



Tasmania
Explore the possibilities

Department of Education

Accommodation Allowance for Tertiary Students (AATS) 2009

What is the Accommodation Allowance for Tertiary Students

The Accommodation Allowance for Tertiary Students provides financial assistance to students who must live away from their usual Tasmanian home in order to study at a tertiary institution and mature aged students attending Tasmanian Polytechnic and Tasmanian Academy. The allowance is generally only available to students who are studying full time at approved tertiary institutions within Tasmania but may also, in particular circumstances be paid to students studying interstate or overseas. The allowance is means tested. **A new Application Form is required each year.** Do not confuse this Tasmanian Government allowance with Isolated Childrens Allowance, Youth Allowance, Austudy or ABSTUDY which are available from the Commonwealth Government and are delivered through Centrelink.

HOW TO APPLY

- Step 1** Read the eligibility conditions
- Step 2** Complete all your personal details
- Step 3** Complete the means test
- Step 4** Complete your enrolment details
- Step 5** Complete your bank details
- Step 6** Read and sign the declaration on Page 4
- Step 7** Attach required documentation
- Step 8** Lodge your application

ELIGIBILITY CONDITIONS FOR THE SCHEME

1. For all students eligibility is subject to a means test which requires the student to be receiving one of the following Commonwealth Government payments or education supplements:
 - Youth Allowance, Austudy or ABSTUDY; or
 - an equivalent means tested Centrelink or Department of Veterans' Affairs (DVA) payment; or
 - Pensioner Education Supplement at a rate of at least \$62.40 per fortnight.Note: Family Tax Benefit Part A and B payments are not regarded as equivalent means tested Centrelink payments for the purpose of the AATS means test.

Students who are not able to meet the means test may be eligible under the special family provisions of the scheme if the family has three or more dependent students living away from home to undertake tertiary education. Please contact Financial Assistance Unit on 1800 816 057 for further information.
2. The allowance is payable to students who, because of the distance between their usual residence in Tasmania and the closest tertiary institution offering their chosen course of study, are required to live closer to that institution. The distance used in determining eligibility is 40 kilometres. Verification of usual home address may be sought. Students who live at or near their usual home are not eligible for the allowance.
3. The allowance is only payable to students who are children of permanent Tasmanian residents, not to interstate or overseas students who are attending Tasmanian institutions. The allowance may not be available to students whilst their parents are residing interstate or overseas.
4. Students must be enrolled in full-time accredited courses at the University of Tasmania, the Australian Maritime College, Tasmanian Polytechnic or other accredited institutions located in Tasmania. Tasmanian students enrolled in courses at interstate or overseas tertiary institutions may also be approved if the course the student wishes to undertake is not available at a Tasmanian institution. Supporting documentation must be provided for courses as proof that the course is significantly different from those offered in Tasmania. Students who choose interstate or overseas institutions for personal reasons or because they fail to gain a place in courses in Tasmania as a result of not meeting the entrance requirements are not eligible for this allowance.
5. The allowance is not payable to students who choose to study at an alternative campus other than at the closest tertiary institution where the same course is available.
6. The allowance is payable to students to gain only one of each type of qualification from the following levels: Certificate courses; Diploma courses; Undergraduate courses; and some approved Postgraduate courses. The total period for which a student can receive the allowance at any one level cannot exceed the minimum time for gaining the level of qualification relevant to the course currently being undertaken. There is provision for a further year where students are undertaking a recognised Honours Program as part of their course. Approved Postgraduate courses are limited to: Bachelor of Teaching, the Graduate Certificate in Legal Practice (24 week course), Master of Architecture, Masters of Psychology, all of which must be Tasmanian courses, the Graduate Diploma of Librarianship and Graduate Diploma or Masters in Dietetics and Nutrition. All correspondence or external studies courses are excluded.
7. Where students extend their studies during the 2009 year following completion of a pre-requisite level course (e.g. Certificate III or Certificate IV as part of a Diploma course) proof of enrolment must be provided for the increased period to allow the initial approval period to be extended. An approved course must last for a minimum of 12 continuous weeks.
8. The courses which are approved will be 'full-time' courses, that is at least 75% of a normal course load offered in each semester or term. Students enrolled for less than 75% of a normal course load each term or semester will not be eligible to receive the allowance, unless this is as a result of illness, disability, course requirements, or the institution directing that the student must take a lighter course load. This must be supported in writing by a medical specialist or authorised faculty representative.

ENTITLEMENTS

All students in 2009 are entitled to an accommodation allowance of \$1,050 per annum if studying for the full academic year. For students who do not study for the full year their entitlements will be based on the length of the course and/or the period enrolled. Pro-rata payments also apply for those students who become eligible for Centrelink after the start date of their course.

PAYMENT ARRANGEMENTS

All payments will be made by direct deposit through Electronic Funds Transfer (EFT) to the nominated bank account. Payments into the nominated bank account will be made four times during the year on 26 March, 7 May, 6 August and 1 October. (See payment schedule). **To ensure receipt of the first instalment scheduled for 26 March, an application must be received by the department prior to 6 March 2009. For students who lodge their application after 6 March 2009 the first instalment will be made on the date nominated in the letter notifying approval.**

Please ensure that Bank Details are completed as the allowance payments will be directly deposited into the nominated bank account.

PAYMENT SCHEDULE

\$1,050 per year for full-time students

Date	Payment
26 March 2009	\$200
7 May 2009	\$250
6 August 2009	\$300
1 October 2009	\$300

Actual entitlements will depend on course length and/or periods of eligibility.

LODGEMENT OF YOUR APPLICATION

Students must complete all the appropriate sections on the form, provide bank account details, and forward the form and necessary attachments to:

**Department of Education
Financial Assistance Unit
GPO Box 169
Hobart Tasmania 7001.**

Application forms can also be handed to Client Services at a Tasmanian Polytechnic or Tasmanian Academy and Student Administration, University of Tasmania up until 6 March 2009.

Delays in payment may be experienced if details are omitted from the application form or, if required, attachments are not submitted with the application form. Students will be notified in writing of approval or non approval of their application and any correspondence sent after the course commencement date will be directed to the term address.

Please note the following information or documents will need to accompany your application form:

- **proof of enrolment (including all students studying at the University of Tasmania).**
- **relevant documentation indicating the type of allowance being received (eg. Youth Allowance, Austudy or ABSTUDY).**
- **if you are a new student in 2009 and studying at an interstate tertiary institution, documentation demonstrating that the course is significantly different from any course available at a tertiary institution in Tasmania.**

FURTHER ASSISTANCE

If you require further information or assistance in completing the application form, please contact:

Department of Education
Financial Assistance Unit
Phone: 1800 816 057 Fax: (03) 6233 6520
Email: fau@education.tas.gov.au Website: <http://www.education.tas.gov.au>



STATE GOVERNMENT OF TASMANIA
DEPARTMENT OF EDUCATION
ACCOMMODATION ALLOWANCE FOR TERTIARY STUDENTS (AATS)
APPLICATION FORM – 2009

Please read the attached guidelines and eligibility conditions prior to completing the application form. Please complete all sections of the application form.

PERSONAL DETAILS

Mr/Mrs/Ms/Miss (Family Name) (Given Names) (Date of Birth)

(please circle)

Usual Home Address

Postcode Telephone ()

Term Address

(your term address is the address you will be living at while studying)

Postcode Telephone ()

E-mail Address

List the years in which you have received this tertiary allowance

MEANS TEST AND ALLOWANCE DETAILS

Will you receive Youth Allowance, Austudy or ABSTUDY, an education supplement as part of a Centrelink or DVA means tested payment, or any other allowance in 2009? Yes / No, (please circle). **IF YES** tick below which type, and attach a copy of relevant documentation to your application form. **IF NO** you will not be eligible for the allowance unless you meet the eligibility requirements under the Special Family Provisions of the scheme (refer to Eligibility Condition 1 on page 1 and complete the Special Family Provisions area below, if applicable).

Youth Allowance Austudy or ABSTUDY (indicate allowance type.....)

Other Centrelink or DVA payment or other allowance

Pensioner Education Supplement (at a rate of at least \$62.40 per fortnight)

If you are applying for the AATS allowance under the Special Family Provisions of the scheme, please list the details of **other** dependent students within your immediate family who are required to live away from home to undertake tertiary education and who all meet the other eligibility conditions of the AATS scheme.

Family Name	Given Names	Date of Birth	Tertiary Institution

ENROLMENT DETAILS

Name of institution at which you are enrolled

Name of course including title (eg Bachelor, Diploma etc)

Campus Address Postcode

Distance from usual home to institution km Student ID Number

Length of course (years/months/weeks) Year of Course in 2009 (1st, 2nd etc)

Date course commences in 2009 Date course ends in 2009

Percentage of full-time course load in 2009 Number of Academic weeks

Will you be studying full-time (at least 75%) each semester or term in 2009? Yes / No (please circle)

If **No**, percentage of course load each semester or term

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semester 1/Term 1	Semester 2/Term 2	Term 3 (if applicable)	Term 4 (if applicable)

Proof of enrolment must be attached to the application form.

PLEASE CONTINUE OVERLEAF

BANK DETAILS

All payments will be made by direct deposit through Electronic Funds Transfer (EFT) to the nominated bank account within the Australian Banking System, which requires a six digit BSB number to identify the bank and a maximum of 9 digits, to identify the account number. **Credit card account numbers are not acceptable.**

BANK ACCOUNT DETAILS

Bank BSB Number - **Account Number** *must not exceed 9 digits*

Account Name (Please Print)

Family Name Given Names or Initials

*Should your banking details change, notification of these changes must be provided in writing to the department **at least seven days prior to the payment date** to ensure correct payment*

ADDITIONAL INFORMATION

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DECLARATION

I **declare that:**

- I am the student for whom the allowance is claimed and that all the information provided on the form is correct; and
- I have read the eligibility conditions governing this Scheme;

I authorise:

- The institution I attend to periodically release information to verify my enrolment status; and
- Department of Education Tasmania to confirm with Centrelink the basic details about my entitlement. This includes whether or not the details I have provided the Department of Education Tasmania match Centrelink or DVA records and whether or not I am still receiving a Centrelink or DVA benefit.
- I agree, unless I revoke my consent, this Customer Consent Record is a permanent consent, and may be relied on by Department of Education Tasmania until such time as I revoke it.
- I may revoke this Customer Consent record at any time by giving Department of Education Tasmania **written** notice my consent is revoked. I understand if I revoke this consent, I may not be eligible for the concession provided by Department of Education Tasmania.
- I acknowledge I have read and understood this customer **Consent Record**.

I understand that:

- the Department of Education will use the personal information provided on this form to assess my eligibility for financial assistance under the Accommodation Allowance for Tertiary Students (AATS) Scheme;
- I am required to inform the Department of Education within **seven (7) days** of any changes to the information contained in this form and to make full restitution in respect of any overpayments;
- I may need to provide further information if requested: and
- My personal information will be used for the primary purpose for which it is collected and will be managed in accordance with the *Personal Information Protection Act 2004*. It may be accessed by the individual to whom it relates on request to the Coordinator, Financial Assistance, Department of Education.

Applicant's Signature Date / /

CHECKLIST

IMPORTANT - prior to forwarding your application, please check the following:

Have you

- Attached a recent Centrelink/DVA Notice of Assessment (if applicable) showing payment type
- Attached proof of enrolment
- Completed your Bank Account details, or provided a copy of your latest bank account statement
- Signed and dated the Declaration

The completed application should be forwarded to Department of Education, Financial Assistance Unit, GPO Box 169, Hobart, 7001 or, up until 6 March 2009, may be handed to Client Services at a Tasmanian Polytechnic or Tasmanian Academy and Student Administration, University of Tasmania. If you require further information or assistance please contact the Financial Assistance Unit on 1800 816 057.