

centrelink

OFFICE Customer Reference Number

USE ONLY

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When to use this form

To enable the assessment of a claim for Assistance for Isolated Children (AIC) where the authorised representative of a non-government organisation is applying for AIC for a student under the organisation's care. The organisation must have full responsibility for the upkeep of the student (for example, the student has been placed in the care of the organisation by a state or territory authority or court) and the student's parent(s)/guardian(s) are unable to be contacted to complete the form. The representative of the organisation also needs to complete the relevant parts of the **Claim for Assistance for Isolated Children (AIC) (SY040)** form.

DO NOT complete this form if you are the student's parent or guardian.

For more information

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

Call us on **132 318**.

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

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 Have you completed the **Claim for Assistance for Isolated Children (AIC) (SY040)** form?

No You must also complete the student details (questions 1–4) and follow all prompts from question 5 onwards in the **Claim for Assistance for Isolated Children (AIC) (SY040)** form.

Yes *Go to next question*

2 Organisation name

3 Organisation permanent address

Postcode

4 Organisation postal address (if different to above)

Postcode

5 Organisation contact person

Mr Mrs Miss Ms Other

Full name

Position

6 Organisation contact person details

Phone number

Mobile phone number

Fax number

Email/internet



CLK0SY067 2201

7 Student's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

8 Student's date of birth (DD MM YYYY)

9 What is the student's country of birth?

10 Is the student an Australian citizen?

No Go to next question

Yes Go to 14

11 What is the student's country of citizenship?

12 Has the student been granted, and still hold, an Australian permanent resident or other eligible visa?

No Go to next question

Yes



You must provide evidence, such as an Australian visa or New Zealand passport. For more information, read 'Australian residence requirements' in the Notes of the **Claim for Assistance for Isolated Children (AIC) (SY040)** form.

Go to 14

13 Is the student a New Zealand citizen settled permanently in Australia?

No You may not be eligible for an AIC allowance. Refer to 'Australian residence requirements' in the Notes of the **Claim for Assistance for Isolated Children (AIC) (SY040)** form.

Yes Date of last arrival (DD MM YYYY)



You must provide evidence, refer to 'Australian residence requirements' in the Notes of the **Claim for Assistance for Isolated Children (AIC) (SY040)** form.

14 What is the organisation's relationship to the student?

15 Explain why the student's parent(s)/guardian(s) cannot apply

16 Is the organisation in receipt of foster care or similar allowance for the student?

No

Yes

17 How much are the boarding fees paid for the student?

Do not include tuition fees paid to the school.

\$ per year

18 Does the organisation have primary care and responsibility for the student?

No Go to next question

Yes Go to 20

19 Explain why the person with primary care and responsibility for the student cannot apply

20 Where does the organisation want the AIC payment made?

The bank, building society or credit union account must be in the organisation's name.

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

21 Organisation's tax file number

22 Your information

The *Freedom of Information Act 1982* allows for the disclosure of information directly to the individual concerned.

The information you give to Services Australia, an Australian Government agency, is strictly confidential. However, the parent/guardian of the student, may request access to your answers. If you do not want the information released, provide a written statement explaining your reasons.

If the agency is considering release of the information you supplied, your statement will be taken into account. The agency may contact you further to discuss your concerns.

Privacy notice

23 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

24 Statement on behalf of the organisation

I declare that:

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

I understand that:

- Services Australia can make relevant enquiries to make sure the organisation receives the correct entitlement.
- giving false or misleading information is a serious offence.

Signature



Date (DD MM YYYY)

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Returning this form

When you have completed both the **Claim for Assistance for Isolated Children (AIC) (SY040)** form and this form, return them together with any supporting documents. You can do this:

- **by email** to national.business.gateway@servicesaustralia.gov.au
There may be risks with sending personal information through unsecured networks or email channels.
- by fax **1300 786 102**
- by post to
Services Australia
Student Services
Reply Paid 7804
Canberra ACT 2610
- in person at one of our service centres.