelink's approved travel service provider, Qantas, where possible.</p> <p>A Group Booking discount option must be considered where available. Generally, charter flights will only be approved where it is cost effective or there is no alternative and a group of students are travelling on the same charter. Institutions must seek agreement from us about using an alternative travel provider for travel which cannot effectively be arranged by Qantas.</p>
<b>Payment</b>	<p>Payment of approved submissions may be made in advance or by reimbursement.</p> <p>To receive advance payment, submissions must be lodged at least 6 weeks before the activity start date (for bulk funding submissions, this would need to be 6 weeks before the first activity).</p> <p>If a submission is lodged less than 6 weeks before the start of the activity, we cannot guarantee that funding will be approved before the activity starts.</p> <p>For bulk funded activities, the semester 1 payment will be processed and paid once all activities listed in the submission are approved. The semester 2 payment will be made when the semester one report and expenditure statement have been provided.</p>
<b>Reporting and acquittal</b>	<p>Where we have paid you in advance on the basis of the estimated costs provided in the submission, payments must be acquitted before further funding is made available. Two acquittal report forms are provided: one for a single activity and the other for bulk funded activities. If this submission is for more than one activity, you will need to photocopy the relevant acquittal report page and acquit expenditure after the completion of each separate activity (or end of semester/term where bulk funding has been provided).</p> <p>Acquittal is required one calendar month after an activity has been completed or, for bulk funding, instead of acquitting each activity, an acquittal report is required at the end of each semester (or end of term for term-length submissions).</p> <p>The end of year Bulk Funding Acquittal Report must be accompanied by an audited financial statement covering the full year's expenditure and include a detailed statement of all outstanding commitments to be met from remaining funds, or a statement that no payments to providers are outstanding. Up to \$3,529 a year (subject to CPI changes) is available to assist with administration and audit costs. The audited financial statement must be undertaken by an independent auditor and include a declaration certifying that the funds have been expended in accordance with the agreement. The Principal or Head of Department must endorse the correctness of the audited financial statement. This information should be provided by 31 January in the year following the year of assistance, so that the level of funding for the new year's activities can be assessed. Unexpended funds remaining at the end of the year may be retained by the institution, subject to lodgement of a new submission for the next academic year, and deducted from the new allocation.</p>
<b>Variations</b>	<p>After funding has been approved, the institution will be responsible for informing us, in writing, of variations to any activity included in the original submission.</p> <p>In particular, the education institution must advise the names of students participating in each activity, once known, so that ABSTUDY eligibility can be checked. It is the institution's responsibility to make sure that each participating Aboriginal or Torres Strait Islander student has completed and lodged an ABSTUDY Claim.</p>

## A guide to the questions

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- Question 2** Some institutions will now receive funding through the Department of the Prime Minister and Cabinet (PM&C) Indigenous Education and Training Programs to assist Indigenous students to participate in course activities. If you are not receiving and will not receive PM&C funding, you can receive ABSTUDY assistance for eligible students.
- 
- Question 7** If more than one activity is planned for the academic year, they can all be included on the one submission, as long as the details and costs of each activity are clearly identified.
- 
- Question 8** Interstate field trips and placements will only be approved where it involves travel between NSW and the ACT, where the institution is near a state/territory border or the training or experience essential for successful completion of the course is not available within the state/territory. Away from base activities held outside Australia will not be approved.
- 
- Question 9** You must provide both a course and subject outline to provide our staff with enough information to show how each away from base activity relates to the course. The course outline can be an extract from your institution's handbook or another official document that details the course structure and the subjects required to successfully complete the course.
- 
- Question 10** A special course is one developed specifically for Australian Aboriginal and Torres Strait Islander students. A mainstream course is one which is developed for members of all sections of the Australian community.
- 
- Question 12** You must give details of the assessment component (for example, report, essay) being undertaken during a field trip or placement and the proportion of overall assessment in the course it comprises (for example, 50% of final mark).
- Field trips:** Funding can be approved for groups of tertiary students or a single Master or Doctorate student. The field trip must provide practical activities or experiences of an academic nature which are clearly related to the course of study and which cannot be obtained locally.
- You need to justify why the field trip is being held at the particular location. Learning experiences should be gained locally or at the closest practicable location to the education institution.
- Placements:** Funding can be approved only in exceptional circumstances where it can be established a placement cannot be found locally where the student is studying. Students must have made reasonable efforts early in the year's studies to obtain a local placement.
- Residential schools (or block release programs):** Funding can be approved for groups of secondary or tertiary students studying by distance education/correspondence. While students generally travel to the education institution, funding can be provided for an education institution representative to travel to the community where it is cost effective.
- Testing and assessment programs:** Funding can be provided for Indigenous Australians to attend a selection test or interview for entry into a tertiary course.
- 
- Question 13** **If students' names are known**, provide a list of students, detailing the following:
- student's full name
  - student's date of birth
  - student's term address in full
  - an indication of whether the student has lodged an ABSTUDY claim.
- If students' names are not known** at the time of completing this submission, you should still lodge the submission, but you must provide the details listed above for each participating student as soon as possible.
- The submission will be considered for approval in principle. Final approval and payment of approved costs cannot be given until a list of participating students is received.
- Except for testing and assessment programs, costs cannot be approved in advance for students who have not lodged an ABSTUDY form. Applicants attending testing and assessment programs must complete and lodge ABSTUDY forms before completion of the program.**
- Advise us of any changes to the participant list as soon as possible.

- Question 15** Participation is integral if all students are required to complete the away from base activity in order to pass the subject/course. If the proposed activity is not integral to the course and does not have a clear academic relevance to the subject/course, your education institution is not eligible for away from base activity funding.
- 
- Question 19** All students are generally required to be assessed in the same way, and participate equally in the activity for funding to be approved.
- 
- Question 21** We can only approve reasonable costs. Reasonable costs include use of group discounts, twin share or other group accommodation where possible.
- 
- Question 22** Meals should be arranged as part of the residential package where possible. Full costs will generally be covered if reasonable.
- If it is not possible to arrange meals as part of the residential costs, a meal allowance will be provided to the education institution for disbursement to students. Current travel allowance rates can be located at Australian Taxation Office website [ato.gov.au](http://ato.gov.au)
- 
- Question 23** ABSTUDY assists with reasonable accommodation and travel costs for participating ABSTUDY students. Travel costs are payable from depot to depot only and exclude daily travel costs. This does not include travel or accommodation costs for supervisors/teachers, equipment costs or venue hire. In some circumstances ABSTUDY may not approve the full amount of the estimated costs. If this is the case, you will be advised of the reasons.
- A Group Booking discount option must be considered where available.
- 
- Question 24** Fares must be booked through Centrelink's travel service provider whenever possible. A Group Booking discount option must be considered where available. Generally, charter flights will only be approved where it is cost effective or there is no alternative and a group of students are travelling on the same charter. Contact us before making any bookings.
- Chartered travel** (for example, coach hire for field trips) may be used if it is cost effective. Assistance is available to cover the residential expenses of drivers/pilots if these costs are not included in the costs of the charter.
- Where it is cost effective for an education institution representative to travel to the students' community to conduct a testing and assessment program or residential school, assistance with fares and residential expenses may be available.
- 
- Question 26** **For advance payment, lodgement of the submission is required 6 weeks before the start date of the program.** This timeframe is necessary for our staff to process and approve the submission.
- If all the details are not known (for example, number of students participating, number of nights accommodation), you should still lodge your submission 6 weeks in advance to allow approval in principle. You will need to advise us as soon as this information is known.
- If the submission is lodged after the activity and prior approval was not sought, there is no guarantee that ABSTUDY will be able to cover all or any of the costs of the away from base activity.
- Payments in advance must be acquitted on the appropriate form, within one calendar month after the completion of the activity or, for bulk funding submissions, by 31 January in the following year.
- No further away from base activity will be funded until advance payments have been acquitted.

**This page has been left blank intentionally.**



**Filling in this 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.

**1 Read** this before continuing with the questions.

This submission is to be completed by the course coordinator responsible for the organisation of the field trip, testing and assessment program, residential school or placement. The information on the form is collected for the purposes of eligibility for study assistance.

**2** Will the Department of the Prime Minister and Cabinet (PM&C) provide funding for this course through the Indigenous Education and Training Program?

No  ► *Go to next question*

Yes  ►  You may not be eligible for ABSTUDY Submission for away from base activity funding. Call us on **1800 132 317**.

**3** Give details of the education institution

Full name of institution

Postal address


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Postcode

**4** Is your institution applying for advance bulk funding for all activities in the semester, term or year?

No  ► *Go to next question*

Yes  ►  Provide information requested in Questions 5–26 on a separate sheet for each course.

**5** Give details of the person responsible for this activity

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

Position (for example, course coordinator)

**6** Contact details of person responsible for this activity

Phone number (including area code)

Mobile number

Fax number (including area code)

Email

**7** What are the start and end dates of each 'away from base' activity?

	Start date (DD MM YYYY)	End date (DD MM YYYY)
<b>1</b>	<input type="text"/>	<input type="text"/>
<b>2</b>	<input type="text"/>	<input type="text"/>
<b>3</b>	<input type="text"/>	<input type="text"/>
<b>4</b>	<input type="text"/>	<input type="text"/>
<b>5</b>	<input type="text"/>	<input type="text"/>
<b>6</b>	<input type="text"/>	<input type="text"/>

**8** What town, city or community will the activity be held at?


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**9** Give details of the course


**Include** accreditation level, for example, Bachelor of Arts

Course name

Course code number

Name of subject(s) relevant to the activity   


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-  Provide a copy of:
- course outline or extract from the handbook
  - subject outline from the handbook.



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10 What is the type of course?

a special course for Aboriginal/  
Torres Strait Islander students

Go to 17

a mainstream course

Go to next question

11 What is the type of activity?

Residential block

Go to next question

Field trip

Go to next question

Testing assessment

Go to next question

Placement

Go to next question

12 What type of away from base activity will be undertaken?

Field trip

Give details



Provide a separate sheet with:

- details of how the field trip will contribute to the academic assessment of students in the course
- the reasons why the learning experiences available at the proposed location are not available at the study location or a closer location.

Placement

Give details



Provide a separate sheet with:

- details of how the placement will contribute to the academic assessment of students in the course
- the reasons why the placement could not be obtained at the student's study location.

Residential schools/  
block release  
programs

Testing and  
assessment  
program

13 Are names of participants currently known?

Except for testing and assessment programs, payment cannot be made without participants' names and home locations.

No

Give an estimate of the number of participants  
(see page 6 of the **Notes**)

Yes

Provide the following



Provide a separate sheet with a list of participant's:

- full names
- date of birth, and
- home locations.

14 Is the course open to non-Indigenous Australian students?

No

Go to 17

Yes

Go to next question

15 Is participation in the mainstream course activity an integral part of the course?

No

You may not be eligible for ABSTUDY Submission for away from base activity funding.  
Call us on **1800 132 317**.

Yes

Go to next question

16 Will all participants incur the same or comparable costs?

No

Yes

17 Give details of away from base activity for special courses and placements



Provide a separate sheet with:

- the reasons why the activity is necessary
- details how the activity is relevant to the course
- the desired activity outcomes.

18 Give details of the schedule/timetable



Provide a copy of the schedule/timetable of the activity.

19 If students do not participate in the activity, will they be eligible to receive a passing grade for the course?

No

Yes

20 Give the name and location of the accommodation provider(s)

1 Full name

Location

Postcode

2 Full name

Location

Postcode



Provide details on a separate sheet, if students are staying at more than 2 locations.

**21** Has accommodation been arranged on a twin share or other group discount basis?

No  Give details below

Yes  Go to next question

Reasons for no twin share or group discount arrangements


**22** Are meals provided by the accommodation provider?

No  Give details below

Yes  Go to next question

Reasons for no meals provided by accommodation provider


**23** Provide a detailed estimate of the total cost of the away from base activity.

If there is a series of activities, provide the estimated costs for each activity.

(see page 4 and 7 of the **Notes** for more details)

**Accommodation**

Number of rooms	Number of nights	Amount per night	Total amount
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>


**Meals**

Number of students	Number of days	Amount per day	Total amount
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**Total cost of activity**

ABSTUDY may not be able to approve the full amount of your estimated costs.

(see page 4 and 7 of the **Notes** for more details)

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

**24** Do you want group travel booked through Centrelink's travel service provider?

No  Give details below

Yes  Go to next question

**25** Where does the institution want the payment made?

The account must be in the institution's name.  
Payment cannot be made to individuals employed by the institution.

Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be the card number)


Account held in the name(s) of

**26** When do you want the payment to be made? (see page 5 and 7 of the **Notes** for more details)

Reimbursed   
after completion of the activity

Made in advance of the activity  Preferred date of payment (DD MM YYYY)

**27** Travel details of participating students

 Provide a separate sheet with details of participating students, giving:

- student name
- proposed travel date
- location travelling from and to
- proposed time of departure and time of arrival.

**28** Read the terms and conditions of payment to be agreed to by your education institution before completing the next question

**Terms and Conditions of Payment:**

- ABSTUDY will meet the reasonable accommodation, meal and travel costs of eligible participating Australian Aboriginal and Torres Strait Islander students. (see Funding on page 4 of the **Notes**)
- The education institution will meet the costs of travel, meals and accommodation for participating supervisors and teachers. (also see Funding on page 4 of the **Notes**)
- The education institution will advise us of any variations to the information in the submission. (see Variations on page 5 of the **Notes**)
- Wherever possible, travel is to be booked through Centrelink approved travel service provider. (see Travel provider on page 5 of the **Notes**)
- All payments are subject to acquittal.
- Acquittal and, where necessary, reporting requirements must be met. (see Reporting and acquittal on page 5 of the **Notes**)
- Acquittal of expenditure must be made on the acquittal form provided or in detail to reflect the reporting and acquittal requirements made on the appropriate acquittal form.
- Payment of approved costs is conditional on participating students having lodged an ABSTUDY claim and been approved for ABSTUDY assistance.
- No further payments will be made to the education institution until acquittal, and where necessary, reporting requirements are met. (see Reporting and acquittal on pages 5 and 7 of the **Notes**)
- The education institution will refund to Centrelink any amount to which it is not entitled.

**Privacy notice**

**29 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](https://servicesaustralia.gov.au/privacy)

**Declaration**

**30 I declare that:**

- I have read and agree to the terms and conditions of payment listed on this page.
- the information I have provided in this form is complete and correct.

**I understand that:**

- Centrelink may collect your student's personal information from third parties, including other government agencies, to ensure payment accuracy.
- giving false or misleading information is a serious offence.

Name of institution

Name of campus

**Name of the Principal or Head of Department**

Signature

Date (DD MM YYYY)

**Name of the teacher or course activity organiser**

Signature

Date (DD MM YYYY)

Office use only

**Checklist for assessors**

**Requirement:**

For all activities

approved ABSTUDY course

No  Yes

lodged 6 weeks before activity

course and subject outlines provided

previous advances have been acquitted

activity trip and days within allowable limits

Mainstream course activity  
(except placements)

course open to non-Aboriginal/Torres Strait Islander students

participants incur same/comparable costs

integral part of the course

Testing and Assessment Program  
(special course)

within 2 to 5 days duration

sound educational basis for the program

indicates rationale and objectives

includes a schedule of activities and timetable

names and home locations of participants (or estimated numbers)

residential costs are reasonable

completion of claim forms by students

Residential schools  
(special course)

within 2 weeks duration

number and length are justified

compulsory or highly desirable part of the course

residential costs are reasonable

indicates rationale and course description

timetable of classes included

names and home locations of participants (or estimated numbers)

Field trips (special course)

integral part of the course

indicates rationale and objectives

includes a schedule of activities

field trip activities included in course assessment

not available at the normal place of study or a closer location

names and term address location of participants (or estimated numbers)

residential costs are reasonable and essential

interstate field trip justified

Placements (special and  
mainstream courses)

Not available in local community  
(supporting statement to show that it relates to the students' study program)

Integral part of course

costs are reasonable

interstate placement justified

**Overall assessment**

Approval recommended

No  Give reasons

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Yes

Signature of recommending officer

Date (DD MM YYYY)

--	--	--

Approved

No  Give reasons

---

Yes

Signature of Delegate

Date (DD MM YYYY)

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**Office Use Only**

Date acquittal to be returned (DD MM YYYY)

Amount requested \$

Amount approved by Centrelink \$

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

- We will detach and return this form to you on approval of advance payment.
- Complete all sections and sign the Declaration before returning it to us by the due date shown above.

**2 Details of education institution**

Name of institution

Course name


Date(s) of activity

From (DD MM YYYY)

To (DD MM YYYY)

Year of study  Total number of students

**3 Provide the following**

-  Provide:
- a list of students who participated in the activity showing dates and arrival/departure times.
  - original receipts/accounts to verify expenditure, and reason(s) for refund/additional claim.

**4 This report is for:**

- Advance expended  **Go to next question**
- Further claim  **Go to 6**
- Refund  **Go to 7**

**5 Advance expended**

**I declare that:**

ABSTUDY students (as listed) participated in the field trip/ placement/ residential school/ testing and assessment program and that

\$

as advanced by Centrelink was fully expended as detailed in the submission.

**6 Further claim**

**I declare that:**


ABSTUDY students (as listed) participated in the field trip/ placement/ residential school/ testing and assessment program and that

\$

as advanced by Centrelink was fully expended.

The expenses earlier claimed were under-estimated so I would like to claim a further

\$

 Provide a separate sheet with details. Outline the reasons and provide full details for additional claim (for example, additional participants).

**7 Refund**

**I declare that:**

ABSTUDY students (as listed) participated in the field trip/ placement/ residential school/ testing and assessment program and that


\$

as advanced by Centrelink was expended.

I am returning

\$

being the balance of unspent funds.

 Provide a separate sheet with details. Outline the reasons for refund (for example, withdrawal of participants).

## Privacy notice

### 8 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](https://servicesaustralia.gov.au/privacy)

## Declaration

### 9 I declare that:

- this is a complete and correct record and that expenditure has been in accordance with the away from base activity submission, except where variations were explained in a document provided.

#### Name of the Principal or Head of Department

Signature



Date (DD MM YYYY)

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#### Name of the teacher or course activity organiser

Signature



Date (DD MM YYYY)

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The following and requested information is provided in acquitting ABSTUDY away from base bulk funding.

## 1 Details of education institution

Name of institution

Name of campus

Semester/term of study

Year of study

Number of residential schools in semester/term

Amount expended during semester/term

## 2 Provided the following



Provide:

- Dates and location of each activity and relevant course/year of study.
- Names of Australian Aboriginal/Torres Strait Islander students who participated in each residential school.
- For mainstream courses, total numbers of students who participated in each activity.
- Statement of academic outcomes achieved for each activity.
- The amount expended for each activity.
- The overall amount expended for all activities conducted during semester/term.
- (If end of year report) an audited financial statement, including certification that the funds have been expended in accordance with the agreement.

## Privacy notice

### 3 You need to read this

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## Declaration

### 4 I declare that:

- the information I have provided in this Report is complete and correct.
- if this is an end of year report, there are no outstanding financial commitments to service providers for ABSTUDY away from school activities this year, other than those detailed in the provided audited financial statement.

#### I understand that:

- Centrelink may collect your student's personal information from third parties, including other government agencies, to ensure payment accuracy.
- Centrelink can make relevant enquiries to make sure the institution receives the correct entitlement.
- giving false or misleading information is a serious offence.

#### Name of the Principal or Head of Department

Position

Signature

Date (DD MM YYYY)