

Claim for Fares Allowance tertiary students only

Austudy, Youth Allowance or Pensioner Education Supplement

Fares Allowance can help with the cost of transport incurred by eligible tertiary students for certain travel between their permanent home and their educational institution located in Australia.

When to use this form



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

You can use this form to claim up to 3 eligible journeys in a study year. See page 2 for important information about what journeys are eligible for Fares Allowance.

Claims must be lodged before 1 April in the year following the year of study.

If you require your travel 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 journey. Claims for Fares Allowance must be lodged:

- within 26 weeks of the students death, and
- on or before 31 March in the year following the year of study

unless special circumstances apply.

For more information



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

Call us on **132 490**.

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

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

Call charges may apply.

If you have a hearing or speech impairment, you can contact the **TTY service Freecall™ 1800 810 586**. A TTY phone is required to use this service.

Keep this Notes Booklet (pages 1 to 3) for your information.

Eligibility for Fares Allowance

Fares Allowance is payable if:

- you are considered dependent and receive the 'away from home' rate of Youth Allowance
- you are a partnered Austudy, Pensioner Education Supplement or independent Youth Allowance student who lives away from your partner for study purposes
- you are a single parent who lives away from your dependent children for study purposes, or
- you are a student in an approved course at an Australian institution in Australia, 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 journeys
- daily travel to and from the institution
- any travel outside of Australia (even if it is for approved study), or
- 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 journeys for Fares Allowance

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

- one return journey 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 journey from your permanent home to the tertiary education institution to start study for the year, and
- one return journey 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 journey between the institution and your permanent home on completion or discontinuation of studies.

Amount of Fares Allowance

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

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 least expensive reasonable public transport.

Where it is not possible or reasonable to make all or any part of the journey 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 receive an additional amount of Fares Allowance where you are required to take your living and/or study necessities by public transport from your permanent home to your tertiary education institution.

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

Definitions

Permanent home

For a dependent student (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 all 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 journeys even when it is part of your approved course of study. The study must be undertaken within Australia to be eligible for Fares Allowance.

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

Defined as 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 journey, include all types for the entire journey (for example, bus to airport).

Pre-booked Fares Allowance

Pre-booked Fares Allowance means we pay for your travel arrangements (for example, train, coach, plane or ferry) directly to the travel provider in advance. 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 nominated method of transport is not available or is not considered reasonable, we will contact you to discuss travel options.

Living necessities

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

Study necessities

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

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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, 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 Do you receive ABSTUDY?

No **Go to next question**

Yes  Do not fill in this form.

For more information about how to claim ABSTUDY Fares Allowance, go to servicesaustralia.gov.au/abstudyfaresallowance or call us on **1800 132 317**.

Student's personal details

2 Your Centrelink Reference Number (if known)

- - -

3 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

4 Your date of birth

/ /

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**



CLK0SY005 2101

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 **journey to commence studies for the year?**

No Go to next question

Yes Give details below

Travel from (permanent home)

Travel to

Date of travel

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 **journey on completion/discontinuation of studies for the year?**

No Go to next question

Yes Give details below

Travel from

Travel to (permanent home)

Date of travel

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 journey 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

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

Total cost of travel

Date of return travel

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	Date of travel	Number of kilometres travelled
	<input type="text"/>	<input type="text"/>
	Travel from	<input type="text"/>
	Travel to	<input type="text"/>

2	Date of travel	Number of kilometres travelled
	<input type="text"/>	<input type="text"/>
	Travel from	<input type="text"/>
	Travel to	<input type="text"/>

If you travelled by taxi for more than 2 journeys, provide a separate sheet with the details as above for the other journey(s).

15 Were your living and/or study necessities transported by **private** transport?

No

Yes

16 Were your living and/or study necessities 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

Form with four horizontal lines for text entry.

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 journey(s) you are claiming for reimbursement of Fares Allowance?

No Explain why you cannot provide evidence

Form with four horizontal lines for text entry.

Go to next question

Yes



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

Go to next question

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

No **Go to 26**

Yes Give details below

1 Date of travel / / Number of kilometres travelled

Travel from

Travel to

Engine capacity of motor vehicle

If you are not sure of the engine type, choose 'Without rotary engine'.

Without rotary engine Litre or cc With rotary engine Litre or cc

2 Date of travel / / Number of kilometres travelled

Travel from

Travel to

Engine capacity of motor vehicle

If you are not sure of the engine type, choose 'Without rotary engine'.

Without rotary engine Litre or cc With rotary engine Litre or cc

If you have used private transport for more than 2 journeys, provide a separate sheet with the details as above for the other journey(s).

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

Form with four horizontal lines for text entry.

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/privacy

Details of your **proposed** travel

Travel from

Travel to

Date of travel

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 and/or study necessities)

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

Preferred time of return travel

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 address

Contact number

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 need to 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

Declaration of student

29 Declaration

I declare that:

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

I understand that:

- Centrelink 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

/ /

Questions 29 to 32 are **only** to be completed by a **third party** if the student has died.

Information and declaration of the third party

30 Details of the third party.

Family name

First given name

Second given name

Date of birth of the **third party**

Centrelink Reference Number of the **third party** (if known)

Permanent address of the **third party**

Postcode

Relationship of the **third party** to deceased student

31 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

Branch number (BSB)

Account number
(this may not be your card number)

Account held in the name(s) of

Privacy notice

32 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/privacy

Declaration of the third party

33 Declaration

I declare that:

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

I understand that:

- giving false or misleading information is a serious offence.

Signature of the **third party**

Date

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/submitdocumentsonline
- by post to:
 - Services Australia
 - Student Services
 - PO Box 7804
 - CANBERRA BC ACT 2610
- in person at one of our service centres, if you are unable to use your Centrelink online account.