

**centrelink**

### When to use this form



Use this form if you are a student, educational institution or third party and you wish to claim Fares Allowance for an eligible student receiving ABSTUDY or ABSTUDY Pensioner Education Supplement. ABSTUDY Fares Allowance helps with the cost of approved travel.

### Important information

Claims must be lodged before **1 April** following the relevant year of study or within 12 months after the date of travel.

### 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 [servicessaustralia.gov.au/centrelinkuploaddocs](https://servicessaustralia.gov.au/centrelinkuploaddocs)

### Eligibility for Fares Allowance

You can get ABSTUDY Fares Allowance if:

- you are receiving ABSTUDY or ABSTUDY Pensioner Education Supplement, and you are either:
  - an intending student needing to undertake a testing or assessment activity/interview
  - a secondary student
  - a tertiary student
  - a master's or doctorate student who does not get Relocation Allowance
- the travelling time and/or distance between your permanent home and the term address or the examination address can be considered to be unreasonable.

Fares Allowance may not cover the entire cost of your travel. We work out reasonable costs when you claim. When we work out the most reasonable travel we consider the following things:

- cost – what was the cheapest option available at the time
- duration – how long you travelled, and the most direct route for the approved travel
- services – what transport options you had
- your personal circumstances.

Fares Allowance may also pay for additional travel costs during your trip, such as:

- transport terminal transfers
- excess baggage
- overnight accommodation and meals.

### For more information



Go to [servicessaustralia.gov.au/abstudyyfaresallowance](https://servicessaustralia.gov.au/abstudyyfaresallowance) 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.

## Definitions

**Publicly available transport** is defined as air, train, tram, bus or ferry passenger transport services that are usually run to a timetable.

**Living necessities** are household goods that are essential to living at your study accommodation (such as kitchenware and bedding).

**Study necessities** are items essential to undertaking your study (such as a musical instrument when studying a music course).

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### 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.

### 1 Are you providing details for, or as, an Australian Apprentice?

No  **Go to next question**

Yes   **You are not eligible** for Fares Allowance.  
For more information, go to [servicesaustralia.gov.au/apprenticeship](http://servicesaustralia.gov.au/apprenticeship) or call us on **1800 132 317**.

### 2 Student's details

Customer Reference Number (if known)

Student's name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

Permanent address

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Postcode

Address while living away from home to study

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Postcode

### 3 Read this before answering the following questions.

Rules of eligibility for interstate travel vary according to the type and level of study being undertaken by the student.

Are you providing details to claim Fares Allowance as a:

**Tick one only**

**Student**

**Go to 6**

incurring expenses for  
your own travel

**Parent/Guardian or Third Party**  **Go to next question**

person incurring expenses for  
your own and/or student travel

**Education Institution or  
Third Party Organisation**

**Go to 5**

incurring expenses for a  
student or Third Party travel

### 4 Parent/Guardian or Third Party person's details

Customer Reference Number (if known)

Name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

Permanent address

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Postcode

Contact phone number

**Go to 6**



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**5 Education Institution or Third Party Organisation details**

Trading name of organisation

Australian Business Number (ABN)

Organisation Customer Reference Number

Name of contact person

Contact phone number

Third Party Traveller(s) details

Customer Reference Number (if known)

Name of Third Party Traveller

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

If there is more than 1 Third Party Traveller, provide a separate sheet with details.

**6 Did you use private transport?**

No  **Go to 9**

Yes  Give details below

Engine capacity (in cubic centimetres)

Non-rotary engine      Rotary engine

Make and model of vehicle

Name of owner of this vehicle

Number of kilometres travelled  
(include return travel if applicable)

kilometres

**7 Did you travel using private transport due to:**

**Tick one only**

Public transport not being available  **Go to next question for the journey**

Living and/or study necessities not able to be transported by public transport  **Go to next question**

Injury, disability or other circumstances beyond your control  **Give details below**

Other reasons  **Give details below**

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

**8 Did you transport any other ABSTUDY students, other than the student listed in question 2?**

No  **Go to next question**

Yes  Give details below

ABSTUDY student details

Customer Reference Number (if known)

Name of ABSTUDY student

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

If there is more than 1 additional ABSTUDY student, provide a separate sheet with details.

9 Did you incur any additional costs associated with this travel?

Additional costs include:

- transport terminal transfers
- excess baggage
- overnight accommodation and meals
- credit card costs associated with booking travel.

No  Go to next question

Yes  Give details below



Provide evidence of all additional costs associated with this travel.


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

10 What was the purpose of the travel?

For example, end of term or graduation.


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

11 Travel details

**1** Travel from location

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Date of departure (DD MM YYYY)

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Time of departure

	:		am	<input type="checkbox"/>	pm	<input type="checkbox"/>
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**Travel to location**

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Date of arrival (DD MM YYYY)

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Time of arrival

	:		am	<input type="checkbox"/>	pm	<input type="checkbox"/>
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Method of travel

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Cost of travel

\$	
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**2** Travel from location

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Date of departure (DD MM YYYY)

--	--	--	--	--	--

Time of departure

	:		am	<input type="checkbox"/>	pm	<input type="checkbox"/>
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**Travel to location**

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Date of arrival (DD MM YYYY)

--	--	--	--	--	--

Time of arrival

	:		am	<input type="checkbox"/>	pm	<input type="checkbox"/>
--	---	--	----	--------------------------	----	--------------------------

Method of travel

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Cost of travel

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

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

Accommodation, meals, transfers and all travel that has been undertaken, may be eligible for reimbursement.


Can you provide tickets/dockets/receipts/proof of private transport or other evidence to support the whole journey that you are claiming for reimbursement of Fares Allowance?

No  Explain why you cannot provide evidence

Empty box with horizontal dashed lines for providing evidence.

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

Yes

 Provide evidence of all journeys you are claiming for reimbursement of Fares Allowance.

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

Payments cannot be made to a dependent student until their 16th birthday.

A parent/guardian may choose to receive payments if the student is under 18 years of age.

If you are a secondary school student, and are either 16 or 17 years of age and dependent on your parent(s), your parent(s) can nominate either their account or your account.

Which account would you like the payments to be made to?

The account must be in your name (student/third party). A joint account is acceptable. Payments cannot be made into an account used exclusively for funding from the National Disability Insurance Scheme.

**Tick one only**

Parent or Guardian account

Student account

Third Party account

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

**Checklist**

**14** Which of the following documents are you providing with this form?

Where you are asked to supply documents, provide original documents.

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

Receipts/tickets/dockets/ticket stubs or other evidence of travel.   
(If you answered Yes at **question 9** and/or **12**)

**Privacy notice**

**15 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)

**Claimant's declaration**

**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.
- giving false or misleading information is a serious offence.

Claimant's signature

Signature line with a pen icon.

Date (DD MM YYYY)

Date input boxes:

**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](http://servicesaustralia.gov.au/centrelinkuploaddocs)
- by fax: **1300 786 102**
- by post to:  
Services Australia  
Student Services  
PO Box 7804  
CANBERRA BC ACT 2610
- in person at one of our service centres.