

Claim for Fares Allowance tertiary students only

Austudy, Youth Allowance or Pensioner Education Supplement

When to use this form



Use this form if you are a student receiving Austudy, Youth Allowance or Pensioner Education Supplement and want to claim Fares Allowance.

You can use this form to claim up to 3 eligible trips in a study year. For information about what trips are eligible for Fares Allowance, see page Notes—2.

Online account



You can upload your claim using your Centrelink online account through myGov or the Express Plus Centrelink mobile app.

- **Centrelink online account**

1. Sign in to **my.gov.au** and go to **Services**, then select **Centrelink**
2. Select **documents and appointments**
3. Select **upload documents**
4. follow the prompts.

- **Express Plus Centrelink mobile app**

1. Sign in with your PIN, fingerprint or facial recognition set up on your mobile device
2. From the menu, select **documents and appointments**
3. Select **upload documents**
4. follow the prompts.

If you do not have a myGov account, go to **my.gov.au** and create one. For help, go to **servicesaustralia.gov.au/onlineguides**

Important information

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

If your travel needs to be pre-booked, you **must** lodge your request at least 7 days before you travel.

Claim for payment by a third party

Another person may claim Fares Allowance on behalf of a qualified student if that student dies after undertaking the trip. Unless special circumstances apply, claims for Fares Allowance must be lodged:

- within 26 weeks of the students death, and
- before **1 April** in the year following the year of study.

Keep these Notes (pages 1 to 4) for your information.

For more information



Eligibility for Fares Allowance

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

Call us on **132 490**.

Information in your language

We can translate documents you need for your claim for free.

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 'accessibility'.

Fares Allowance is payable if you are:

- considered dependent and get the 'away from home' rate of Youth Allowance
- a partnered Austudy, Pensioner Education Supplement or independent Youth Allowance student who lives away from your partner for study purposes
- a single parent who lives away from your dependent children for study purposes
- a student in an approved course at an Australian institution, who has to travel to the institution for a compulsory residential (on site) component of the course.

Fares Allowance is not payable for:

- field excursions, practical placements or similar trips
- daily travel to and from the institution
- any travel outside of Australia (even if it is for approved study)
- travel for a reunion with family where this occurs at a place other than at your permanent home.

It is not available if you are a secondary student, studying overseas or an Australian Apprentice.

Eligible trips for Fares Allowance

For external students (for example, studying online or by distance):

- one return trip during the study year, between the educational institution and your permanent home, to attend the institution for a period that is a compulsory component of the course.

For other students:

- a single trip from your permanent home to the tertiary education institution to start study for the year
- one return trip between the institution and your permanent home during the year (if you have received Austudy, Youth Allowance or Pensioner Education Supplement for 3 months or more as a tertiary student), and
- a single trip between the institution and your permanent home on completion or discontinuation of studies.

Continued

Amount of Fares Allowance

The amount of Fares Allowance payable is usually calculated using a reasonable route and the cheapest form of public transport that is reasonable for the trip.

If you choose to use a more expensive form of transport, or you choose to use private transport where public transport could be used, the amount of Fares Allowance payable will be worked out at the rate for the cheapest mode of public transport regardless of the cost.

Where it is not possible or reasonable to make all or any part of the trip by public transport, the use of another vehicle or another form of transport (including taxi) may be used in calculating the amount of Fares Allowance payable.

You may get an additional amount of Fares Allowance where you are required to take your living or study essentials by public transport from your permanent home to your educational institution.

Where it is not possible to use public transport, you may get a higher rate of Fares Allowance to move your living or study essentials by private transport.

Definitions

Permanent home

For dependent students (Youth Allowance customers only):

- the home where your parent(s)/guardian(s) normally live is considered to be your permanent home. Where 2 homes are lived in for equal periods, one must be nominated as the permanent home. Where the parents have separated, the permanent home will be the home of the parent whose income is used for parental income test purposes.

For other students:

- your usual place of residence is considered to be your permanent home.

To be eligible for Fares Allowance, your permanent home **must** be in Australia.

Overseas study

Fares Allowance is **not** available for overseas trips, even when it is part of your approved course of study. To be eligible for Fares Allowance, the study must be done within Australia.

External student

You may be considered an external student if you do not normally study on campus or have face-to-face classes (for example, an online course or by distance).

Public transport

Public transport includes plane, train, tram, bus, coach or ferry passenger transport services that are usually run to a timetable. When using multiple methods of transport for your trip, include all types for the entire trip (for example, bus to airport).

Pre-booked Fares Allowance

Pre-booked Fares Allowance means we will arrange your travel (for example, train, coach, plane or ferry) and pay the provider directly, before you travel. If you have any additional expenses which cannot be pre-booked for you (for example, local bus) you will need to make your own arrangements and then claim for reimbursement after you have completed your trip. If your preferred mode or time of transport is not available or is not considered reasonable, we will contact you to discuss travel options.

Continued

Living essentials

Living essentials include household goods that are essential to living at your study accommodation (for example, kitchenware and bedding).

Study essentials

Study essentials include items essential to undertaking your study (for example, a musical instrument when studying a music course).

Claim for Fares Allowance tertiary students only (SY005)

Austudy, Youth Allowance or Pensioner Education Supplement

Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, or you can print it.

For help on how to fill in our forms, go to **servicesaustralia.gov.au/formhelp**

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 Do you receive ABSTUDY?

No ☐ **Go to next question**

Yes ☐  Do not fill in this form. You will need to fill in and return an **ABSTUDY Fares Allowance claim (SY032)** form.
If you do not have this form, go to **servicesaustralia.gov.au/forms**

Student's personal details

2 Your Centrelink Reference Number (if known)

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3 Your name

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

4 Your date of birth (DD MM YYYY)

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5 Your permanent address

Postcode

6 Your postal address (if different to above)

Postcode

7 Address while living away from home to study

Postcode

8 Your institution name and address which you are attending

Name of institution

Address of institution

Postcode

9 Read this before answering the following question.

Fares Allowance is either paid to you as a reimbursement, or paid directly to the travel provider if we have pre-booked the travel for you.

How do you want to claim Fares Allowance?

Pre-book ☐ **Go to 21**

Reimbursement ☐ **Go to next question**



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Claim for reimbursement

- 10** Are you enrolled as an external student (for example, you are studying an online course or by distance)?

No ☐ Go to next question

Yes ☐



Provide evidence of the compulsory on-campus requirement for your course.

Go to 13

- 11** Are you claiming reimbursement for a **trip to start studies for the year**?

No ☐ Go to next question

Yes ☐ Give details below

Travel from (permanent home)

Travel to

Date of travel (DD MM YYYY)

List all methods of travel (for example, train, bus, taxi, car, plane or ferry)

Total cost of travel

- 12** Are you claiming reimbursement for a **trip after completing or discontinuing studies for the year**?

No ☐ Go to next question

Yes ☐ Give details below

Travel from

Travel to (permanent home)

Date of travel (DD MM YYYY)

List all methods of travel (for example, train, bus, taxi, car, plane or ferry)

Total cost of travel

- 13** Are you claiming reimbursement for a **return trip during the study year** between your institution and your permanent home?

No ☐ Go to next question

Yes ☐ Give details below

Travel from

Travel to

Date of travel (DD MM YYYY)

List all methods of travel (for example, train, bus, taxi, car, plane or ferry)

Total cost of travel

Date of return travel (DD MM YYYY)

List all methods of return travel (for example, train, bus, taxi, car, plane or ferry)

Total cost of return travel

- 14** Did you travel by **taxi**?

No ☐ Go to next question

Yes ☐ Give details below

1			Number of kms travelled
Date of travel (DD MM YYYY)			
Travel from			
Travel to			

2			Number of kms travelled
Date of travel (DD MM YYYY)			
Travel from			
Travel to			

If you travelled by taxi more than 2 times during this trip, provide a separate sheet with these details.

15 Were your living or study essentials transported by **private** transport?

No ☐

Yes ☐

16 Were your living or study essentials transported by **public** transport and you were required to take additional baggage?

No ☐ **Go to 18**

Yes ☐ **Go to next question**

17 Explain why you needed to take additional baggage

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

18 Can you provide receipts, tickets, dockets, ticket stubs or other evidence which give full details of the trip(s) you are claiming reimbursement for?

No ☐ Explain why you cannot provide evidence

Go to next question

Yes ☐



Provide evidence for all travel costs incurred for all trips you are claiming reimbursement for.

Go to next question

19 Did you travel by **private** transport because it was not possible to travel by public transport for your trip(s)?

No ☐ **Go to 26**

Yes ☐ Give details below

1													
Date of travel (DD MM YYYY)	Number of kms travelled												
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
Travel from													
<table border="1"><tr><td></td></tr></table>													
Travel to													
<table border="1"><tr><td></td></tr></table>													
Was this travel made on or before 30 March 2026 ?													
No ☐													
Yes ☐ Give details below													
Engine capacity of motor vehicle													
If you are not sure of the engine type, choose 'Without rotary engine'.													
Without rotary engine	With rotary engine												
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Litre or cc	Litre or cc												

2													
Date of travel (DD MM YYYY)	Number of kms travelled												
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
Travel from													
<table border="1"><tr><td></td></tr></table>													
Travel to													
<table border="1"><tr><td></td></tr></table>													
Was this travel made on or before 30 March 2026 ?													
No ☐													
Yes ☐ Give details below													
Engine capacity of motor vehicle													
If you are not sure of the engine type, choose 'Without rotary engine'.													
Without rotary engine	With rotary engine												
<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>											
Litre or cc	Litre or cc												

If you travelled by private vehicle more than 2 times during this trip, provide a separate sheet with these details.

20 Explain why you needed to travel by **private** transport (for example, medical reasons, weather conditions, road closures, unavailability, transporting living or study essentials).

Go to 26

Pre-booked Fares Allowance

- 21 Are you enrolled as an external student (for example, you are studying an online course or by distance)?

No ☐ Go to next question

Yes ☐

 Provide evidence of the compulsory on-campus requirement for your course.
Go to next question

- 22 Are you claiming Fares Allowance for:

Tick one only

Start of year ☐

Mid year ☐

End of year ☐

- 23 Read this before answering the following question.

We can pre-book your travel for you if you are travelling by plane, coach, ferry or train. We will assess your proposed travel based on the most appropriate form of public transport available. If approved, payment will be made directly to the travel provider.

You must lodge your request at least 7 days before travel.

If we book travel for you, we will need to share some of your information with an authorised travel management company.

For more information, go to

servicesaustralia.gov.au/privacypolicy

Details of your **proposed** travel

Travel from

Travel to

Date of travel (DD MM YYYY)

Preferred time of travel (may not be guaranteed)

 am ☐
pm ☐

Preferred method of travel

(for example, train, coach, plane or ferry)

Number of additional bags or baggage
(for transporting living or study essentials)

Reason for additional baggage

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

- 24 Do you require us to pre-book your return travel?

No ☐ Go to next question

Yes ☐ Give details below

Date of return travel (DD MM YYYY)

Preferred time of travel (may not be guaranteed)

 am ☐
pm ☐

Preferred method of return travel

(for example, train, coach, plane or ferry)

- 25 Read this before answering the following question.

If you have an email account, your itinerary will be emailed to you directly by the travel provider. We will give the travel provider your email address for this purpose. It is important that you provide an email address and contact number so we can contact you if your preferred time or method of transport is not available.

Provide your email address and contact number

Email

Contact number (including area code)

If you have additional expenses which cannot be pre-booked, you will need to claim reimbursement after you have completed your trip.

Checklist

- 26 If you are claiming pre-booked Fares Allowance, ☐
check you have completed the details in question 25

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 the compulsory on-campus requirement for your course. ☐
(If you answered Yes at **question 10 or 21**)

Receipts, tickets, dockets, ticket stubs or other evidence of travel. ☐
(If you answered Yes at **question 18**)

- 27 Has this form been completed by a third party because the student has died?

No ☐ Go to next question

Yes ☐ Go to 30

Privacy notice

28 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

Declaration of student

29 I declare that:

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

I understand that:

- I must return **all** supporting documents at the same time as I lodge my claim form. If I do not return all documents, my claim may not be accepted. The only exception will be if I am waiting for medical evidence or other documents from a third party
- Services Australia can make relevant enquiries to make sure I receive the correct entitlement
- giving false or misleading information is a serious offence.

Student's signature



Date (DD MM YYYY)

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See **Returning this form** on page 6 of this form.

Third party's details

Questions 30 to 37 are **only** to be completed by a **third party** if the student has died.

30 Third party's Centrelink Reference Number (if known)

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31 Third party's name

Family name

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First given name

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Second given name

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32 Third party's date of birth (DD MM YYYY)

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33 Third party's permanent address

Postcode

34 Relationship to deceased student

--

35 Where do you want the payment made?

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

Name of bank, building society or credit union

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Branch number (BSB)

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Account number
(this may not be
your card number)

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Account held in the name(s) of

Privacy notice

36 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 to provide payments and services. 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

Declaration of the third party

37 I declare that:

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

I understand that:

- I must return **all** supporting documents at the same time as I lodge my claim form. If I do not return all documents, my claim may not be accepted. The only exception will be if I am waiting for medical evidence or other documents from a third party
- Services Australia can make relevant enquiries to make sure I receive the correct entitlement
- giving false or misleading information is a serious offence.

Third party's signature



Date (DD MM YYYY)

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Returning this form

Return this form and any supporting documents:

- online** (excluding identity documents) using your Centrelink online account. For more information, go to 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.