

Claim for Fares Allowance tertiary students only

Youth Allowance, Austudy, Pensioner Education Supplement

Purpose of this form

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

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 for up to 3 eligible journeys in a study year. See page 2 for important information about what journeys are eligible for Fares Allowance.

Important: If you are receiving ABSTUDY, you should claim ABSTUDY Fares Allowance. Call us on **13 2317** for more information about how to claim ABSTUDY Fares Allowance.

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

For more information

Go to our website at www.centrelink.gov.au or call us on **13 2490** or visit your local Centrelink Customer Service Centre.

To speak to Centrelink in languages other than English, call us on **13 1202**.

Note: Calls from your home phone to Centrelink 13 numbers from anywhere in Australia are charged at a fixed rate. That rate may vary from the price of a local call and may also vary between telephone service providers. Calls from public and mobile phones may be timed and 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 Centrelink business, we can arrange this for you free of charge.

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

- **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

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):

- 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 to a Centrelink Customer Service Centre.

Please keep these Notes (pages 1 to 3) for your information.

Fares Allowance

Fares Allowance is only available to Youth Allowance, Austudy and Pensioner Education Supplement students undertaking an approved tertiary course who are required to live away from their permanent home for study purposes.

It is not available to secondary students.

Fares Allowance is payable to:

- students who are dependent, and who receive the 'away from home' rate of Youth Allowance
- partnered independent students who live away from their partner for study purposes
- single parent students who live away from their dependent children for study purposes, **and**
- students in an approved external course at an Australian institution in Australia, who have to travel to the institution for a compulsory residential component of the course.

Fares Allowance is not payable for

- field excursions or similar journeys
- daily travel to and from the institution
- travel outside of Australia, **or**
- travel for a reunion with family where this occurs at a place other than at the student's permanent home.

Eligible journeys for Fares Allowance

For external students:

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

For other students:

- a single journey from the student's permanent home to the tertiary education institution to start study for the year, **and**
- one return journey between the institution and the student's permanent home during the year (only if you have received Youth Allowance/Austudy/Pensioner Education Supplement for 6 months or more), **and**
- a single journey between the institution and the student's permanent home on completing or discontinuing 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 the student chooses to use a more expensive form of transport, or chooses to use private transport where public transport is available, the amount of Fares Allowance payable will still be worked out at the rate for the cheapest reasonable public transport.

Where it is not practicable 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.

Fares Allowance continued

Payment of Fares Allowance

Fares Allowance is usually paid as a reimbursement after the journey has been made. In some cases Fares Allowance may be paid before the journey has been undertaken (pre-booked Fares Allowance).

Pre-booked Fares Allowance

Where a pre-booked Fares Allowance has been approved, Centrelink will only pay the calculated amount on behalf of the student to the commercial operator providing the means of travel.

The definition of permanent home

For a dependent student (Youth Allowance customer only)

- the home where a student's parent(s)/guardian(s) normally reside. Where 2 homes are resided 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 means testing purposes.

For an independent student

- the person's usual place of residence.

Definition of a partner

For Centrelink 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).

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

Centrelink recognises all couples, opposite-sex and same-sex.

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 before 1 April in the year following the year of study.

Privacy and your personal information

Personal information is protected by law, including the *Privacy Act 1988*. The authority to collect this information is contained in social security law.

Centrelink, Medicare Australia, Child Support and CRS Australia are all part of the Department of Human Services (DHS).

The information you provide on this form will be used to determine your eligibility for, and provide payments and services to you, and where relevant, third parties. This information may also be used to detect or prevent fraud and/or recover overpayments.

The Department of Human Services may disclose limited information (for example, income and assets) about you to other individuals when your circumstances affect their entitlement to payments and services.

The Department of Human Services can give your information to other persons, bodies or agencies without your permission in circumstances where Commonwealth legislation requires or authorises the disclosure.

Where you require Centrelink to pre-book your return travel relevant information will be provided to Centrelink's approved travel service provider.

You can get more information from the factsheet titled *Your right to privacy* by going to our website at www.centrelink.gov.au or call us on **13 2717** to request a copy or visit your local Centrelink Customer Service Centre.

Please keep these Notes (pages 1 to 3) for your information.

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Claim for Fares Allowance tertiary students only

Youth Allowance, Austudy, Pensioner Education Supplement

Student's personal details

1 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

2 Your date of birth

3 Your Customer Reference Number (if known)

 - - -

4 Your permanent address

Postcode

5 Your postal address (if different to above)

Postcode

6 Your semester/term address (the address where you live while studying, if different to your permanent address)

Postcode

Claim for reimbursement

7 Do you want to claim REIMBURSEMENT of Fares Allowance?

No **Go to 17**

Yes *Go to next question*

8 Are you enrolled as an external student?

No *Go to next question*

Yes **Go to 11**

9 Are you claiming reimbursement for a **journey to commence studies for the year?**

No *Go to next question*

Yes Give details below

Travel from

Travel to

Date of travel

Cost of travel

\$

Method of travel (e.g. train, bus, taxi, car)

10 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

Date of travel

Cost of travel

\$

Method of travel (e.g. train, bus, taxi, car)



CLK0SY005 1201

11 Are you claiming reimbursement for a **return journey during the year**?

No Go to next question

Yes Give details below

Travel from

Travel to

Date of travel

Cost of travel

Method of travel (e.g. train, bus, taxi, car)

Date of return travel

Cost of return travel

Method of return travel (e.g. train, bus, taxi, car)

12 Are you claiming reimbursement for more than one mode of transport in a journey?

No Go to next question

Yes  Attach a separate sheet giving full details of each mode of transport in the journey(s).

13 Did you travel by PUBLIC transport?


No Go to 15

Yes Go to next question

14 Can you attach 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 attach evidence

▶ Go to next question

Yes  Attach evidence of all journeys you are claiming for reimbursement of Fares Allowance.
▶ Go to next question

15 Did you travel by PRIVATE transport because public transport was unavailable for your journey(s)?

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"/>	
Engine capacity of motor vehicle without rotary engine (e.g. 1601–2600)	Engine capacity of motor vehicle with rotary engine (e.g. 801–1300)
<input type="text"/>	<input type="text"/>
cubic centimetres	cubic centimetres

2 Date of travel	Number of kilometres travelled
<input type="text"/>	<input type="text"/>
Travel from	
<input type="text"/>	
Travel to	
<input type="text"/>	
Engine capacity of motor vehicle without rotary engine (e.g. 1601–2600)	Engine capacity of motor vehicle with rotary engine (e.g. 801–1300)
<input type="text"/>	<input type="text"/>
cubic centimetres	cubic centimetres

3 Date of travel	Number of kilometres travelled
<input type="text"/>	<input type="text"/>
Travel from	
<input type="text"/>	
Travel to	
<input type="text"/>	
Engine capacity of motor vehicle without rotary engine (e.g. 1601–2600)	Engine capacity of motor vehicle with rotary engine (e.g. 801–1300)
<input type="text"/>	<input type="text"/>
cubic centimetres	cubic centimetres

If you have used private transport for more than 3 journeys, attach a separate sheet with the details as above for the other journey(s).

16 Did you travel by TAXI?

No Go to next question

Yes Give details below

Date of travel

Number of kilometres travelled

Travel from

Travel to

Name of taxi company

Pre-booked Fares Allowance

17 Please read this before answering the following question.

Centrelink can pre-book travel for students receiving Youth Allowance, Austudy or Pensioner Education Supplement. Pre-booking is usually only done for air travel and, if approved, payment will be made directly to the commercial operator.

Do you want to apply for PRE-BOOKED Fares Allowance?

No Go to 20

Yes Briefly explain why you need Centrelink to pre-book your travel.

Go to next question

18 Details of your PROPOSED travel

Note: Approval of travel will be assessed on the most appropriate form of public transport available.

Travel from

Travel to

Date of travel

Preferred time of travel

Method of travel (e.g. aeroplane)

19 Do you require Centrelink to pre-book your return travel?

No Go to next question

Yes Give details below

Date of return travel

Preferred time of travel

Checklist

20 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 the documents.

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

Full details of each mode of transport in the journey(s)
(If you answered Yes at question 12)

Tickets/dockets/ticket stubs or other evidence which give full details of the journey(s)
(If you answered Yes at question 14)

Student's statement

21 Student's statement

I declare that:

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

I understand that:

- giving false or misleading information is a serious offence.
- Centrelink can make relevant enquiries to ensure I receive the correct entitlement.

Student's signature

Date

Information and statement of the **third party**

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

No You do not need to provide any more details.

Yes Go to next question

23 Details of the **third party**.

Family name

First given name

Second given name

Date of birth of the **third party**

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

Permanent address of the **third party**

Postcode

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

24 Please read this before answering the following question.

If you are eligible for Youth Allowance, under 18 years of age and dependent on your parent(s), you need to nominate your parent's account.

Where do you want your payment made?

My parent's account

My account

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 where your account is held

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

25 Statement of the **third party**

I declare that:

- the information 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

OFFICE USE ONLY

Customer Reference Number

Assessor's signature

Login ID

Date