

centrelink

When to use this form



Use this form if you are a student, educational institution or third party that wants 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. You must have paid for the costs yourself to claim Fares Allowance.

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 account



Completing this form online is faster and easier.

Many of our customers find it easier to update their details using their Centrelink online account or Express Plus Centrelink mobile app.

You need a myGov account to link and use your Centrelink online account or Express Plus Centrelink mobile app. If you do not have a myGov account, go to **my.gov.au** and create one.

For help, go to **servicesaustralia.gov.au/onlineguides**

Eligibility for Fares Allowance

You can get ABSTUDY Fares Allowance if:

- you receive ABSTUDY or ABSTUDY Pensioner Education Supplement, and you are either:
 - a student who intends to do a test, interview or assessment activity
 - a secondary student
 - a tertiary student
 - a master's or doctorate student who does not get Relocation Allowance
- either or both of the travelling time and 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:

- 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 extra travel costs during your trip, such as:

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

Extra travel costs does not cover:

- mini-bar charges
- extra cleaning
- room damage or extra meals.

For more information

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

Call us on **1800 132 317**.



Information in your language

To speak to us in your language, call **131 202**.



Hearing and speech assistance

If you have a hearing or speech impairment, you can use:

- the National Relay Service **1800 555 660**, or
- our TTY service on **1800 810 586**. You need a TTY phone to use this service.

For more information about help with communication, go to servicesaustralia.gov.au and search 'other support and advice'.

Definitions

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

Living necessities – are household goods that you must have to live at your study accommodation (such as kitchenware and bedding).

Study necessities – are items you must have to do your study (such as a musical instrument when studying a music course).

Private transport – is the type of transport used that may be owned by the student, parents, guardians or family members.

Non-student travellers – may include parents, guardians, education representative or supervisor, family members or dependants.

Types of approved travel

Qualifying students may take the following types of travel:

- secondary students – start of year and end of year travel, school vacation travel, compassionate travel, orientation travel and special purpose visit travel
- tertiary – start and end of studies travel, graduation travel, examination travel, orientation travel, mid year travel, compassionate travel, Away From Base activities travel, and masters and doctorate relocation travel.

Away From Base activities

Residential schools – students studying through distance education to attend face to face lectures, tutorials and facilities on campus or secondary VET students in remote locations doing accredited studies on campus.

Tertiary placements – a mandatory course component for students to do practical training in a work environment as part of their course.

Field trips – travel by a tertiary student to attend a field trip to provide practical activities or experiences.

Testing and assessments activity – travel for a tertiary student to attend an education provider's interview, test or similar to work out academic suitability.

Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form.

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 or call us on 1800 132 317.

2 Is your travel request for

pre-paid travel  For pre-paid travel, call us on 1800 132 317 at least 10 days before your travel.

reimbursement

 If you are an educational institution or third party organisation, you need to complete an **ABSTUDY reimbursement authorisation form** with this claim.
If you do not have this form, go to servicesaustralia.gov.au and search for 'ABSTUDY Fares Allowance', then 'How to claim a reimbursement'.
▶ Go to next question

3 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

Postcode

Address while living away from home to study

Postcode

4 Read this before answering the following questions.

The interstate travel rules are different for each type and level of study.

Are you a:

Tick one only

Student Go to 7
who paid for your own travel

Parent, guardian or third party Go to next question
who paid for your own or a student's travel

Education institution or third party organisation Go to 6
who paid for a third party or student's travel



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5 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

 Postcode

Contact phone number

► **Go to 7**

6 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

(for example, education representative or supervisor)

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 one third party traveller, provide a separate sheet with details.

13 Did an employer or education institution help with the costs of travel, meals or accommodation?

For more information, go to servicesaustralia.gov.au/abstudyfaresallowance or call us on **1800 132 317**.

No Go to next question

Yes Help provided:

Paid study leave

Travel

Meals

Accommodation

Give details below

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

14 What type of travel activity did you do?

For more information, go to servicesaustralia.gov.au/abstudyfaresallowance

Help provided	Tick all that apply
Start or end of year travel	<input type="checkbox"/>
School vacation travel	<input type="checkbox"/>
Compassionate travel *	<input type="checkbox"/>
Orientation travel *	<input type="checkbox"/>
Special purpose visit travel *	<input type="checkbox"/>
Graduation travel	<input type="checkbox"/>
Examination travel	<input type="checkbox"/>
Away From Base activities travel **	
Residential block	<input type="checkbox"/>
Placement	<input type="checkbox"/>
Field trip	<input type="checkbox"/>
Testing and assessment	<input type="checkbox"/>
Masters and doctorate relocation travel	<input type="checkbox"/>

*  Provide evidence for this type of travel.

**  Provide proof of attendance and completion of the Away From Base activity.

15 Read this before answering the following question.

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

A parent or guardian may choose to receive payments if the student is younger than 18.

If you are a secondary school student, and are either 16 or 17 years old 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's name or third party's name. 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

16 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.

Evidence of all costs associated with this travel
(if you answered Yes at **question 7**)

Receipts tickets, docketts, ticket stubs or other evidence
of travel
(if you answered Yes at either **question 10 or 11**)

Evidence of compassionate, orientation or special
purpose visit travel details
(if needed at **question 14**)

Away Form Base activity attendance confirmation
(if needed at **question 14**)

Privacy notice

17 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/privacypolicy

Claimant's declaration

18 I declare that:

- the information I have provided in this form is complete and correct.

I understand that:

- Services Australia 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.

The claim must be dated and lodged after travel has started.

I have read, understood and agree to the above.

Date (DD MM YYYY) (you **must** date this declaration)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Claimant's signature

(**only** required if returning by fax, post or in person)



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 fax **1300 786 102**
- by post to
Services Australia
Student Services
PO Box 7804
CANBERRA BC ACT 2610
- by email to the ABSTUDY Travel Team, if you are an educational institution or third party, at ABSTUDY.TRAVEL@servicesaustralia.gov.au
There may be risks with sending personal information through unsecured networks or email channels.
- in person at one of our service centres.