

**APPLICATIONS MAY BE SUBMITTED FROM TERM 1 TO 30 SEPTEMBER OF EACH YEAR**

# Northern Territory Government Student Assistance Application Form

**STUDENT SURNAME/S:**

**SCHOOL YEAR:**

## PARENTS CHECKLIST

Supporting documentation noted below must accompany your application each year. Failure to provide this information will result in your application/s being returned to you to complete.

### PROOF OF RESIDENCY - **New applicants or approved applicants that have relocated.**

If you are applying for the first time for the Student Assistance Schemes, or have recently moved, you will need to provide **PROOF OF RESIDENCY**. The supporting documentation **must** show your residential address; not a postal box address.

#### Supporting documentation (only one is required) accepted includes:

- A current NT drivers licence;
- A statutory declaration stating that you are a resident of that community; signed by a local police officer, council representative or other local community organisation (**Please note: Witness needs to print name and contact details on statutory declaration**)
- A utilities account, e.g. telephone or electricity
- A residential rate notice
- A letter from the Electoral Commission stating your voting ward; or
- Correspondence letter from a financial institution

**Mandatory** - A copy of each applicants NT driver's licence

A sketch map of the journey undertaken by private vehicle noting all roads and highways utilised

**Mandatory** - Required if you transport a student to and from school, either on a daily or periodical basis. e.g. conveyance / Schools of the Air functions / boarding school

**Mandatory** - Copy of the students Centrelink AIC, Distance Education or Basic Boarding Allowance Statement (not required for the NT Conveyance Subsidy Scheme)

**Mandatory** – Complete the Unattested Declaration – P11

For students boarding in the NT  
A copy of NT school boarding fees (requires a split showing accommodation portion)

Details of any other financial or fares assistance received from any other source

### Department of Education Student Assistance Contact Details

Student Assistance – Finance  
Department of Education  
GPO Box 4821  
DARWIN NT 0801

Email: [studentassistance.det@nt.gov.au](mailto:studentassistance.det@nt.gov.au)

Free call: 1800 019 157

Phone: (08) 8901 4965

Fax: (08) 8901 4976

Web: <https://nt.gov.au/learning/student-financial-help-and-scholarships/financial-help-for-isolated-students>

## Foreword

The Northern Territory Student Assistance Schemes provides some financial assistance towards the cost of educating children living in isolated areas. These assistance schemes are designed to encourage parents to send their children to schools and tertiary institutions in the Northern Territory rather than interstate. This reflects the firm commitment of the Northern Territory Government to improve educational facilities in the Northern Territory for all its residents.

## Personal Information

The personal information provided on this form is collected and used strictly in accordance with the provisions of the Information Act. A Privacy Statement is attached for your information on page 10.

**Please take time to read this, as it outlines the Department of Education's obligations regarding the use and disclosure of personal information you provide.**

## Student Assistance Schemes

**Students in receipt of Australian Government Aboriginal Study Assistance Scheme (ABSTUDY) are not eligible for any of the following:**

- NT Student Travel Scheme
- NT Mid-Term Travel Scheme
- NT Supplementary Boarding
- NT Correspondence Site Allowance Scheme
- NT Schools of the Air Student Functions Allowance Scheme
- NT Correspondence Materials Delivery Assistance Scheme
- NT Remote Area Travel Allowance Scheme
- NT Isolated Students Education Allowance Scheme

and

**Students who receive travel assistance, from any other source, are not eligible for assistance under any of the schemes.**

## Eligibility Criteria and Conditions

Refer to the Northern Territory Government Student Assistance Scheme details of the eligibility criteria and conditions for each scheme at <https://nt.gov.au/learning/student-financial-help-and-scholarships/financial-help-for-isolated-students>

## Schemes available

**GENERAL TRAVEL ASSISTANCE FOR NORTHERN TERRITORY STUDENTS WHO ARE REQUIRED TO TRAVEL MORE THAN FIVE KILOMETRES PER DAY, BY PRIVATE VEHICLE, IN ORDER TO ATTEND A NORTHERN TERRITORY SCHOOL ON A DAILY BASIS.**

- ***NT Conveyance Subsidy Scheme***

Journeys **must** be made for the primary purpose of transporting students to or from school.

*Journeys that parents would have undertaken, regardless of whether or not a student is attending school, are not eligible under this scheme (e.g. if a parent or guardian drops the child off on their way to their place of employment, or other, they are not eligible to claim entitlement to this scheme).*

The purpose of the NT Conveyance Subsidy Scheme is to provide some travel assistance towards the cost of daily travel undertaken by pre-school students and full-time primary, middle, senior or tertiary students, disadvantaged by distance to the nearest school or tertiary education at which appropriate education is available.

## STUDENTS WHO ATTEND AN INTERSTATE BOARDING SCHOOL.

- **NT Remote Area Travel Allowance Scheme**

The purpose of the *NT Remote Area Travel Allowance Scheme* is to provide some travel assistance for isolated students who are not eligible for receipt of other forms of travel assistance, up to a maximum of four trips per annum, from the student's principal place of residence, to the nearest centre from which interstate transport is available.

- **NT Supplementary Boarding Allowance Scheme**

*Students who receive the AIC Second Home Allowance are not eligible for this allowance.*

The purpose of the *NT Supplementary Boarding Allowance Scheme* is to provide some financial assistance towards boarding costs for isolated students who are required to board away from their principal place of residence in order to attend a Northern Territory primary, middle or senior school on a daily basis.

*Subject to Chief Executive Approval, the scheme may be extended, in certain instances where an isolated primary, middle or senior student is required to board away from their principal place of residence, in order to attend an interstate boarding institution, to meet the student's particular educational needs.*

## NORTHERN TERRITORY STUDENTS WHO ARE REQUIRED TO BOARD AWAY FROM HOME TO ATTEND A NORTHERN TERRITORY SCHOOL.

- **NT Student Travel Scheme**

The purpose of the *NT Student Travel Scheme* is to provide some financial assistance towards the cost of transporting a student to and from school at the beginning or end of a term or semester (e.g. when school starts and finishes).

- **NT Mid-Term Travel Scheme**

*Students who receive the AIC Second Home Allowance are not eligible for this allowance.*

The purpose of the *NT Mid-Term Travel Scheme* is to provide some financial assistance to reunite custodial parents or guardians of isolated students who are required to board away from their principal place of residence in order to attend a Northern Territory primary, middle or senior school on a daily basis.

Assistance is provided for travel undertaken at times, other than the beginning or end of a term or semester (e.g. not when school starts or finishes).

- **NT Supplementary Boarding Allowance Scheme**

*Students who receive the AIC Second Home Allowance are not eligible for this allowance.*

The purpose of the *NT Supplementary Boarding Allowance Scheme* is to provide some financial assistance towards boarding costs for isolated students who are required to board away from their principal place of residence in order to attend a Northern Territory primary, middle or senior school on a daily basis.

#### **DISTANCE EDUCATION – STUDENTS ENROLLED IN A NORTHERN TERRITORY SCHOOL OF THE AIR.**

- **NT Correspondence Site Allowance Scheme**

The purpose of the NT Correspondence Site Allowance Scheme is to provide some financial assistance to pre-school, primary, middle and senior students enrolled in Northern Territory School of the Air schools and approved for Distance Education Allowance under the Australian Government AIC Scheme or Youth Allowance (approval under AIC is not required for pre-school students).

- **NT Schools of the Air Student Functions Allowance**

The purpose of the NT Schools of the Air Student Functions Allowance Scheme is to provide some travel assistance for pre-school, primary, middle and senior students to be able to attend a maximum of two approved 'schools of the air functions'. Functions must be approved by the School of the Air Principal.

- **NT Correspondence Materials Delivery Assistance Scheme**

The purpose of the NT Correspondence Materials Delivery Assistance Scheme is to provide some travel assistance towards costs associated with the delivery of materials required for correspondence schooling of pre-school, primary, middle and senior students if Australia Post does not provide a service to the community.

#### **STUDENTS WITH DISABILITIES WHO ARE REQUIRED TO LIVE AWAY FROM HOME IN THE NORTHERN TERRITORY OR INTERSTATE IN ORDER TO RECEIVE THE APPROPRIATE EDUCATION.**

- **Education Allowances for Students with Disabilities - Travel and Boarding Schemes**

The purpose of the NT Education Allowances for Students with Disabilities - Travel and Boarding Schemes is to provide some financial assistance towards the cost of boarding and travel for primary, middle or senior students who are required to live away from home, to attend an approved special school in the Northern Territory, or where the appropriate education is not available in the Northern Territory attend an approved special school unit interstate.

#### **STUDENTS ATTENDING A NORTHERN TERRITORY OR INTERSTATE TERTIARY INSTITUTION.**

- ***NT Tertiary Fares Reimbursement Scheme (Intrastate)***

The purpose of the *NT Tertiary Fares Reimbursement Scheme (within the Northern Territory)* is to provide some travel assistance for non-salaried students who must move away from their home in order to undertake full-time tertiary studies in a Northern Territory tertiary institution.

- ***NT Tertiary Fares Reimbursement Scheme (Interstate)***

The purpose of the *NT Tertiary Fares Reimbursement Scheme (Interstate)* is to provide some travel assistance for non-salaried students who must move away from their principal place of residence in the Northern Territory, in order to undertake full-time tertiary studies interstate, **in a field of study that is;**

- Not available in any form at the same level at the Charles Darwin University (CDU) or at any other registered training authority in the Northern Territory; and
- Is considered by the CDU Standing Committee to be a priority field of study as per the NT Occupation Shortage List administered by the Department of Business

**Please note that both of the criteria mentioned above need to be met in order for an application to be considered.**

**SECTION 1 – APPLICANT DETAILS**

<b>Title (circle appropriate title)</b>	<b>Parent/Guardian 1 Mr / Mrs / Ms / Miss / Dr</b>	<b>Parent/Guardian 2 Mr / Mrs / Ms / Miss / Dr If sole parent please note as such</b>
<b>First name</b>		
<b>Middle name(s)</b>		
<b>Surname</b>		
<b>Preferred name</b>		
<b>Date of NT residence</b>		
<b>Daytime telephone number</b>	(    )	(    )
<b>Mobile number</b>		
<b>Email address</b>		
<b>Current residential address</b>	Street no.	Street no.
	Street name	Street name
	Suburb/town	Suburb/town
	State            Postcode	State            Postcode
<b>Postal address (write 'as above' if the same as residential address)</b>		
	Suburb/town	Suburb/town
	State            Postcode	State            Postcode
<b>Occupation</b>		
<b>Employer details</b>	Business name	Business name
	Business residential address	Business residential address
	Employer contact number	Employer contact number

**SECTION 2 – DETAILS OF STUDENT(S) FOR WHOM BENEFITS ARE BEING SOUGHT**

STUDENT DETAILS (Tick boxes where appropriate)	1ST STUDENT	2ND STUDENT	3RD STUDENT	4TH STUDENT	5TH STUDENT
A. Family name (as on birth certificate)					
B. Given name					
C. Sex of student					
D. Date of birth	/ /	/ /	/ /	/ /	/ /
E. Year or grade enrolled this year <b>E.g. year 1</b>					
F. Name and address of school/institution attending this year (if studying by correspondence give details of school supervising lessons)					
G. Level of study – pre-school, transition, primary, middle or senior.					
H. Is the student receiving Assistance for Isolated Children (AIC)? <b>Please provide a copy of AIC – Distance Education statement</b>					
I. Is the student receiving Youth Allowance? <b>Please provide a copy of Youth Allowance statement</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
J. Is the student receiving Abstudy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Total amount of H, I &amp; J paid this year</b>	\$	\$	\$	\$	\$
K. Is the student required to board away from home this year? <b>Please provide a copy of AIC – Boarding statement</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
L. Total base accommodation boarding fees, per student (excluding additional fees such as tutorial, excursions, discounts etc) <b>Proof of fees is required, please attach to this application</b>					
M. Student's term address (if as above write 'as above')					
N. Does the student suffer from a disability? <b>If Yes, Section 3 must be completed by Department of Children's Services – Student Service, prior to be submitted with Student Assistance – Financial Services</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
O. Date student commenced school this year	/ /	/ /	/ /	/ /	/ /
P. Do you make a special journey to convey the student to the nearest bus stop, or school on a daily basis? <b>Please note: if you transport the student on the way to or from your place of employment, or other you are ineligible to claim this entitlement</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please attach a sketch map of the journey	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please attach a sketch map of the journey	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please attach a sketch map of the journey	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please attach a sketch map of the journey	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please attach a sketch map of the journey
Q. Number of kilometres (each way) from home to the nearest bus stop, or school	km	km	km	km	km
R. Number of trips made solely to take the student/s to and from the nearest bus stop, or school per day. <b>E.g. Four trips per day = home to school &amp; return home (drop off student/s) and home to school &amp; return home (collect the student/s)</b>					



## SECTION 4B – ORDER TO PAY ANOTHER PERSON

This section is to be completed when an applicant applying for any of the Northern Territory Government Student Assistance Schemes wishes one or more of the allowances to be paid to another person (a new order is required each year).

This section is to be completed by the same person who has completed the Application for Student Assistance.

Payments made under this order are deemed to be payments to the applicant personally.

Please indicate which allowances are to be paid to your agent.

- Supplementary Boarding Yes  No
- NT Travel Yes  No
- Mid-Term Travel Yes  No
- Disability Boarding Allowance Yes  No
- ISEA Yes  No
- Other Yes  No

**Details of other PERSON (PAYEE) – Other payee must complete Northern Territory Government Vendor Form (page 8)**

School/Institution (if applicable)				
Name of other person	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Family name	Given names
	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>		
Postal Address	Number and street			
	Suburb	State	Postcode	

Account name (Other person's account)

Name of financial institution and branch

BSB number (do not include dashes or spaces)

Account number

**AUTHORITY** - I hereby authorise the Northern Territory Department of Education to pay the allowances indicated under "Details of other **person (payee)** of this form to the **person** identified as the PAYEE for the applicable year of entitlement.

**Please sign here**

Signature of Parent/Guardian (1): ..... Signature of Parent/Guardian  
(2):.....

Date..... Date: .....



## SECTION 5 – DECLARATION

I .....and .....declare that **I/We** have been a permanent resident(s)

of the Northern Territory since: .....and .....

### DECLARATION BY APPLICANT

1. **I/We** have completed the application form and attached all relevant documents in support of this application.
2. **I/We** have read and understood this application form and the Northern Territory Government Student Assistance Handbook, and **I/We** accept if the conditions of eligibility are **not** met, **I/We** may not be entitled to receive or retain any Student Assistance payments made.
3. Should **I/We** be eligible to receive benefits under the Northern Territory Student Assistance Scheme on behalf of any student detailed on this form, **I/We** will immediately advise the Chief Executive of the Department of Education in writing if the student:

- changes his or her permanent address
- ceases to live away from home in order to attend a school/educational institution on a daily basis
- transfers from one school/educational institution to another
- is absent for any reason for a total of more than twenty (20) days in a term and;

If **I/We**:

- leave Australia for any period during the school year
- change my/our permanent home address
- lose custody of, or financial responsibility for, any student detailed on this form.

### CONDITIONS OF PAYMENTS

In the event of an overpayment of the Allowance, the overpaid amount immediately becomes a debt due and payable to Department of Education and Children’s Services (DOE) - **I/We** agree to repay the total amount owing to DOE in full within 21 days of being notified or becoming aware of the overpayment.

**I/We** understand that **I/We** may apply, within 21 days of being notified or becoming aware of an overpayment, to repay the debt by way of instalments. Such an application may be accompanied by further information or supporting documents evidencing financial hardship. DOE, **in its absolute discretion**, will determine whether in all circumstances the amount and frequency of the payments is sufficient to repay the debt in a timely manner.

If an agreement in relation to repayment cannot be reached, **I/We** authorise DOE, **at its absolute discretion**, to deduct from one or more future payments of the Allowance, or any future Allowance that **I/We** may receive, such an amount(s) as DOE considers appropriate until the amount of overpayment has been recovered in full.

**I/We** understand that in the event that no further payments of the Allowance are due to be paid by DOE, **I/We** must repay any amounts outstanding to DOE, upon demand, such amount or amounts as DOE determines.

**I/We** understand where an overpayment has not been recovered in full by the end of a calendar year, DOE may, **at its absolute discretion**, refuse to accept any subsequent application for the Allowance from **me/us** until such a time as the outstanding amount has been paid.

**I/We** give the Northern Territory Department of Education authority to obtain or verify any information relevant to this application from any organisation or individual. **I/We**, also expressly authorise **my/our** employer/s to release any of **my/our** personal information relating to **my/our** employment status, income, allowances and subsidies to the Department of Education and Children’s Services.

**I/We** authorise Commonwealth Centrelink to release to the Northern Territory Department of Education information relevant to my application in order to determine my eligibility for assistance under the NT Student Assistance Schemes.

**I/We declare that I/We have read and accepted the above conditions and that the particulars set out in this application are true and correct.**

Signature of Parent/Guardian (1): ..... Signature of Parent/Guardian (2): .....

Date: ..... Date: .....

# PRIVACY STATEMENT

## **Your privacy is important**

This statement outlines how the Department of Education (DOE) uses and manages personal information provided to it or collected from you. We are bound by the Information Privacy Principles, which form part of the Northern Territory *Information Act*.

It should be noted this Privacy Statement may from time to time, be reviewed and updated to take into account new laws and technology as well as changes to operations and practices of DOE. This is to ensure that it remains appropriate for the changing education environment.

The information that 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 (for example, other family members) within the guidelines of the Northern Territory Student Assistance Schemes.

The type of information collected includes (but is not limited to) personal information, including sensitive information, about students and parents/guardians during the course of a student's enrolment at a school or tertiary institution.

In certain circumstances, personal information may be supplied by a third party. This could include a medical report or information provided by another division of DOE (for example, Teaching, Learning and Inclusion or the student's educational institution). Information may also be supplied from Centrelink (for example, the Family Assistance Office).

If the required information is not supplied then your eligibility for the Student Assistance Scheme may not be able to be assessed.

Information provided to DOE is protected against loss, misuse, unauthorised access or disclosure by the use of secure floors, lockable filing cabinets and password protected access to computer files.

DOE may disclose some of the personal information that it has collected to other divisions of the Department (for example, Teaching, Learning and Inclusion and the student's educational institution).

An individual has the right to access any personal information which DOE holds about them by making a request in writing to the Department. DOE should then be advised of any perceived inaccuracy.

If you require any further information with respect to DOE obligations in relation to protecting your privacy, visit [www.education.nt.gov.au/about-us/foi/contacts](http://www.education.nt.gov.au/about-us/foi/contacts), or contact a DOE Information Officer on (08) 8901 4907.

## **I/We have read and understood the attached "*Privacy Statement*".**

Signature of Parent/Guardian (1): ..... Signature of Parent/Guardian (2):.....

Date: .....

Date: .....

**PRIVATE VEHICLE DECLARATION**

**THE NORTHERN TERRITORY OF AUSTRALIA  
UNATTESTED DECLARATION**

**(1) Name and address of the person/persons making the declaration**      I / We (1) .....  
of .....  
solemnly and sincerely declare (2)

**(2) The matter declared**      I / We use the nominated vehicle (detailed below) for private use to at least equal, or in excess of kilometres claimed for financial assistance under one or more of the Northern Territory Government Student Assistance Schemes as follows:  
NT Conveyance Subsidy Scheme  
NT Student Travel  
NT Mid-Term Travel  
NT Remote Area Travel  
NT Schools of the Air Functions Allowance  
NT Correspondence Materials Delivery Assistance Scheme

**(3) Insert here the Registered Owners**      (3) .....

**(4) Insert here the Vehicle and Registration Details**      (4)  
Year: .....  
Make: .....  
Body: .....      Vehicle Registration start date      Vehicle Registration expiry date  
Colour: .....  
Number: .....      .....      .....

**This declaration is true and I/We know it is an offence to make a declaration knowing it is false in a material particular**

**NOTE: A separate Statutory Declaration is required for each additional vehicle.**

Declared at ..... the..... day of .....20.....

**(5) Signature of the person/ persons making the declaration.**      (5)  
.....  
.....

**NOTE: This declaration does not have to be witnessed.**

**NOTE:** This unattested declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act*.

**NOTE:** Making a declaration knowing it is false in material particular is an offence under Section 27(1) of the *Oaths Affidavits and Declarations Act* which carries a **maximum penalty of 400 penalty units (\$56,400) or 4 years imprisonment.**

**OFFICE USE ONLY**

YEAR: 20\_\_\_\_\_

<b>STUDENT/S SURNAME'S -</b>		<b>STUDENT ASSISTANCE VENDOR ID -</b>	
<b>PARENT/S SURNAME'S -</b>		<b>OTHER KNOWN VENDOR ID'S -</b>	
<b>Check List</b>	<b>Yes / No</b>	<b>Comments</b>	
Application completed in full			
Proof of residency (both applicants)			
NT Driver's Licence/s (both applicants)			
Unattested Declaration completed			
AIC – Distance Education or Boarding Allowance Statement – (excluding NT Conveyance Scheme)			
Sketch map of journey from home to destination			
<b>Recommended NT Scheme Entitlement/s</b>	<b>Yes / No</b>	<b>Comments</b>	
Conveyance Subsidy			
Student Travel			
Mid-Term Travel			
Supplementary Boarding			
Correspondence Site Allowance			
Schools of the Air Functions Allowance			
Correspondence Materials Delivery Assistance			
Remote Area Travel Allowance			
Education Allowances for students with disabilities – travel and boarding			
<b>Comments</b>			
.....			
.....			
.....			
<b>Recommended / Not Recommended</b> .....		<b>Date</b> .....	
<b>Approved / Not Approved</b> .....		<b>Date</b> .....	