

Student Assistance Schemes Guidelines and Procedures

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2.2	October 2019	Financial Services	Added TRM reference, minor changes to definitions and Section 6 Concerns and appeals.
2.1	4 April 2019	Erin Noyes	Transfer of document to web compatible template. Various changes to document layout and minor changes to wording to improve readability, no changes to intent of schemes/allowances.
2	1 May 2018	Elise Dungey	Handbook revised into a guideline and procedure document.
1	February 2009	Department of Education and Training	Student Assistance Schemes handbook published.

Related policy, legislation and documents

Departmental	Student Assistance Schemes Policy Appendix 1 - Student Assistance Schemes unit values Privacy Statement
Northern Territory	Education Act 2015 Education Regulations 2015 Public Sector Employment and Management Act 1993 Public Sector Employment and Management Regulations 2011
Other	Australian Bureau of Statistics, Consumer Price Index

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This document should be read in conjunction with the **Student Assistance Schemes policy**.

1 Introduction

This document aims to provide clear guidance to parents, students, schools and departmental staff on the interpretation and application of the Student Assistance Schemes policy (the policy).

2 Definitions

ABSTUDY: the Australian Government's Aboriginal Study Assistance Scheme ([ABSTUDY](#)).

Academic progress: the academic results achieved by a student which is sufficient for the enrolled course to be completed within the prescribed course duration.

Applicant: a parent including a child's father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal or Torres Strait Islander customary law or tradition. Applicant may also be an independent student.

Approved School of the Air function: a function organised by a Northern Territory (NT) distance learning facility for students attending that school. These facilities include [Alice Springs School of the Air](#), [Katherine School of the Air](#) and [NT School of Distance Education](#).

Assistance for Isolated Children (AIC) Scheme: The Australian Government's [Assistance Scheme](#) for parents and carers of children who can't go to a local government school because of geographical isolation, disability or special needs.

Austudy: the Australian Government's Australian Study Assistance Scheme ([Austudy](#)).

Boarding school / facility: a student accommodation facility, formally managed by the school, for full time students who need to live away from home during the school term in order to attend a primary, middle or senior school. The boarding facility provides specific services to support students including homework supervision and recreational and social development.

Charter flight: a flight by an aircraft chartered for a specific journey, not part of an airline's regular schedule.

Claim period: usually the school year but can be for part thereof.

Considerable distances: any distance in excess of 5km.

Department: the Department of Education.

Dependent student: a student 21 years of age or younger who is not considered independent (see definition of independent student below). This means the parent's income affects the eligibility of the Youth Allowance.

Distance education: schools offering an alternative to students who cannot attend a government school in person.

Eligible students: a student that meets all conditions of a scheme to which they are making an application or claim.

Exceptional circumstance: refer to unforeseen circumstances that were outside of the applicant's control.

Half Semester: refers to Term 1 or Term 3 of the same year.

Independent student: Generally, for NT Department of Education policy purposes, an independent student is defined as "a child is living independently if the child is of or above the age

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of 14 years and not living with a parent". However, for the purpose of this document, that definition excludes full time students who have to live away from home to attend school.

Interstate boarding allowance unit: the amount per year reimbursed under the interstate boarding allowance scheme, expressed as a unit. Refer to [Appendix 1 - Student Assistance Schemes unit values](#).

Isolated students education allowance unit: the amount per year reimbursed under the isolated students education allowance, expressed as a unit. The unit is updated by the department annually based on the Australian Bureau of Statistics December Consumer Price Index. Refer to [Appendix 1 - Student Assistance Schemes unit values](#).

Most direct and economical fare: the lowest cost fare available at the time of booking that meets the traveler's needs, including personal safety, to convey a student or applicant directly to and from home to school/nearest point of access to public transport/centre.

Nearest centre from which interstate transport is available: refers to the nearest airport or bus depot, where interstate travel is available. In some instances, the most economical route may be to an interstate centre such as Kununurra or Mt Isa.

Non-salaried student: a student that is not in receipt of an income (salary or wage) on a full time basis. The Fair Work Ombudsman defines a full time employee as one who:

- "usually works, on average, 38 hours each week
- is a permanent employee or on a fixed-term contract

The actual hours of work for an employee in a particular job or industry are agreed between the employer and the employee and/or set by an award or registered agreement".

Priority field of study: the list of skilled occupations that are in high demand or considered critical by business and industry in the NT. The [NT High Priority Occupations List](#) is produced annually by the Department of Trade, Business and Innovation.

Regular passenger flight: airlines that carry fare-paying passengers at regular intervals according to a publicised route and timetable.

Return trip: the trip taken by the student, and where applicable the applicant, for the sole purpose of transporting the student from home to school and back home again. A trip may include a combination of vehicle (private car or bus) and regular passenger flight or charter flight.

Where a student is transported by the applicant, the trip undertaken by the applicant is included in the student's return trip. For example, one return trip for the student includes:

- applicant drops off student and then returns home, and
- applicant collects student and then applicant and student return home.

Second home: a home maintained by the family for the purpose of providing daily access to appropriate education for at least one dependent student who would not normally have such access from the principal family home.

Semester: in relation to a year, means two consecutive terms in the same half of the year. i.e. Terms 1 and 2 make up Semester 1, and Terms 3 and 4 make up Semester 2.

Student: a child enrolled and attending an approved educational facility on a full time basis.

Student conveyance allowance unit: the amount per kilometre reimbursed under the student assistance schemes conveyance allowance, expressed as a unit. The unit is based on the Northern Territory *Public Sector Employment and Management Act* (PSEMA) with reference to section 13(a) Government Vehicle Allowance (By-law 32) and is determined by the Commissioner for Public Employment annually. Refer to [Appendix 1 – Student Assistance Schemes unit values](#).

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Student correspondence site allowance unit: the amount per year reimbursed under the student correspondence site allowance, expressed as a unit. The unit is updated by the department annually based on the Australian Bureau of Statistics December Consumer Price Index. Refer to [Appendix 1 - Student Assistance Schemes unit values](#).

Student correspondence site allowance – preschool unit: the amount per year reimbursed under the student correspondence site allowance – preschool, expressed as a unit. The unit value is based on 50% of the student correspondence site allowance unit. Refer to [Appendix 1 - Student Assistance Schemes unit values](#).

Student supplementary boarding allowance unit: the amount per year reimbursed under the student supplementary boarding allowance, expressed as a unit. Refer to [Appendix 1 - Student Assistance Schemes unit values](#).

Tertiary authorising officer: the tertiary institution's representative with authority to confirm student enrolment.

Youth allowance: [Australian Government's](#) Student Assistance Scheme.

3 Roles and Responsibilities

Applicants should:

- submit applications, claims and supporting information to the department by the due date
- provide true and accurate supporting information as requested by the department.

Charles Darwin University (CDU) Standing Committee should:

- examine and assess applications for interstate tertiary study under the tertiary fares reimbursement scheme.

The committee consists of the Chairperson, who is the Vice-Chancellor of CDU or a nominee, and two members (The Registrar of CDU or a nominee and a departmental nominee).

Department of Education student assistance officer should:

- provide accurate advice to applicants and schools
- acknowledge receipt of applications and claims
- assess all applications and claims received:
 - in a fair, transparent and consistent manner in accordance with the conditions of each scheme, including verifying specialist curriculum offerings with the department's curriculum specialists
 - in order of receipt
- notify applicants of the outcome of the assessment
- ensure payment is made for approved claims.

Schools should:

- provide confirmation of student enrollment if requested by the department
- verify student attendance by stamping and signing applicant's claim forms
- verify applicant's employment conditions i.e. in cases where the applicant is employed at the school, details of their hours and days of employment may be required.

Boarding facilities should:

- submit claims and supporting information to the department by the due date
- provide true and accurate information as requested by the department.

4 Student Assistance Schemes

The Student Assistance Schemes offer some financial assistance for eligible students whose main place of residence is the Northern Territory (NT).

Financial assistance may be available to help families whose child/ren need to travel considerable distances to attend school each day, live away from home to attend school, college or university or access distance education.

Each scheme/allowance caters for the needs of different students and has different conditions. The schemes/allowances available are outlined below.

Boarding

These schemes/allowances are available to students who must live away from home to attend school in the Northern Territory or interstate:

Within the Northern Territory

- isolated students education allowance for boarding facilities
- mid-term travel scheme
- student travel scheme
- supplementary boarding allowance.

Interstate

- interstate boarding allowance
- remote area travel allowance.

Further information and conditions of the above schemes can be found in [section 4.1 - Boarding](#).

Daily transport to and from school

This scheme is available to help with daily transport for students to and from school:

- conveyance subsidy scheme.

Further information and conditions of the above scheme can be found in [section 4.2 - Daily transport to and from school](#).

Distance education

These schemes/allowances are available to students who attend a school of the air, Northern Territory School of Distance Education or other distance education:

- correspondence site allowance
- correspondence site allowance – preschool
- correspondence materials delivery assistance scheme
- schools of the air student functions allowance.

Further information and conditions of the above schemes can be found in [section 4.3 - Distance education](#).

University or higher education

These schemes are available to students who attend university or higher education away from home in the Northern Territory or interstate:

- tertiary fares reimbursement scheme – interstate
- tertiary fares reimbursement scheme – Northern Territory.

Further information and conditions of the above schemes can be found in [section 4.4 - University or higher education](#).

4.1 Boarding

4.1.1 Boarding within the Northern Territory

The following schemes or allowances may be available to assist families of students that are required to live away from home to attend a Northern Territory (NT) school on a daily basis.

4.1.1.1 Isolated students education allowance - for boarding facilities

The allowance is paid directly to boarding facilities and assists families as it aims to increase access to well-supervised educational opportunities for primary, middle and senior school students that are required to board away from home in an NT boarding facility. The allowance is not a provision to offset the cost of boarding accommodation.

Conditions of the scheme

- the student's custodial parent or guardian must be a resident of the NT
- the student must be attending an NT primary, middle or senior school.

Who can claim

- NT boarding facilities offering specific assistance in the areas of homework supervision and recreational and social development to boarding students
- students must be approved for Basic Boarding Allowance under the Australian Government's Assistance for Isolated Children ([AIC](#)) scheme.

How to claim

- boarding facilities must complete the isolated students education allowance claim form
- claim forms must be submitted each Semester by the following dates:
 - Semester 1 claims due by 5 July; and
 - Semester 2 claims due by 20 December.
- the following supporting information must be submitted with each claim:
 - the student's current AIC Basic Boarding Allowance statement
 - attendance details for each student in the format specified by the department.

Allowance value

The maximum allowance paid per school year to the boarding facility is provided in [Appendix 1 – Student Assistance Scheme unit values](#).

4.1.1.2 Mid-term travel

The scheme aims to provide some financial assistance with the cost of travel to reunite students and parents at times other than semester or half-semester breaks, if the student has to live away from home at a boarding facility to attend an NT primary, middle or senior school.

Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must undertake full-time study in an NT primary, middle or senior boarding school
- the student must live away from home in order to attend school on a daily basis

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- a maximum of four return trips per school year may be reimbursed. Travel may be for the student to return home or the applicant to visit the student at school.
- where no public transport is available, reimbursement will be calculated using the most direct and economical form of travel available between home and school
- the journey must be undertaken for the sole purpose of transporting the student to and from school or to visit the student. If the travel is for any other activity, the journey is not considered eligible to claim under this scheme
- regular passenger flights must be booked at least four weeks prior to travel. The reimbursement may be reduced if less than four weeks
- if travel is undertaken by private vehicle, the vehicle used to convey the student must be a private vehicle owned by the applicant and registered with the NT Motor Vehicle Registry for the intended claim period
- If the private vehicle is owned by someone other than the applicant a Statutory Declaration stating their consent for the applicant to drive the vehicle for the purpose of conveying the student or the applicant to and from school must accompany each application.

Who can apply

- the student must be approved for Basic Boarding Allowance under the Australian Government's Assistance for Isolated Children ([AIC](#)) scheme
- students in receipt of the following assistance are not eligible to claim:
 - Second Home Allowance under the AIC scheme
 - [ABSTUDY](#) grants
 - any other financial assistance which includes a travel component.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the following supporting information must be provided with each application:
 - the student's current AIC Basic Boarding Allowance statement
 - a statement of boarding fees covering the intended claim period
 - if travel is undertaken by private vehicle:
 - a statement of distance travelled and a sketch map or google map of the journey between home and school
 - a copy of each applicant's drivers licence covering the intended claim period
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim.

How to claim

- complete the [Mid Term Travel Claim Form](#)
- claims can be submitted after each semester of travel, by no later than 31 March of the year following that for which eligibility was approved. Any variation will be at the discretion of the Chief Executive
- claim forms must be stamped and signed by the school principal/registrars of the boarding facility verifying the student's attendance
- if travel is by regular passenger flight the claim must be accompanied by used tickets or electronic ticket receipt and boarding pass. A statutory declaration is required for lost/misplaced boarding passes stating the student name, flight number, date and time of travel and the departure and arrival location.

Reimbursement value

- a maximum of four return trips per school year can be reimbursed
- if travel is undertaken by private vehicle reimbursement is based on distance travelled, multiplied by the current [student conveyance allowance unit](#).

For example (based on 2019 rates): 350km travelled (*return trip*) x \$0.46 = reimbursement of \$161.00 per return journey.

- if travel is undertaken by regular passenger flight reimbursement is based on the cost of the most direct and economical fare available
- the reimbursed cost of a regular passenger flight includes the base cost, GST, booking fee and credit card surcharge. The cost of changing booked flights will not be reimbursed
- if charter flights are used in lieu of a private vehicle, the maximum allowance payable will be calculated as if a private vehicle were used for the journey. Any variation to this will be at the discretion of the Chief Executive.

4.1.1.3 Student travel

The scheme aims to provide some financial assistance with the cost of travel for students living away from home and attending an NT primary, middle or senior school.

Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be undertaking full-time study in an NT primary, middle or senior school
- the student must be living away from home in order to attend school on a daily basis
- a maximum of four return trips per school year may be reimbursed. Travel times must coincide with the beginning and end of each semester or half semester
- travel must be from the student's home to school and return
- where no public transport is available, reimbursement will be calculated using the most direct and economical form of travel available between home and school
- regular passenger flights must be booked at least four weeks prior to travel. The reimbursement may be reduced if less than four weeks
- the journey must be undertaken for the sole purpose of transporting the student to and from school. If the student is transported for any other activity, the journey is not considered eligible to claim under this scheme
- if travel is undertaken by private vehicle, the vehicle used to convey the student must be a private vehicle owned by the applicant and registered with the NT Motor Vehicle Registry for the intended claim period
- If the private vehicle is owned by someone other than the applicant a Statutory Declaration stating their consent for the applicant to drive the vehicle for the purpose of conveying the student to and from school must accompany each application.

Who can apply

- the student must be approved for Basic Boarding Allowance or Second Home Allowance under the Australian Government's Assistance for Isolated Children ([AIC](#)) scheme
- students in receipt of the following financial assistance are not eligible to claim:
 - [ABSTUDY](#) grants

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- any other form of financial assistance which includes a travel component.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the following supporting information is required with each application:
 - a copy of the students current AIC Basic Boarding Allowance or Second Home Allowance statement
 - a statement of boarding fees covering the intended claim period
 - if travel is undertaken by private vehicle:
 - a statement of distance travelled and a sketch map or google map of the journey between home and school
 - a copy of each applicant's drivers licence covering the intended claim period
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim.

How to claim

- complete the [NT Student Travel Claim Form](#)
- claims can be submitted after each semester of travel, by no later than 31 March of the year following that for which eligibility was approved. Any variation will be at the discretion of the Chief Executive
- claim forms must be stamped and signed by the school principal/registrar of the boarding facility verifying the student's attendance
- if travel is by regular passenger flight the claim must be accompanied by used tickets or electronic ticket receipt and boarding pass. A statutory declaration is required for lost/misplaced boarding passes stating the student name, flight number, date and time of travel and the departure and arrival location.

Reimbursement value

- a maximum of four return trips per school year may be reimbursed
- if travel is undertaken by private vehicle reimbursement is based on distance travelled, multiplied by the [student conveyance allowance unit](#)

For example (based on 2019 rates): 350km travelled (*return trip*) x \$0.46 = reimbursement of \$161.00 per return journey.
- if travel is undertaken by regular passenger flight, reimbursement is based on the cost of the most direct and economical fare available
- the reimbursed cost of a regular passenger flight includes the base cost, GST, booking fee and credit card surcharge. The cost of changing booked flights will not be reimbursed
- if charter flights are used in lieu of a private vehicle, the maximum allowance payable will be calculated as if a private vehicle were used for the journey. Any variation to this will be at the discretion of the Chief Executive.

4.1.1.4 Supplementary boarding allowance

The allowance aims to provide some financial assistance towards boarding costs for students that must live away from home in order to attend an NT primary, middle or senior school on a daily basis.

Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be undertaking full-time study in an NT primary, middle or senior school
- the student must be living away from home in order to attend school on a daily basis
- the allowance is reimbursed if out of pocket boarding fees amount to \$600 or more. Out of pocket boarding fees are the amount payable after any AIC allowance or other discount has been applied.

Who can apply

- the student must be approved for Basic Boarding Allowance under the Australian Government's Assistance for Isolated Children ([AIC](#)) scheme
- students in receipt of Second Home Allowance under the AIC scheme are not eligible to claim.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the following supporting information is required with each application:
 - a copy of the student's current AIC Basic boarding Allowance statement
 - a statement of boarding fees covering the intended claim period.

How to claim

- a claim form is not required as this allowance is paid when the application is approved.

Reimbursement value

- the reimbursement value will be based on out of pocket boarding fees
- the maximum allowance paid per school year is based on the current [student supplementary boarding allowance unit](#).

4.1.2 Boarding interstate

The following schemes and/or allowances may be available to assist families of students that are required to live away from home to attend an interstate boarding school on a daily basis.

4.1.2.1 Interstate boarding allowance

The allowance aims to provide some financial assistance towards boarding costs for students that live away from home in order to attend an interstate boarding facility that provides access to specialist curriculum offerings that are not available at a primary, middle or senior boarding school in the NT.

Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be undertaking full-time study in an interstate primary, middle or senior school and accessing curriculum offerings that aren't available at an NT primary, middle or senior boarding school
- the student must be living away from home in order to attend school on a daily basis.

Who can apply

- the student must be approved for Basic Boarding Allowance under the Australian Government's Assistance for Isolated Children ([AIC](#)) scheme
- students in receipt of the following assistance are not eligible to claim:
 - Second Home Allowance under the [AIC](#) scheme
 - [ABSTUDY](#) grants.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the following supporting information must be submitted with each application:
 - the student's current AIC Basic Boarding Allowance statement
 - a statement of boarding fees covering the intended claim period
 - evidence of enrolment and attendance for the specialist curriculum offerings that are not available at an NT primary, middle or senior boarding school or through the NT School of Distance Education.

How to claim

- a claim form is not required as this allowance is paid when the application is approved.

Reimbursement value

- the maximum allowance paid per school year is based on the [interstate boarding allowance unit](#).

4.1.2.2 Remote area travel allowance

The allowance aims to provide some financial assistance with the cost of travel for students living away from home and attending interstate boarding schools. Reimbursement is towards the cost of travel at the beginning and end of each semester or half semester, from home to the nearest centre from which interstate transport is available.

Conditions of the scheme

- both the applicant and the student must be permanent residents of the NT
- the student must be undertaking full-time study in an interstate primary, middle or senior school
- the student must live away from home in order to attend school on a daily basis
- a maximum of four return trips per school year. Travel times must coincide with the beginning and end of each semester or half semester
- regular passenger flights must be booked at least four weeks prior to travel. The reimbursement may be reduced if less than four weeks
- travel must be from the student's home to the nearest centre from which interstate transport is available
- reimbursement will be calculated using the most direct and economical form of travel available between home and the nearest centre from which interstate transport is available
- the journey must be undertaken for the sole purpose of transporting the student to and from the nearest centre from which interstate transport is available. If the student is transported for any other activity, the journey is not considered eligible to claim under this scheme
- if travel is undertaken by private vehicle, the vehicle used to convey the student must be a private vehicle owned by the applicant and registered with the NT Motor Vehicle Registry for the intended claim period
- if the private vehicle is owned by someone other than the applicant a Statutory Declaration stating their consent for the applicant to drive the vehicle for the purpose of conveying the student to and from school must accompany each application.

Who can apply

- the student must be approved for Basic Boarding Allowance under the Australian Government's Assistance for Isolated Children ([AIC](#)) scheme
- students in receipt of the following financial assistance are not eligible:
 - [ABSTUDY](#) grants
 - any other form of financial assistance which includes a travel component.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the following supporting information must be provided with each application:
 - a copy of the student's current AIC Basic Boarding Allowance statement
 - a statement of boarding fees covering the intended claim period
 - if travel is undertaken by private vehicle:
 - a statement of distance travelled and a sketch map or google map of the journey
 - a copy of each applicant's drivers licence covering the intended claim period
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim.

How to claim

- complete the [Remote Area Travel Allowance Claim Form](#)
- claims can be submitted after each semester of travel, by no later than 31 March of the year following that for which eligibility was approved. Any variation will be at the discretion of the Chief Executive
- claim forms must be stamped and signed by the school principal/registrar of the boarding facility verifying the student's attendance
- if travel is by regular passenger flight, the claim must be accompanied by used tickets or electronic ticket receipt and boarding pass. A statutory declaration is required for lost/misplaced boarding passes stating the student name, flight number, date and time of travel and the departure and arrival location.

Reimbursement value

- a maximum of four return trips per school year may be reimbursed
- travel undertaken by private vehicle, is reimbursed based on distance travelled (home to the nearest centre for which interstate transport is available), multiplied by the [student conveyance allowance unit](#).

For example (based on 2019 rates): 375km travelled (return trip) x \$0.46 = reimbursement of \$172.50 per return journey.
- travel undertaken by regular passenger flight, is reimbursement based on the cost of the most direct and economical fare available
- the reimbursed cost of a regular passenger flight includes the base cost, GST, booking fee and credit card surcharge. The cost of changing booked flights will not be reimbursed
- if charter flights are used in lieu of a private vehicle, the maximum allowance payable will be calculated as if a private vehicle were used for the journey. Any variation to this will be at the discretion of the Chief Executive.

4.2 Daily transport to and from school

4.2.1 Conveyance subsidy

The subsidy aims to provide some financial assistance with the cost of daily travel for students living more than 5kms from their nearest NT primary, middle or senior school or tertiary education facility.

Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be undertaking full-time study in an NT primary, middle or senior school or NT Tertiary education facility
- the student must live more than 5kms from their nearest school or nearest point of access to public transport, unless due to age restrictions the student cannot travel unaccompanied on public transport
- the student must be conveyed to and from school taking the most direct route available
- the journey must be undertaken for the sole purpose of transporting the student to and from school. If the student is transported on the way to and from an applicant's place of employment, or any other activity, the journey is not considered eligible to claim under this scheme
- the nominated vehicle used to convey the student must be a private vehicle and owned by the applicant. If the vehicle is owned by someone other than the applicant a Statutory Declaration stating their consent for the applicant to drive the vehicle for the purpose of conveying the student to and from school must accompany each application
- the nominated vehicle used to convey the student must be registered with the NT Motor Vehicle Registry for the intended claim period
- the applicant must undertake a minimum of four single trips per day to convey the student from home to school and return:
 - home to school (applicant drops off student and then returns home), and
 - home to school (applicant collects student and then applicant and student return home)
- the subsidy is based on the usage of vehicles rather than the number of students conveyed.

Who can apply

- the student must be undertaking full-time study in an NT primary, middle or senior school or NT Tertiary education facility
- the student must live more than 5kms from their nearest school or nearest point of access to public transport.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of the year for which claims are to be made
- the following supporting information is required with each application:
 - a statement of distance travelled and map of the journey between home and school
 - a copy of each applicant's drivers licence covering the intended claim period
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim.

How to claim

- complete both pages of the [Conveyance Subsidy Claim Form part 1](#) and [Conveyance Subsidy Claim Form part 2](#)
- claims can be submitted after each semester of travel, by no later than 31 March of the year following that for which eligibility was approved. Any variation will be at the discretion of the Chief Executive
- claim forms must be stamped and signed by the principal or business manager of the school verifying the student's attendance
- the following supporting information is required with each claim:
 - a copy of the student's school attendance record for the period being claimed.

Reimbursement value

- the Northern Territory Government (NTG) introduced a grandfather clause regarding the distance travelled between home and school, effective in Semester 2, 2018.
 - first time applicants will be eligible to claim the distance travelled from home to school and return, less the first 5kms from each stage of the trip, multiplied by the current [student conveyance allowance unit](#).

For example: a first time applicant lives 35km from the nearest school or point of public transport:

The distance claimable is calculated as follows:

Home to school (<i>parent and student</i>):	35km less 5km = 30km
School to home (<i>parent returns home</i>):	35km less 5km = 30km
Home to school (<i>parent travels from home to school</i>):	35km less 5km = 30km
School to home (<i>parent and student return home</i>):	35km less 5km = 30km
Total eligible kilometers = 120km	

The reimbursement value (based on 2019 rates) is calculated at: 120km x \$0.46 = \$55.20 per day.

- applicants who have been approved and have successfully claimed for named students in 2017 and prior years will be eligible to claim the full distance from home to school.
- the maximum distance payable is 200km per day.

4.3 Distance education

4.3.1 Correspondence site allowance

The allowance aims to provide some financial assistance towards the costs associated with educating a primary, middle or senior student through a recognised NT correspondence or distance education school.

Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be attending one of the following NT correspondence schools:
 - Alice Springs School of the Air
 - Katherine School of the Air
 - NT School of Distance Education.
- students who attend interstate correspondence schools may make special application for benefits through the following contact details:

Assistant Director, Corporate Support
Department of Education
GPO Box 4821
Darwin NT 0801.

Who can apply

- the student must be approved for the Distance Education Allowance under the Australian Government's Assistance for Isolated Children ([AIC](#)) scheme
- students in receipt of the following assistance are not eligible to claim:
 - [ABSTUDY](#) grants
 - any other form of financial assistance which includes a travel component, i.e. through the correspondence or distance education school.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the following supporting information must be provided with each application:
 - a copy of the student's current AIC Distance Education Allowance statement.

How to claim

- a claim form is not required as this allowance is paid when the application is approved.

Reimbursement value

- the maximum annual allowance paid is based on the current [student correspondence site allowance unit](#) and is calculated on a pro rata basis.

4.3.2 Correspondence site allowance - preschool

The allowance aims to provide some financial assistance towards the costs associated with educating a four year old preschool student who is enrolled with a recognised NT School of the Air.

Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be attending one of the following correspondence schools:
 - Alice Springs School of the Air
 - Katherine School of the Air.
- students who attend interstate correspondence schools may make special application for benefits through the following contact details:

Assistant Director, Corporate Support

Department of Education

GPO Box 4821

Darwin NT 0801.

Who can apply

- the student must meet the requirements of the Distance Education Allowance under the Australian Government's Assistance for Isolated Children ([AIC](#)) scheme, other than minimum age
- students in receipt of any other financial assistance which includes a travel component, i.e. through the correspondence or distance education school, are not eligible to claim.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made.

How to claim

- a claim form is not required as this allowance is paid when the application is approved.

Reimbursement value

- the maximum annual allowance paid is based on 50% of the current [student correspondence site allowance unit](#) and is calculated on a pro rata basis.

4.3.3 Correspondence materials delivery assistance

The scheme aims to provide some financial assistance with the cost associated with the delivery of materials required for NT distance learning.

Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be attending one of the following NT correspondence schools:
 - Alice Springs School of the Air
 - Katherine School of the Air
 - NT School of Distance Education.
- a maximum of eight return journeys may be reimbursed per school year (i.e. two deliveries per term), with a maximum distance of 200km per return trip
- travel must be from the student's home to the nearest post office or community postal agent, the return journey covers the parent travelling back home
- the journey must be undertaken for the sole purpose of collecting distance education materials. If the journey is undertaken for any other activity, the journey is not considered eligible to claim under this scheme
- the nominated vehicle used to collect the materials must be a private vehicle and owned by the applicant. If the private vehicle is owned by someone other than the applicant a Statutory Declaration stating their consent for the applicant to drive the vehicle for the purpose of collecting the materials to and from the nearest post office or community postal agent must accompany each application
- the nominated vehicle used to collect the materials must be registered with the NT Motor Vehicle Registry for the intended claim period
- the subsidy is based on the usage of vehicles rather than the number of students.

Who can apply

- the student must be approved for the Distance Education Allowance under the Australian Government's Assistance for Isolated Children ([AIC](#)) scheme
- students in receipt of the following financial assistance are not eligible to claim:
 - [ABSTUDY](#) grants
 - any other form of financial assistance which includes a travel component, i.e. through the correspondence or distance education school.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the following supporting information is required with each application:
 - a copy of the student's current AIC Distance Education Allowance statement
 - a statement of distance travelled and a sketch map or google map of the journey between home and the nearest post office or community postal agent from where the materials are collected/delivered
 - a copy of each applicant's drivers licence covering the intended claim period
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim.

How to claim

- complete the [Correspondence Materials Delivery Assistance Scheme Claim Form part 1](#) and [Correspondence Materials Delivery Assistance Scheme Claim Form part 2](#)
- claims can be submitted after each semester of travel, by no later than 31 March of the year following that for which eligibility was approved. Any variation will be at the discretion of the Chief Executive
- claim forms must be stamped and signed by the principal/registrars of the approved distance education school.

Reimbursement value

- reimbursement will be calculated using the most direct and economical form of travel available between home and the nearest post office or community postal agent
- the subsidy is reimbursed on distance travelled, multiplied by the [student conveyance allowance unit](#).

For example (based on 2019 rates): 185km travelled (return trip) each trip to collect school materials x \$0.46 = reimbursement of \$85.10 per trip.

- the maximum distance payable is 200km per return trip.

4.3.4 Schools of the Air student functions allowance

The allowance aims to provide some financial assistance with the cost of travel for distance education students to attend up to two approved school of the air functions per year.

Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be attending one of the following NT correspondence schools:
 - Alice Springs School of the Air
 - Katherine School of the Air
 - NT School of Distance Education.
- a maximum of two return journeys per school year (i.e. one function per semester) may be reimbursed from the student's home to the location of the approved function. If the journey is undertaken by private vehicle the return journey of the parent travelling back home may also be claimed
- the journey must be undertaken for the sole purpose of transporting the student from their principal place of residence to the approved function. If the student is transported for any other activity, the journey is not considered eligible to claim under this scheme
- regular passenger flights must be booked at least four weeks prior to travel. The reimbursement may be reduced if less than four weeks
- if travel is undertaken by private vehicle, the vehicle used to convey the student must be a private vehicle owned by the applicant and registered with the NT Motor Vehicle Registry for the intended claim period
- if the private vehicle is owned by someone other than the applicant a Statutory Declaration stating their consent for the applicant to drive the vehicle for the purpose of conveying the student to and from school must accompany each application
- the allowance is based on the usage of vehicles rather than the number of students conveyed.

Who can apply

- the student must be approved for the AIC Distance Education Allowance under the Australian Government's Assistance for Isolated Children scheme ([AIC](#) scheme)
- students in receipt of the following assistance are not eligible to claim:
 - [ABSTUDY](#) grants, or
 - other forms of financial assistance which includes a travel component, i.e. through the correspondence or distance education school.

How to apply

- complete the [Student Assistance Application Form](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the following supporting information is required with each application:
 - a copy of the student's current AIC Distance Education Allowance statement
 - if travel is undertaken by private vehicle:
 - a statement of distance travelled and a sketch map or google map of the journey
 - a copy of each applicant's drivers licence covering the intended claim period
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim.

How to claim

- complete the [NT School of the Air Functions Allowance Claim form](#)
- claims can be submitted after each semester of travel, by no later than 31 March of the year following that for which eligibility was approved. Any variation will be at the discretion of the Chief Executive
- claim forms must be stamped and signed by the school principal/registrar of the School of the Air or distance education facility verifying the student's attendance
- if travel is by regular passenger flight the claim must be accompanied by used tickets or electronic ticket receipt and boarding pass
- a statutory declaration is required for lost/misplaced boarding passes stating the student name, flight number, date and time of travel and the departure and arrival location.

Reimbursement value

- a maximum of two return journeys per school year may be reimbursed
- if travel is undertaken by private vehicle reimbursement is based on distance travelled, multiplied by the [student conveyance allowance unit](#).

For example (based on 2019 rates): 356km travelled (return trip) x \$0.46 = reimbursement of \$163.76 per return trip, up to two journeys per school year.
- where no public transport is available, reimbursement will be calculated using the most direct and economical form of travel available between home and the location of the approved function
- if travel is undertaken by regular passenger flight, reimbursement is based on the cost of the most direct and economical fare available
- the reimbursed cost of a regular passenger flight includes the base cost, GST, booking fee and credit card surcharge. The cost of changing booked flights will not be reimbursed

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- if charter flights are used in lieu of a private vehicle, the maximum allowance payable will be calculated as if a private vehicle were used for the journey. Any variation to this will be at the discretion of the Chief Executive.

4.4 University or higher education

4.4.1 Tertiary fares reimbursement – within the Northern Territory

The scheme provides some financial assistance with the cost of travel for non-salaried students living away from home in order to undertake full-time tertiary studies in an NT tertiary institution. Reimbursement is towards the cost of travel at the beginning and end of each semester or half semester.

Conditions of the scheme

- both the applicant and the student must be permanent residents of the NT
- the student must not engage in full-time employment
- where no public transport is available, reimbursement will be calculated using the most direct and economical form of travel available between home and the centre in which the institution is located
- the journey must be undertaken for the sole purpose of travelling to and from the NT tertiary institution. If the student is travelling for any other purpose, the journey is not considered eligible to claim under this scheme
- regular passenger flights must be booked at least four weeks prior to travel. The reimbursement may be reduced if less than four weeks
- if travel is undertaken by private vehicle, the vehicle used to convey the student must be a private vehicle owned by the applicant and registered with the NT Motor Vehicle Registry for the intended claim period
- if the private vehicle is owned by someone other than the applicant, a Statutory Declaration stating their consent for the applicant to drive the vehicle for the purpose of conveying the student to and from school must accompany each application
- students may be classified as dependent or independent in accordance with the definitions used by the Australian Government for the purposes of its Youth Allowance scheme. Applications and claim forms of students deemed as dependent must be signed by the student's parent or guardian
- previous study in Employment and Training courses of one year or less, or study discontinued more than ten years ago, will not preclude eligibility
- if a student who has been approved as eligible under this scheme alters his or her course, then a new application must be submitted to the department. There is no guarantee that benefits will continue
- if a student who has been approved as eligible under this scheme alters his or her course to one which is subsequently approved by the department, benefits will only be payable for a maximum of four years unless the degree being undertaken takes more than four years (full time) to complete
- reimbursement is dependent on the student's academic progress. Each claim must include the academic results for the relevant period being claimed. If the student cannot show academic progress, applications or claims will not be approved until the student can again demonstrate satisfactory academic progress. However, in such cases, students may approach the department for a review by providing details of any extenuating circumstances, which caused unsatisfactory progress. Approval for continuation of claims will be at the discretion of the Chief Executive.

Who can apply

- the student must be undertaking full time tertiary studies at an NT tertiary institution
- students in receipt of the following assistance are not eligible to claim:
 - any other travel assistance through [Youth Allowance](#), [Austudy](#) or [ABSTUDY](#)
 - any other financial assistance which includes a travel component, including:

- cadetship
- scholarship
- entitlement
- award
- allowance
- other similar assistance.

How to apply

- complete the [Application for Tertiary Fare Reimbursement](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the student must provide proof of enrolment in an NT tertiary institution
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim
- if travel is undertaken by private vehicle, the following must be provided with each application:
 - a statement of distance travelled and a sketch map or google map of the journey
 - a copy of each applicant's drivers licence covering the intended claim period.

How to claim

- complete the [Tertiary Fares Scheme claim form](#)
- claims can be submitted after each semester of travel, by no later than 31 March of the year following that for which eligibility was approved. Any variation will be at the discretion of the Chief Executive
- claim forms must be stamped and signed by the tertiary authorising officer confirming the student's enrolment
- the following information is required to be submitted with each claim form:
 - a copy of the student's academic results for the relevant claim period, and
 - if travel is by regular passenger flight:
 - a copy of used tickets or electronic ticket receipt and boarding pass.
 - a statutory declaration is required for lost/misplaced boarding passes stating the student name, flight number, date and time of travel and departure and arrival location.

Reimbursement value

- a maximum of three return trips per school year may be reimbursed from the student's home to the centre in which the institution is located
- if travel is undertaken by private vehicle reimbursement is based on distance travelled, multiplied by the [student conveyance allowance unit](#)
- if travel is undertaken by regular passenger flight reimbursement is based on the cost of the most direct and economical fare available
- the reimbursed cost of a regular passenger flight includes the base cost, GST, booking fee and credit card surcharge. The cost of changing booked flights will not be reimbursed
- if charter flights are used in lieu of a private vehicle, the maximum allowance payable will be calculated as if a private vehicle were used for the journey. Any variation to this will be at the discretion of the Chief Executive.

4.4.2 Tertiary fares reimbursement – interstate

The scheme provides some financial assistance with the cost of regular air travel for non-salaried students living away from home in order to undertake full-time interstate tertiary or university studies. Reimbursement is towards the costs of travel at the beginning and end of each semester or half semester.

Conditions of the scheme

- the applicant and student must be permanent residents of the NT
- the student must have moved from their home in the NT in order to undertake full-time interstate tertiary studies or university level first award course
- the course must be considered to be a priority field of study by the CDU Standing Committee, as per the NT Occupation Shortage List administered by the Department of Trade, Business and Innovation
- the course must not be available in any form at the same level at the Charles Darwin University (CDU) or any other registered training authority within the NT
- the course must lead to an award that is recognised by most institutions as sufficient for entry to further study in the same field or for specialised employment in that field
- please note all criteria must be met in order for an application to be considered
- a maximum of two return fares per school year may be reimbursed
- the journey must be undertaken for the sole purpose of travelling to and from the location of the interstate tertiary institution. If the student is travelling for any other purpose, the journey is not considered eligible to claim under this scheme
- travel must coincide with the beginning and end of each semester or half semester
- regular passenger flights must be booked at least four weeks prior to travel. The reimbursement may be reduced if less than four weeks
- students may be classified as dependent or independent in accordance with the definitions used by the Australian Government for the purposes of its Youth Allowance scheme. Applications and claim forms of students deemed as dependent must be signed by the student's parent or guardian
- previous study in Employment and Training courses of one year or less, or study discontinued more than ten years ago, will not preclude eligibility
- if a student who is eligible for interstate benefits under this scheme alters his or her course, then a new application must be submitted to the CDU Standing Committee. There is no guarantee that benefits will continue
- if a student who is eligible for interstate benefits under this scheme alters his or her course to one which is subsequently approved by the CDU Standing Committee, benefits will only be payable for a maximum of four years unless the degree being undertaken takes more than four years (full time) to complete
- reimbursement is dependent on academic progress. Each claim must include the most recent academic results available for the relevant period being claimed
- if the student cannot show academic progress, applications or claims will not be approved until the student can again demonstrate satisfactory academic progress. However, in such cases, students may approach the department for a review by providing details of any extenuating circumstances, which caused unsatisfactory progress. Approval for continuation of claims will be at the discretion of the Chief Executive.

Who can apply

- students who have moved interstate from their home in the NT in order to undertake full-time tertiary studies or university level first award course may be eligible. The course must be considered to be a priority field of study by the CDU Standing Committee, as per the NT Occupation Shortage List administered by the Department of Trade, Business and Innovation
- students in receipt of the following assistance are not eligible to claim:
 - any other travel assistance through [Youth Allowance](#), [Austudy](#) or [ABSTUDY](#)
 - any other financial assistance which includes a travel component, including:
 - cadetship
 - scholarship
 - entitlement
 - award
 - allowance
 - other similar assistance.

How to apply

- complete the [Application for Tertiary Fare Reimbursement](#)
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the student must provide proof of enrolment in the interstate tertiary studies or university-level first award course. Proof must include completed and proposed units, and the previous year's academic record
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim.

How to claim

- complete the [NT Tertiary Fare scheme claim form](#)
- claims can be submitted after each semester of travel, by no later than 31 March of the year following that for which eligibility was approved. Any variation will be at the discretion of the Chief Executive
- claim forms must be stamped and signed by the interstate tertiary or university authorising officer confirming the student's enrolment
- the following information is required to be submitted with each claim form:
 - a copy of the student's academic results for the relevant claim period, and
 - if travel is by regular passenger flight:
 - a copy of used tickets or electronic ticket receipt and boarding pass
 - a statutory declaration is required for lost/misplaced boarding passes stating the student name, flight number, date and time of travel and departure and arrival location.

Reimbursement value

- a maximum of two return fares per school year may be reimbursed
- reimbursement will be calculated at the most direct and economical form of travel available between home and the centre in which the institution is located
- the reimbursed cost of a regular passenger flight includes the base cost, GST, booking fee and credit card surcharge. The cost of changing booked flights will not be reimbursed.

5 Submission of applications and claims

Due date for submissions

Applications and claims must be submitted along with the relevant supporting information by the due date specified in the individual scheme/allowance. Late submissions will only be considered in exceptional circumstances.

Where to submit

Applications and claims can be submitted by email, fax or post using the following contact details:

Student Assistance Officer
Corporate Support
Department of Education
GPO Box 4821
Darwin NT 0801
Studentassistance.det@nt.gov.au
Phone: 1800 019 157 or 08 8901 4965
Fax: 08 8901 4976

6 Concerns and appeals

Concerns and appeals relating to decisions made under the Student Assistance Schemes, including decisions made by the CDU Standing Committee may be lodged and addressed to:

Assistant Director Corporate Support
Financial Services
Department of Education
GPO Box 4821
Darwin NT 0801
Studentassistance.det@nt.gov.au

Concerns and appeals will be handled in a timely manner. We will be thorough and fair. Appeals that are unable to be resolved at the Financial Services level may be referred to the Chief Executive for an internal review.

7 Overpayment to recipient by the department

In the event of one or more overpayments of any allowance/scheme the total amount of any such overpayment/s shall be a debt due and owing to the department, which the recipient must repay as follows:

- wherever possible the department will endeavor to negotiate an agreed schedule of repayments with the recipient
- where agreement in relation to repayment cannot be reached then the department may, at its discretion, deduct from one or more future payments of the allowance such an amount as the department considers appropriate until the amount of overpayment has been recovered in full
- in the event that no further payments are entitled by the recipient then they must repay the department any overpayment still due
- where overpayment has not been recovered in full by the end of a calendar year then the department may, at its discretion, refuse to accept any subsequent applications for the allowance by the recipient until such time as the recipient has repaid the amount of outstanding overpayment in full.

8 Confidentiality

All information will be treated as confidential and will not be used for any purpose other than for which it was provided.

For further information please refer to the Department of Education's [Privacy Statement](#).

Appendix 1 – Student Assistance Schemes unit values

The Student Assistance Schemes unit values appendix provides stakeholders with information regarding the current unit rates applicable under the schemes.

The unit values for 2019 are listed below:

Unit	Unit value	Review period
Student conveyance allowance	\$0.46 per km	Annually - in line with <i>PSEMA</i> By-law 32
Student correspondence site allowance	\$487 per year	Annually - in line with CPI indexation
Student correspondence site allowance – preschool	50% of \$487 per year, calculated on a pro rata basis	Annually – in line with CPI indexation
Student supplementary boarding allowance	Maximum of \$600 per year	Static – not indexed in line with CPI
Interstate boarding allowance	\$2 000 per year	Static – not indexed in line with CPI
Isolated students education allowance	\$3 372 per year	Annually – in line with CPI indexation

The unit values appendix is revised annually. Indexed rates for the current year were approved by the Chief Executive on 21 March 2019.