Information you need to know about your claim for

ABSTUDY
Schooling A

Purpose of this form
This form is for Aboriginal and Torres Strait Islander school students who are living at home and are:
- secondary students aged 15 or younger, OR
- primary students aged 14 at 1 January.

Important
You can submit a claim for ABSTUDY Schooling A over the phone by calling 1800 132 317. This means that you will not have to complete the paper claim form.

Lodgement dates
To receive all of your ABSTUDY payments for the year of study, you must apply by 31 December of that year. You can register an intent to claim ABSTUDY by contacting us on or before 31 December of that year. If you have registered an intent to claim ABSTUDY, to be eligible, you must lodge the form within 13 weeks of the date you contacted us OR by 31 December of year of study, whichever is the later. If you have not contacted us to register an intent to claim ABSTUDY, a claim received after 31 December will not normally be approved.

Definition of a partner
For the Australian Government Department of Human Services purposes a person is considered to be your partner if you and the person are living together, or usually live together, and are:
- married, or
- in a registered relationship (opposite-sex or same-sex), or
- in a de facto relationship (opposite-sex or same-sex).

We consider a person to be in a de facto relationship from the time they commence living with another person as a member of a couple.

We recognise all couples, opposite-sex and same-sex.

Please keep these Notes (pages 1–11) for your information.

Notes—1 of 11
Help with this claim

For more information

Go to our website humanservices.gov.au/abstudy or call us on 1800 132 317 or visit one of our Service Centres.

To speak to us in languages other than English, call 131 202.

Note: Call charges apply – calls from mobile phones may be charged at a higher rate.

If you have a hearing or speech impairment

TTY service Freecall™ 1800 810 586. A TTY phone is required to use this service.

Interpreters and translations

If you need an interpreter or translation of any documents for our business, we can arrange this for you free of charge.

Returning your form(s)

Check that you have answered all the questions you need to answer and that you have signed and dated the form.

If you return required documents (and your claim form):

• online – you can submit your documents online if you are registered for Online Services.
• by post – we will sight and record your documents, which may include copying, and return the originals to you by registered post.
• In person – we will sight and record your documents, which may include copying, and return the originals to you.

Return this form and all additional documents and any other forms you are required to complete to one of our Service Centres or online by 31 December of the study year. For further information see Lodgement dates on page 1 of the Notes Booklet. Or post directly to:

Department of Human Services
Student Services
Reply Paid 7804
CANBERRA BC ACT 2610

Return this form, all additional documents and any other forms you are required to complete to one of our Service Centres or online within 14 days to make sure you are paid from the earliest date possible.

To access online services or to find out how to register, go to humanservices.gov.au/submitdocumentsonline
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ABSTUDY Allowances

School Fees Allowance and School Term Allowance are payable as part of ABSTUDY Schooling A.

A School Fee Allowance is normally paid at the start of the year to help pay for school fees. School Term Allowance is to help pay for books, uniforms and other school costs. The first instalment of each calendar year will be an automatic payment, however further instalments will depend on satisfactory school attendance.

Eligibility

To be eligible, a student must be enrolled, attend school for at least 85 per cent of each term and:

- have a parent/guardian who qualifies for certain Centrelink payments or receives Community Development Employment Projects (CDEP) wages or holds a current Health Care Card, or
- be under the minimum school leaving age, and
  - qualify for independent status as a homeless student, or
  - qualify for independent status as an orphan or whose parent(s)/guardian(s) cannot exercise their responsibilities, or
  - in state care.
Question information

Student details

Question 1: Aboriginality
ABSTUDY is only for Aboriginal and Torres Strait Islander people. If there is any doubt about the students identity as an Aboriginal or Torres Strait Islander, you will be asked to provide proof.

Question 2: Australian citizenship
Aboriginal or Torres Strait Islander students born outside Australia may be eligible for ABSTUDY if they are an Australian citizen.

Proof of Australian citizenship must be provided.
Acceptable proof of Australian citizenship is:
- certificate of Australian citizenship
- Australian birth certificate
- Australian passport, or
- other government documents that contain details of the student/Australian Apprentice.

Question 8: Date you commenced caring for student
If the student came into your care after 1 January in the year of study, you must give the date. You are only entitled to the School Term Allowance for the terms that you are looking after the student.

Question 9: Other government assistance for study
The student cannot generally be assisted by more than one government education or training scheme at any one time. If you tick ‘Yes’ to this question, you may not be eligible for ABSTUDY assistance.

You should compare entitlements available under the different schemes, so you can choose the one which will assist you best. For example, you may be eligible for an allowance under Assistance for Isolated Children (AIC) if the student does not have reasonable daily access to an appropriate government school.

You can obtain information about Assistance for Isolated Children (AIC) entitlements from one of our Service Centres or by calling us on 132 318.

Parent(s)/guardian(s) and partner details

Question 20: Relationship to student – Foster carer
You should tick the “Foster carer” box ONLY if the student is in state care – that is, the student has been put in substitute care through a state or territory welfare authority or through a legal process.
Question 36: How to get a tax file number (TFN)

There is a special tax file number application/enquiry form for an Aboriginal or Torres Strait Islander. You can get this form from one of our Service Centres or the Australian Taxation Office.

To get a TFN you will have to provide proof of identity.

You can find out what you need from us or the Australian Taxation Office.

Tax file number exemptions

ABSTUDY customers who do not have to give us their TFN are:

- a student who is under 16
- a person who receives a social security pension or Special Benefit from Centrelink or certain pensions from the Department of Veterans' Affairs (DVA)
- a person who is temporarily outside Australia
- a person who lives permanently outside Australia and does not earn income in Australia
- a person who is required to attend traditional ceremonies at the time the ABSTUDY claim is lodged
- a person whose physical safety is at risk from another person and the risk would be increased by disclosure of a tax file number, or
- a person who has lost all records of her/his TFN because of fire or flood damage to her/his home in the 6 months before applying for ABSTUDY.

If you think any of these situations apply to you, attach a note to your claim. But remember, you must give your tax file number when you return from outside Australia or after attending the traditional ceremony.
Your review and appeal rights

If you are not happy with a decision we have made about your payments, there are several steps you can take.

1. If you would like more information about a decision you should contact us. We will check the details and explain the decision. This gives you a chance to correct misunderstandings and present new information.

2. If you do not agree with a decision you can ask for a review. We will forward the matter to a review officer who has not been involved in the decision and can change the decision if it is wrong. If you are seeking a review of a decision about the recovery of a debt, you should normally request this review within three months of the decision. There is no time limit for requesting a review of other decisions affecting your assessment.

3. If you do not agree with the decision of the review officer you can apply in writing, to the relevant Federal Minister about decisions affecting your assessment, or to the Social Security Appeals Tribunal (SSAT) for a review about a debt. The SSAT is an independent tribunal and can only look at a review after a review officer has reviewed the case.

4. If you are unhappy with the SSAT decision you can have this decision reviewed by applying to the Administrative Appeals Tribunal (AAT).

These steps are free of charge.

For more information about your review and appeal rights, or to request a review of a decision, go to our website humanservices.gov.au or call us on 1800 132 317, or visit one of our Service Centres.

If you have concerns about your personal information, call us on 1800 132 317 or come in and see us. We will look into the matter and tell you about your rights to see and amend your information.

To give us feedback or make a complaint

Go to humanservices.gov.au/feedback to give feedback or call our Customer Relations Team on 1800 132 468 to make a complaint.

If we do not resolve your complaint to your satisfaction, you can contact the Commonwealth Ombudsman by going to ombudsman.gov.au or calling 1300 362 072.
Terms and Conditions for Electronic Messaging (SMS or email)

You may receive electronic messages (SMS or email) from the Department of Human Services if you provide us with a mobile phone number or an email address.

We will only send you messages that are appropriate to your circumstances.

Where appropriate, we may send you an SMS or email instead of a letter.

Messages you may receive include (but are not limited to):
- requests and reminders to attend appointments
- requests and reminders to provide documents
- requests and reminders to provide up-to-date information
- notification of decisions
- notification of payments
- confirmation of changes to your details
- information about payments and services.

We consider that a message has been received by you once it has been sent to the service provider and has been forwarded to your account.

Our messages will not contain your name or contact details.

Our messages will never include direct links to ANY website.

You will not be required to respond via SMS or email to any message sent by us.

If you change your mobile phone number or email address you must tell us straight away.

You should make sure personal safeguards are in place to protect yourself, your computer, and your mobile phone against security threats.

These Terms and Conditions are subject to change without notice. Visit our website for the latest information.

You are able to withdraw from this service at any time.

For more information visit humanservices.gov.au/electronicmessaging

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Centrelink Letters Online

You can register to receive your Centrelink letters online by following the steps below:

1. Create or sign in to your existing myGov account at my.gov.au
2. Link your Centrelink services to your myGov account.
3. If you have access level 3 for Centrelink services online, you will automatically start receiving your Centrelink mail through your myGov inbox when you successfully link
4. If you do not have access level 3, you can achieve this by answering more questions about your Centrelink record online, or by contacting us or visit one of our Service Centres.

Subscribing to this service means you will receive most of your mail from Centrelink online. You will continue, however, to receive some letters at your postal address, such as letters with reply paid envelopes, paper forms that we require you to fill in and return, and some brochures that are not available on line.

Alternatively once you have registered for an online account, you can download and use an Express Plus mobile app. Express Plus allows you to subscribe to and access Centrelink letters online.

For more information about receiving Centrelink letters online visit humanservices.gov.au/centrelinkonlinelatters

Notes—8 of 11
You must tell us within 14 days about events or changes in circumstances affecting your payment. You can tell us by writing, phoning or going into any of the offices.

You must tell Centrelink if you or your partner:

- stop receiving a social security or Department of Veterans’ Affairs pension, benefit or allowance
- stop receiving Community Development Employment Projects (CDEP) wages or no longer hold a current Health Care Card.

the student:

- stops attending school
- is sick or injured and cannot continue study
- stops living with you and is no longer dependent on you.

Change in address

If you change your address, you should advise us immediately. If mail is returned to us unclaimed, your payments may be stopped.
Other payments, concessions and help

If you receive a payment, there are other payments, concessions and help you may receive.

**Community Officers**
Community Officers may be able to visit you if you are homeless, living in a hostel or refuge, suffering from a mental illness, or fleeing from domestic violence. Community Officers can tell you about Centrelink payments and services and help you access these services. They provide Centrelink services in locations like rehabilitation centres, psychiatric hospitals, prisons, hostels and drop-in centres.

**Family Tax Benefit and ABSTUDY School allowances**
You can still receive Family Tax Benefit for a child under 16 years of age for whom you are claiming ABSTUDY School Fees Allowance and School Term Allowance.

**Indigenous Services Staff**
Indigenous Services Staff are located in most of our Service Centres. Some Service Centres also have interpreters who speak Aboriginal or Torres Strait Islander languages and teams who visit and help remote communities.

**Jobs, Education and Training**

**Child Care fee assistance**
Can help with the cost of approved child care for eligible parent(s)/guardian(s) undertaking activities such as rehabilitation, study, work or job search to assist them to enter or re-enter the workforce.
For more information call us on 136 150.

**Remote Area Allowance**
Remote Area Allowance was introduced as an additional assistance for our customers in remote areas. It recognises that many customers who do not pay tax, or very little tax, do not get the full benefit of tax zone rebates. Remote Area Allowance makes a contribution towards some of the costs associated with living in particularly remote areas.

**Social Workers**
We have professional Social Workers in our Service Centres and Smart Centres throughout Australia. Social Workers can offer you personal counselling and support in difficult times, such as domestic and family violence, severe financial hardship, homelessness, loss and bereavement. They can refer you to other services and programs like housing, health, emergency relief, legal and/or counselling services and support groups.
### Helpful web addresses

**youth.gov.au**
The Australian Government's Youth Portal – search for programmes, services, policies, research, events and publications for and about young people aged 12 to 15 years.

**thesource.gov.au**
Useful information for young people on the Internet to help them enjoy life and plan for the future.

**myfuture.edu.au**
An online career exploration and information service to help young people make informed career decisions.

**edna.edu.au**
A gateway to resources and services for education and training.

**goingtouni.gov.au**
Information on higher education for students in Australia.

**australianapprenticeships.gov.au**
Information for job seekers, students and employers on the benefits of Australian Apprenticeships and how they work.

**accesstraining.dest.gov.au**
Provides job seekers who are experiencing barriers to employment, with information about pre-vocational training, support and assistance to obtain and maintain an Australian Apprenticeship.

**careeradviceaustralia.gov.au/youthpathways**
Information for young people aged between 13 and 19 to help them make a successful transition through school and from school to further education, training or employment.

**jobguide.dest.gov.au**
An in-depth look at a range of occupations and how to get the training or education you need for them. There's also information about how to choose an occupation, based on your skills and abilities.
This page has been left blank intentionally.
Claim for ABSTUDY Schooling A

Purpose of this form
This form is for Aboriginal and Torres Strait Islander school students who are living at home and are:
• secondary students aged 15 or younger, OR
• primary students aged 14 at 1 January.
You should have received the booklet Information you need to know about your claim for ABSTUDY Schooling A with this claim. In this claim, this booklet will be referred to as the Notes Booklet. If you do not have this booklet, go to our website humanservices.gov.au/abstudy or call us on 1800 132 317.

Important
You can claim ABSTUDY Schooling A over the phone by calling 1800 132 317. This means that you will not have to complete the paper claim form.

Lodgement dates
To receive all of your ABSTUDY payments for the year of study, you must apply by 31 December of that year. You can register an intent to claim ABSTUDY by contacting us on or before 31 December of that year. If you have registered an intent to claim ABSTUDY, to be eligible, you must lodge the form within 13 weeks of the date you contacted us OR by 31 December of the year of study, whichever is later. If you have not contacted us to register an intent to claim ABSTUDY, a claim received after 31 December will not normally be approved.

What else you will need to provide
This form tells you which other documents you need to provide to support your claim.

Filling in this form
This form must be completed by the parent/guardian of the student.
• Please use black or blue pen.
• Print in BLOCK LETTERS.
• Mark boxes like this ☑️ with a ☑️ or ☑️.
• Where you see a box like this [ ☑️ ] Go to 5 skip to the question number shown. You do not need to answer the questions in between.

Returning your form(s)
Check that you have answered all the questions you need to answer and that you have signed and dated this form.
If you return required documents (and this form):
• online – you can submit your documents online if you are registered for online services.
• by post – we will sight and record your documents, which may include copying, and return the originals to you by registered post.
• in person – we will sight and record your documents, which may include copying, and return the originals to you.
Return this form and all additional documents and any other forms you are required to complete to one of our Service Centre or online by 31 December of the study year. For further information see Lodgement dates on page 1 of the Notes Booklet. Or post directly to:
Department of Human Services, Student Services, Reply Paid 7804, CANBERRA BC ACT 2610
Return this form, all additional documents and any other forms you are required to complete to one of our Service Centres or online within 14 days to make sure you are paid from the earliest date possible.
To access online services or to find out how to register, go to humanservices.gov.au/submitdocumentsonline
1. Is the student of Aboriginal or Torres Strait Islander descent and identifies as an Aboriginal or Torres Strait Islander and is accepted as such in the community in which he or she has lived?

   See page 5 of the Information you need to know about your ABSTUDY Schooling A claim.

   If the student is of both Aboriginal and Torres Strait Islander Australian origin, please tick both boxes.

   No ☐ STOP The student is not eligible for ABSTUDY.

   Yes – Aboriginal Australian ☐ Call us on 1800 132 317.

   Yes – Torres Strait Islander Australian ☐

2. Is the student an Australian citizen?

   See page 5 of the Information you need to know about your ABSTUDY Schooling A claim.

   No ☐ STOP The student is not eligible for ABSTUDY.

   Call us on 1800 132 317.

   Yes ☐ You will need to provide proof of identity and documents which show proof of birth in Australia or proof of arrival in Australia if you were born outside Australia. For more information, please refer to the Notes Booklet.

3. Country of birth

   [blank]

   Date of citizenship (if not born in Australia)?

   / / 

4. What is the student’s name?

   Family name

   [blank]

   First given name

   [blank]

   Second given name

   [blank]

5. Has the student ever used or been known by any other name (e.g. maiden name, previous married name, Aboriginal or tribal name, name at birth, alias, adoptive name, foster name)?

   No ☐ Go to next question

   Yes ☐ Give details below

   1. Other name

   [blank]

   Type of name (e.g. name at birth)

   [blank]

   2. Other name

   [blank]

   Type of name (e.g. maiden name)

   [blank]

   If the student has more than 2 other names, attach a separate sheet with details.

6. Student’s sex

   Male ☐

   Female ☐

7. Student’s date of birth

   / / 

8. Did the student come into your care after 1 January this year?

   See page 5 of the Information you need to know about your ABSTUDY Schooling A claim.

   No ☐ Go to next question

   Yes ☐ Give date

   / / 

9. Will the student be assisted by any other Australian Government education scheme (e.g. Assistance for Isolated Children (AIC))?  

   See page 5 of the Information you need to know about your ABSTUDY Schooling A claim.

   No ☐ Go to next question

   Yes ☐ Name of assistance

   [blank]
10 When will the student first attend school for the year?
Your payments will be affected if the student does not start school or starts late.

/ /  

11 Give the student's school details
Grade/year (e.g. Year 9)

Name of school

Location of school (suburb, town or community)

12 How do you want the School Fees Allowance to be paid?

School Fees Allowance will be paid direct to the school unless you nominate to pay the school fees yourself.

Tick ONE box only

To the school named at  Go to next question

To me after I provide proof of payment  You must show us your receipt before the School Fees Allowance can be made to you.

13 What is your name?
Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

14 Have you ever used or been known by any other name (e.g. maiden name, previous married name, Aboriginal or tribal name, name at birth, alias, adoptive name, foster name)?

No  Go to next question

Yes  Give details below

1 Other name

Type of name (e.g. name at birth)

2 Other name

Type of name (e.g. maiden name)

If you have more than 2 other names, attach a separate sheet with details.

15 Your sex

Male  Female

16 Your date of birth

/ /  

17 Your permanent address

First given name

Second given name

18 Your postal address (if different to above)

Postcode

Postcode
Your contact details

Home phone number

Is this a silent number? No Yes

Mobile phone number

Fax number

Work phone number

Alternative phone number

Email @

Please read this before answering the question.

The term 'parent' refers to a natural parent, adoptive parent or a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place.

Which of the following best describes your relationship to the student?

Parent
Grandparent
Step parent
Foster carer
Other Give details below

Please read this before answering the question.

A person is considered to be in a relationship if he or she is legally married (or recognised as married under Aboriginal/Torres Strait Islander law) or in a registered relationship and not separated or is living as a member of a couple (de facto) with a person of the opposite-sex or same-sex. We recognise both opposite-sex and same-sex relationships.

Which of the following best describes your current relationship status?

I am in a relationship and living with my partner Go to 22
I am in a relationship but not living with my partner Go to 22
I am separated or divorced and no longer live with my former partner Go to 22
I am separated or divorced and live in the same home as my former partner Go to 22
I am widowed Go to 22
I am single Go to 22

What is your partner's name?

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

Has your partner ever used or been known by any other name (e.g. maiden name, previous married name, Aboriginal or tribal name, name at birth, alias, adoptive name, foster name)?

No Go to next question
Yes Give details below

Other name

Type of name (e.g. name at birth)

Other name

Type of name (e.g. maiden name)

If your partner has more than 2 other names, attach a separate sheet with details.

Your partner's sex

Male Female

Your partner's date of birth / /

Do you give permission for your partner to discuss your payments with us?

No Yes
27 Which of the following best describes your partner's relationship to the student?

- Parent
- Grandparent
- Step parent
- Foster carer
- Other ▶ Give details below

28 Do you (and/or your partner) receive payments from sources other than Centrelink income support payments?

For example:
- a payment from Department of Veterans' Affairs (DVA), or
- New Enterprise Incentive Scheme (NEIS) Allowance, or
- Community Development Employment Projects (CDEP) wages.

No ▶ Go to next question
Yes ▶ Give details below

Attach a letter or other document(s) that shows the reference number and details for each payment (other than payments made by us).

1 Type of payment ▶ Date commenced (if known)

Who pays it?

Who gets this payment? Yes [ ] Your partner [ ]

2 Type of payment ▶ Date commenced (if known)

Who pays it?

Who gets this payment? Yes [ ] Your partner [ ]

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

29 Do you (and/or your partner) have a current Health Care Card from us?

No [ ]
Yes [ ]

If you answered 'No' at either Question 28 or 29, please call us on 1800 132 317.

30 Do you currently receive a Centrelink payment?

No ▶ Go to 32
Yes ▶ Go to next question

31 Do you want this payment to go to the same bank account as your Centrelink payment?

No ▶ Go to next question
Yes ▶ Go to 33

32 Where do you want the ABSTUDY payment made?

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

Do NOT include an account used exclusively for funding from the National Disability Insurance Scheme.

The account into which another Centrelink payment is made (if applicable)

Name of payment ▶

Go to 33

My account nominated below

Name of bank, building society or credit union ▶

Branch where your account is held ▶

Branch number (BSB) ▶

Account number (this may not be your card number) ▶

Account held in the name(s) of ▶

Go to 33

I would like my payments posted to me

Cheque payments can be posted to you, but this will mean waiting longer for your payment.

33 Did any other person help you complete this claim and can we contact them to discuss it, if required?

No ▶ Go to next question
Yes ▶ Give their details below

Their name ▶

Their phone number ( ) ▶

5 of 7
34. Do you allow another person to make enquiries with us on your behalf regarding your entitlement to payment and services?

[Note: You can change this authority at any time.]

No ☐ Go to next question
Yes ☐ Give their details below

Their name

Their relationship to you e.g. mother, father, friend

Their phone number

Their date of birth

Their address

Postcode

35. Please read this before answering the following questions.

You are not breaking the law if you do not give us your tax file number, but if you do not provide it, or authorise us to get it from the Australian Taxation Office, you may not be paid.

See page 6 of the Information you need to know about your ABSTUDY Schooling A claim.

In giving us your (and your partner’s) tax file number in relation to this claim you authorise us to use your (and your partner’s) tax file number for other social security payments and services in future where necessary.

Have you (and your partner) given us your tax file number(s) before?

No ☐ Go to next question
Not sure ☐ Go to next question
Yes ☐ Go to 37

36. Do you (and your partner) have a tax file number?

You

No ☐ Please call us on 1800 132 317.
Yes ☐ Your tax file number

Your partner

No ☐ Please call us on 1800 132 317.
Yes ☐ Your partner’s tax file number

37. Which of the following documents and other attachments are you providing with this form?

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

Where you are asked to supply documents, please attach original documents.

Proof of Australian citizenship
(if you answered Yes at question 2)

Receipt of school fees
(at question 12)

A letter or other document(s) that shows the reference number and details for each payment
(if you answered Yes at question 28)

38. IMPORTANT INFORMATION

Privacy and your personal information

Your personal information is protected by law, including the Privacy Act 1988, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at humanservices.gov.au/privacy or by requesting a copy from the department.

Continue to next page
39 Statement

I declare that:

- I am the person who cares for the student.
- the information provided in this form is complete and correct.
- I have read the list of changes that I must tell the Australian Government Department of Human Services about and understand that failing to advise Human Services of the changes within 14 days is a serious offence.

I understand that:

- I am responsible for the payments of any expenses associated with the school.
- to retain ABSTUDY, the student must meet attendance requirements.
- giving false or misleading information is a serious offence.
- the information already provided by me to the Australian Government Department of Human Services can be used, where required, to help finalise this claim.
- the Australian Government Department of Human Services can make relevant enquiries to ensure I receive the correct entitlement.
- the Australian Government Department of Human Services will, from time to time, check with the school I nominated on the claim, that the student is enrolled and attending.
- the Australian Government Department of Human Services may disclose limited information (for example, income and assets) about me to my partner and/or other parties when my circumstances affect their entitlement to payments and services.
- I must notify the Australian Government Department of Human Services of any changes to this information within 14 days of the change(s) occurring.

Signature of parent/guardian

[Signature]

Date

/ / 

Signature of parent/guardian's partner

[Signature]

Date

/ / 