

# Application for Tertiary Access Payment University of Sydney

The Tertiary Access Payment is a payment of \$5,000 to school leavers from outer regional or remote areas who relocate to undertake full time, higher-level tertiary education (Certificate IV and above), either face to face or in dual delivery method for at least part of the course, and their home is more than 90 minutes from their education provider.

The payment helps outer regional and remote school leavers with the increased costs associated with relocating to a new city or town to undertake tertiary study and provide support for your first year of study. Though it cannot cover all costs, it can contribute towards the expense of moving, such as the bond for your accommodation, assistance with rent and other household bills as well as textbooks and study supplies.

**Before you complete this application form**, please read the detailed Program Guidelines on the [department's website](#) for the program to check your eligibility.

You must be:

- an Australian citizen or meet permanent residency requirements
- from an outer-regional, remote or very remote area (go to the [Student Regional Area Search](#) tool to check your area)
- relocating to study at an education provider that is at least 90 minutes by public transport from your home
- undertaking eligible tertiary study at a registered higher education provider in Australia at the next available opportunity in the year immediately following your completion of Year 12 or a Year 12 equivalent course (or the first available semester of your chosen course if the course has a mid-year, or later, start)
- enrolled in a Certificate IV or above qualification, with a course duration of at least one academic year
- enrolled in full-time study over one academic year

Additionally, your parent/guardian(s) must have a combined annual income of less than \$250,000.

Your application for the Tertiary Access Payment cannot be considered by your education provider until you provide this completed form with all the required accompanying documents.

## 1. Have you applied for, or received, the Tertiary Access Payment at this or any other education provider?

No  Applied for  Received

## 2. If you have selected 'Applied for' or 'Received' please state when and where \_\_\_\_\_

You can only receive the Tertiary Access Payment once regardless of education provider

## Section 1: About you

### 3. Your details

Title \_\_\_\_\_ First given name \_\_\_\_\_  
Surname \_\_\_\_\_ Former name (if any) \_\_\_\_\_  
Second given name \_\_\_\_\_  
Date of birth \_\_\_\_\_  
Home phone \_\_\_\_\_ Email \_\_\_\_\_  
Mobile \_\_\_\_\_

To confirm your identify, you must provide a copy of one document from the list below:

- **Australian driver's license** - current license, learner permit or provisional license issued by an Australian state or territory road transport authority in the Applicant's name with photo and signature.
- **Australian passport** - a current passport issued in the Applicant's name or former name.
- **Foreign passport** - current passport issued by another country, with a valid entry stamp or visa.
- **Proof of age card** - current card issued by a state or territory government agency in the Applicant's name with photo.

**4. Are you an Australian Citizen or Permanent Resident?**

Yes  No

Please provide evidence of Australian citizenship, permanent residency (if Newly Arrived Resident's Waiting Period has been served), holding a permanent humanitarian visa or being a New Zealand citizen meeting Australian Residence rules under section 7 of the Social Security Act 1991. This may include a copy of one of the following documents:

- **Australian birth certificate** - a full birth certificate in your name or former name issued by an Australian state or territory Registry of Births, Deaths and Marriages. Birth extracts or birth cards will not be accepted.
- **Australian visa** - must be a current visa issued in your name or former name.
- **Australian citizenship certificate** - issued in your name or former name. If you do not have an Australian citizenship certificate issued in your name, your parents' certificate can be accepted if you are listed as a child with your full name and date of birth.

**5. Do you identify your gender as**

Female  Male  Indeterminate/Intersex/Unspecified  Prefer not to say

**6. Do you identify as Aboriginal or Torres Strait Islander?**

**7. Do you speak a language other than English at home?** Yes  No  Prefer not to say

**8. Please specify language** \_\_\_\_\_

**9. Do you require an interpreter?** Yes  No

**10. Do you have a disability?** Yes  No  Prefer not to say

**11. If yes, do you require adjustments to the application and selection process?**

Yes  No  Prefer not to say  Adjustments required \_\_\_\_\_

**12. Are you the first person in your family to undertake any form of tertiary education?** Yes  No  Not sure

**Section 2: Year 12 or Equivalent Study Details**

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**13. Have you completed Year 12 or a Year 12 equivalent course?** Year 12  Year 12 or equivalent

Year 12 equivalent qualifications include:

- A Certificate II or higher qualification issued by a Registered Training Organisation or Higher Education Institution
- A Certificate 2, 3 or 4 of General Education for Adults

**14. When did you complete Year 12 or equivalent?** \_\_\_\_\_

**15. Name of School or Australian Technical College and campus** \_\_\_\_\_

**16. Name of Year 12 equivalent course (if applicable)** \_\_\_\_\_

### Section 3: Relocation details

17. Did you, or will you, relocate from your family home (i.e. your parent or guardian's) address to study? Yes  No

If you are dividing your time between two houses (i.e. between your parents or guardians' homes) you may nominate which address you would like to use. If you are not moving from a family home, you should provide the address that you consider to be your primary residence (the address you use when you enrol to study or for your driver's license) where you lived 6 months prior to commencing your course.

You need to provide proof indicating that your home address is in an outer regional, remote or very remote area in Australia, as well as evidence of the address you are relocating to. Proof confirming your addresses must include your name and address and can be documents like your:

- Driver's License
- Proof of Age Card
- Bank Statement
- Utility Bill
- Tenancy Agreement
- Electoral enrolment card

If you are not relocating to study, you are not eligible for this payment.

18. What was your address before your relocation?

Address \_\_\_\_\_ Suburb \_\_\_\_\_

State/Territory \_\_\_\_\_ Postcode \_\_\_\_\_

19. When did, or will you move away from home? \_\_\_\_\_

20. What will be, or is, your address where you will be, or are, undertaking your tertiary study?

Address \_\_\_\_\_ Suburb \_\_\_\_\_

State/Territory \_\_\_\_\_ Postcode \_\_\_\_\_

21. Is your home in an outer regional, remote, or very remote area?

Outer regional  Remote  Very remote

Go to the [Student Regional Area Search](#) tool to find your regional area classification.

If you live in an inner regional or metropolitan area, you are not eligible for this payment

22. Does it take you more than 90 minutes to travel one way by public transport from your family home to your education provider? Yes  No

Please refer to the [Program Guidelines](#) for more information on how to calculate your travel time

If you do not meet the 90-minute travel rule, you are not eligible for this payment.

## Section 4: Living arrangements

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### 23. What were/are your living arrangements? \_\_\_\_\_

(i.e. Were/are you living with your parent(s)/guardian(s) or were/are you independent)?

If you meet any of the following criteria, you are not required to provide parental income information, however supporting evidence will be required.

If you(r):

- are living independently
- have (or has had) a dependent child
- are an orphan
- parents are unable to exercise parental responsibilities e.g. parents are in prison or asylum
- cannot live at home because it is unreasonable to live at home
- are a refugee
- are in State Care
- have Special Adult Status in a traditional community (Indigenous only)
- currently have care of another person's child (Indigenous only)
- have returned to live in an Indigenous community after being adopted or fostered by a non-Indigenous family for more than 2 years (Indigenous only)
- are aged 18 or over, and have been in lawful custody for six months (Indigenous only)

**If you are required to provide parental income information your parent(s)/guardian(s) are required to fill out Sections 7 and 8 of this form.**

## Section 5: Parent/Guardian Income Assessment

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**This section is to be filled out by your parent(s)/guardian(s)**

Your income will need to be verified via tax returns. If tax returns are not available, other forms of evidence can be used such as payslips or a letter from your employer or accountant.

Combined parental income equals the sum of:

- taxable income (a negative amount is counted as zero. The Australian Taxation Office (ATO) consider a loss as meaning the person has no taxable income and often tax losses can be deducted from future taxable income. A tax loss cannot be offset against the other components of parental income)
- adjusted employer provided reportable fringe benefits including salary sacrifice. The reportable fringe benefit amount as recorded on an applicant's group certificate should be advised and recorded:
- exempt reportable fringe benefits are automatically converted to the lower adjusted amount using the fringe benefits tax rate
- other reportable fringe benefits will not be converted. 100 per cent will be included in parental income
- reportable superannuation contributions
- target foreign income (except if received as a gift from an immediate family member)
- total net investment losses
- tax free pensions and benefits
- **less** maintenance paid. (i.e. child support)

**NOTE:** in shared custody situations (including parents separated under one roof), the parent with primary care responsibility should be used. In 50/50 shared care situations the applicant may nominate which parent they want to use

24. Is your combined income over \$250,000 for the previous tax year?    Yes     No

If you answer yes to question 24, go to question 26. If you answer no, then go to question 25.

25. What was/is your taxable income for the previous tax year? \_\_\_\_\_

**26. If your combined income is over \$250,000, have you experienced a loss in combined income since the PREVIOUS tax year that reduces it to below \$250,000?**

Yes  No

If you answer yes to the question above, you must provide evidence with this application on the loss of combined income.

**27. If your child is under 18, nominate a bank account into which the payments will be made** \_\_\_\_\_

You only need to complete question 25 if the applicant is under 18 years of age.  
Payments are usually paid into your account, but you may authorise the payments to go into your child's account. If you authorise the payment to go into your child's account fill out question 28.

**28. Name of bank, building society or credit union**

Account name \_\_\_\_\_

BSB \_\_\_\_\_ Account number \_\_\_\_\_

**Section 6: Parent/Guardian information**

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**29. Parent/Guardian 1 details**

|                 |       |                  |       |
|-----------------|-------|------------------|-------|
| Title           | _____ | First given name | _____ |
| Surname         | _____ |                  |       |
| Home phone      | _____ | Mobile number    | _____ |
| Email           | _____ |                  |       |
| Address         | _____ | Suburb           | _____ |
| State/Territory | _____ | Postcode         | _____ |

**30. Parent/Guardian 2 details**

|                 |       |                  |       |
|-----------------|-------|------------------|-------|
| Title           | _____ | First given name | _____ |
| Surname         | _____ |                  |       |
| Home phone      | _____ | Mobile number    | _____ |
| Email           | _____ |                  |       |
| Address         | _____ | Suburb           | _____ |
| State/Territory | _____ | Postcode         | _____ |

## Section 7: Parent/Guardian Signature and Declaration

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The privacy and security of your personal information is important and is protected by law. This information is being collected to provide the Tertiary Access Payment to the Applicant. Your information will be shared with the Department of Education, Skills and Employment for the purposes of administering the Tertiary Access Payment Program. Your information will not otherwise be shared with other parties unless you have agreed, or where the law allows or requires it. You may be contacted, using the contact details you provide in this form, to discuss the information you have provided. For more information about how the Department of Education, Skills and Employment will deal with your information, go to <https://www.dese.gov.au/privacy>

### Parent/Guardian 1 Declaration

- I declare that the information I have provided in this form is complete and correct.
- I consent to the:
  - education provider contacting me in relation to the information I have provided in this form;
  - education provider giving the information I have provided in this form to the Department of Education, Skills and Employment for the purposes of the Tertiary Access Payment Program; and
  - Department of Education, Skills and Employment using the information I have provided in this form to administer the Tertiary Access Payment Program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Parent/Guardian 2 Declaration

- I declare that the information I have provided in this form is complete and correct.
- I consent to the:
  - education provider contacting me in relation to the information I have provided in this form;
  - education provider giving the information I have provided in this form to the Department of Education, Skills and Employment for the purposes of the Tertiary Access Payment Program; and
  - Department of Education, Skills and Employment using the information I have provided in this form to administer the Tertiary Access Payment Program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Section 8: Student bank details

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If you are under 18 and have provided a parental account, please only fill this section in if you will turn 18 before 31 August 2021

### 31. Name of bank, building society or credit union

Account name \_\_\_\_\_

BSB \_\_\_\_\_ Account number \_\_\_\_\_

## Section 9: Program feedback

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### 32. How did you hear about the Program?

33. If you selected the option "other" please provide a short description \_\_\_\_\_

## Section 10: Checklist

Where you are asked to supply evidence please provide original documents. If you are not sure, check the relevant section to see what you need to provide.

### Applicant

|  |  |                          |
|--|--|--------------------------|
| Section 1 (About You):                         | Proof of identity  | <input type="checkbox"/> |
| Section 1 (About You):                         | Australian residency documents                                 | <input type="checkbox"/> |
| Section 5 (Relocation Details):                | Proof of family home/original residence and relocation address | <input type="checkbox"/> |
| Section 4 (Living Arrangements):               | Proof of living arrangements/independence                      | <input type="checkbox"/> |
| <b>Parent(s)/Guardian(s)</b>                   |  |                          |
| Section 5 (Parent/Guardian Income Assessment): | Evidence of your combined income                               | <input type="checkbox"/> |
| Section 5 (Parent/Guardian Income Assessment): | Documents to support your loss (or estimated loss) in income   | <input type="checkbox"/> |

## Section 11: Privacy and Declaration

The privacy and security of your personal information is important and is protected by law. This information is being collected for the purpose of processing your application for the Tertiary Access Payment and making any payments. Your information will be shared with the Department of Education, Skills and Employment for the purposes of administering the Tertiary Access Payment. Your information will not otherwise be shared with other parties unless you have agreed, or where the law allows or requires it. You may be contacted, using the contact details you provide in this form, to discuss the information you have provided. For more information about how the Department of Education, Skills and Employment will deal with your information, go to <https://www.dese.gov.au/privacy>

### Applicant Declaration

I declare that:

- the information provided in this form is complete and correct; and
- I have read the Tertiary Access Payment Program Guidelines; and

I agree to:

- comply with the requirements set out in the Tertiary Access Payment Program Guidelines.

I consent to:

- my education provider contacting me in relation to the information I have provided in this form;
- my education provider giving the information I have provided in this form to the Department of Education, Skills and Employment for the purposes of the Tertiary Access Payment Program; and
- the Department of Education, Skills and Employment using the information I have provided in this form to administer the Tertiary Access Payment Program.

Signature

Date