**Application for Tertiary Access Payment**

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](https://www.dese.gov.au/tertiary-access-payment) 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](https://www.centrelink.gov.au/custsite_sras/sras/regionalAreaPage.jsf?wec-appid=sras&wec-locale=en#stay) 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? Choose an item.
2. If you have selected ‘Applied for’ or ‘Received’ please state when and where: Click or tap here to enter text.

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

**Section 1: About You**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Mr/ Mrs / Miss / Ms / Other

Family Name: Click or tap here to enter text.

Second Given Name: Click or tap here to enter text.

Date of Birth Click or tap to enter a date.

First Given Name: Click or tap here to enter text.

Former Name (if any) Click or tap here to enter text.

Home phone: Click or tap here to enter text. Mobile: Click or tap here to enter text.

Email: Click or tap here to enter text.

To confirm your identity, you must provide a copy of the 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.
1. 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.
1. Do you identify your gender as:

Female [ ]  Male [ ]  Indeterminate/Intersex/Unspecified [ ]  Prefer not to say [ ]

1. Do you identify as Aboriginal or Torres Strait Islander? Aboriginal and Torres Strait Islander
2. Do you speak a language other than English at home?

 YES [ ]  NO [ ]  Prefer not to say [ ]

1. Please specify language Click or tap here to enter text.
2. Do you require an interpreter? YES [ ]  NO [ ]
3. Do you have a disability?

 YES [ ]  NO [ ]  Prefer not to say [ ]

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

 YES [ ]  NO [ ]  Prefer not to say [ ]  Adjustments required Click or tap here to enter text.

1. 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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you completed Year 12 or a Year 12 equivalent course? Choose an item.

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
1. When did you complete Year 12 or equivalent? Click or tap to enter a date.
2. Name of School or Australian Technical College and campus: Click or tap here to enter text.
3. Name of Year 12 equivalent course (if applicable): Click or tap here to enter text.

**Section 3: Current Study Details**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student number: Click or tap here to enter text.
2. CHESSN: Click or tap here to enter text.
3. USI (if applicable): Click or tap here to enter text.
4. Course Title: Click or tap here to enter text.
5. Course Code: Click or tap here to enter text.

(CHESSN) Commonwealth Higher Education Student Support Number

(USI) Universal Student Identifier

1. Is your course based entirely in Australia? YES [ ]  NO [ ]
2. If no, does your course include overseas study, but is primarily based in Australia? YES [ ]  NO [ ]

If your course is based entirely overseas or with a non-Australian university, you are not eligible for this payment.

1. Are you studying on campus, multi-modal, or online?

Choose an item.

Multimodal includes courses that combine online delivery with traditional face-to-face classroom methods. To meet TAP eligibility, the face to face element of a course must be non-optional and ongoing.

If you are studying online only, you are not eligible for this payment.

1. If you are studying multi-modal, please provide details of the face-to-face element of your course, for example is it ongoing or a short term residential?

Click or tap here to enter text.

1. Are you studying full-time? YES [ ]  NO [ ]

Full-time study is when you are taking 75% or more of your course’s full-time study load. If you are studying less than this, you are not eligible for this payment unless you have reduced your study load due to special circumstances such as a medical condition or the requirements of your education provider.

1. Have you reduced your study load due to a special circumstance, such as a medical condition or due to education provider requirements?

YES [ ]  NO [ ]

If there are special circumstances requiring you to have a reduced study load, you may be asked to provide evidence with this application. For example, a medical certificate, or a letter from your academic registrar or similar that includes the reasons for the change in your study load. You can also contact us to discuss further.

1. If you answered yes to question 26, please provide a brief reason for the reduction in your study load.

Click or tap here to enter text

**Section 4: Course Commencement**

1. What are the course start and end dates for the year?

From: Click or tap to enter a date.

To: Click or tap to enter a date.

1. Are you starting later than the official start date of semester one due to reasons beyond your control?

YES [ ]  NO [ ]

If you choose to start in semester 2 or trimester 3 due to personal preference, you are not eligible for this payment.

1. Are you commencing in Semester 2 or Trimester 3 as your course is not offered by the university in Semester 1?

YES [ ]  NO [ ]

1. Are there any prerequisites you are required to complete to be eligible to enrol in your course?

YES [ ]  NO [ ]

Prerequisites may include requirements for a student to complete a period of industry placement or employment, but DO NOT include taking a bridging or enabling course.

1. Have you delayed your commencement due to special circumstances?

 Click or tap here to enter text.

If you are starting your course later than the official start date for the semester, you must demonstrate to your education provider what special circumstances prevented you from commencing study in the next available study period, such as:

* major disruption to your home - major personal crisis
* natural disaster (flood, bushfire) - carer duties
* serving on a jury - Community Service orders or being in lawful custody

You must provide evidence with this application for the special circumstance/s that apply to you.

**Section 5: Relocation Details**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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.

1. What was your address before your relocation?

Address: Click or tap here to enter text.

Suburb: Click or tap here to enter text.

State/Territory: Choose an item.

Postcode: Click or tap here to enter text.

1. When did, or will you move away from home? Click or tap to enter a date.
2. What will be, or is, your address where you will be, or are, undertaking your tertiary study?

Address: Click or tap here to enter text.

Suburb: Click or tap here to enter text.

State/Territory: Choose an item.

Postcode: Click or tap here to enter text.

1. Is your home in an outer regional, remote, or very remote area? Choose an item.

Go to the [Student Regional Area Search](https://www.centrelink.gov.au/custsite_sras/sras/regionalAreaPage.jsf?wec-appid=sras&wec-locale=en#stay) tool to find your regional area classification.

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

1. 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](https://www.dese.gov.au/tertiary-access-payment) 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 6: Other Payments**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you currently receiving any other support payments or scholarships? YES [ ]  NO [ ]

Receiving other forms of support does not affect your eligibility for this payment, however you should contact your scholarship provider or Services Australia to see if this payment will affect any other financial support payments you receive.

**Section 7: Living arrangements**

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

Click or tap here to enter text.

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

**Section 8: Parent/Guardian Income Assessment**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 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 taxation 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

1. Is your combined income over $250,000 for the previous tax year?

YES [ ]  NO [ ]

If you answer yes to the question above, your child is not eligible for the payment.

1. What was/is your taxable income for the previous tax year?

Click or tap here to enter text.

1. 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.

1. If your child is under 18, nominate a bank account into which the payments will be made.

Choose an item.

You only need to complete question 43 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 authorize the payment to go into your child’s account fill out question 47.

1. Name of bank, building society or credit union: Click or tap here to enter text.

Account Name: Click or tap here to enter text.

BSB: Click or tap here to enter text.

Account Number: Click or tap here to enter text.

**Section 9: Parent/Guardian Information** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian 1 details**

1. Mr / Mrs / Miss / Ms / Other

Family Name: Click or tap here to enter text.

Second Given Name: Click or tap here to enter text.

First Given Name: Click or tap here to enter text.

Home Phone: Click or tap here to enter text.

Mobile Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

Address: Click or tap here to enter text.

Suburb: Click or tap here to enter text.

State/Territory: Choose an item.

Postcode: Click or tap here to enter text.

**Parent/Guardian 2 details**

1. Mr / Mrs / Miss / Ms / Other

Family Name: Click or tap here to enter text.

Second Given Name: Click or tap here to enter text.

First Given Name: Click or tap here to enter text.

Home Phone: Click or tap here to enter text.

Mobile Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

Address: Click or tap here to enter text.

Suburb: Click or tap here to enter text.

State/Territory: Choose an item.

Postcode: Click or tap here to enter text.

**Section 10: Parent/Guardian Signature and Declaration**

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: Click or tap to enter a 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: Click or tap to enter a date.

**Section 11: Bank Details**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of bank, building society or credit union: Click or tap here to enter text.

Account Name: Click or tap here to enter text.

BSB: Click or tap here to enter text.

Account Number: Click or tap here to enter text.

**Section 12: Program Feedback**

1. How did you hear about the Program? Choose an item.
2. If you selected the option “other” please provide a short description: Click or tap here to enter text.

**Section 13: 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 [ ]

Section 1 (About You): Australian residency documents [ ]

Section 3 (Current Study Details): Evidence of special circumstances for study load reduction [ ]

Section 4 (Course Commencement): Evidence of special circumstances delayed commencement [ ]

Section 5 (Relocation Details): Proof of family home/original residence and relocation address [ ]

Section 7 (Living Arrangements): Proof of living arrangements/independence [ ]

**Parent(s)/Guardian(s)**

Section 8 (Parent/Guardian Income Assessment): Evidence of your combined income [ ]

Section 8 (Parent/Guardian Income Assessment): Documents to support your loss (or estimated loss) in income [ ]

**Section 14: 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: Click or tap to enter a date.