|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | | | | | | | | |
| Claims can be submitted up to 31 March of the following yearBefore you fill in the form A claim will only be paid after the approval of an application for Northern Territory (NT) Tertiary fares reimbursement scheme (the scheme). Applications must be submitted by 30 September each year for approval. | | | | | | | | | | | |
| Claims must be for the most direct and economical travel undertaken between the students’ home and the tertiary institution of study.   * Flight bookings should be made at least 4 weeks in advance. * Travel dates should align with the start and end of each semester.   Details of the scheme conditions can be found in the NT Student assistance schemes guidelines and procedures located at [Financial help for isolated students | NT.GOV.AU](https://nt.gov.au/learning/student-financial-help-and-scholarships/financial-help-for-isolated-students) | | | | | | | | | | | |
| Claimant details | | | | | | | | | | | |
| Student given name | |  | | | **Student family name** | | |  | | | |
| Contact phone: | |  | | | Contact email: | | |  | | | |
| * Copies of tax invoices showing travel dates and flight details must be attached. * Copies of boarding passes, screenshots are acceptable, must be attached. A statutory declaration is required if boarding passes have been misplaced. * Academic results for the related period of travel must be provided before claims can be processed. | | | | | | | | | | | |
| Travel details – claim 1 – semester 1 | | | | | | | | | | | |
| Date | |  | From |  | To | |  | | | Cost |  |
| Date | |  | From |  | To | |  | | | Cost |  |
| Date | |  | From |  | To | |  | | | Cost |  |
| Travel details – claim 2 – semester 2 | | | | | | | | | | | |
| Date | |  | From |  | To | |  | | | Cost |  |
| Date | |  | From |  | To | |  | | | Cost |  |
| Date | |  | From |  | To | |  | | | Cost |  |
| Declaration – claimant to sign | | | | | | | | | | | |
| I declare the following:   * the student was attending the institution at the time travel was undertaken * the journey was undertaken for the sole purpose of travelling to and from the location of the tertiary institution * the details listed on this form are a true record of distance travelled in respect of my claim for the NT Tertiary fares reimbursement scheme. | | | | | | | | | | | |
| Signature of student | |  | | | | Date | | |  | | |
| Signature of parent (if student is dependent) | |  | | | | Date | | |  | | |
| Privacy Notice The Department of Education and Training (the department) collects personal information to determine a student’s eligibility for, and provide payments and services and, where relevant, third parties, for example other family members, within the guidelines of the NT Student assistance schemes. The type of information collected includes, but is not limited to, personal information and some sensitive information about students and parents during the course of a student’s enrolment at a school or tertiary institution. Personal information collected on this form may be disclosed to third parties where authorised or required by law.  All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that everyone’s right to privacy is maintained. If all requested information is not provided your eligibility to claim NT Tertiary fares reimbursement may not be approved. If you wish to access or correct any of the personal information on this form, please contact Student assistance team by emailing [studentassistance.det@education.nt.gov.au](mailto:studentassistance.det@education.nt.gov.au). Personal information will be managed by the department in accordance the NT *Information Act 2002*. For more information, go to the department’s [Policy and Advisory Library](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feducation.nt.gov.au%2Fpolicies&data=05%7C02%7Cmardi.rothwell%40education.nt.gov.au%7C30605cf02c854bb930ef08dc641615d7%7C6adff6fb1ad14b95bb8fac8c0e8f1a77%7C0%7C0%7C638495293522441598%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=waX%2BePf%2BRegv55mBAc05vMM7Z111kqgGXq8APc3H5Ug%3D&reserved=0) and read the [Privacy Policy.](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feducation.nt.gov.au%2Fpolicies%2Fconduct&data=05%7C02%7Cmardi.rothwell%40education.nt.gov.au%7C30605cf02c854bb930ef08dc641615d7%7C6adff6fb1ad14b95bb8fac8c0e8f1a77%7C0%7C0%7C638495293522451601%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=iMgXbkZSC588Th%2Bl31GATKKfo8MxawN2lVY8VI%2BXTiM%3D&reserved=0) Further information / How to submit Email your completed form to [StudentAssistance.det@education.nt.gov.au](mailto:StudentAssistance.det@education.nt.gov.au)  You can call toll-free: 1800 019 157  **Postal details**  Financial Services  Department of Education  GPO Box 4821  DARWIN NT 0801 | | | | | | | | | | | |
| End of form | | | | | | | | | | | |