



Northern
Territory
Government

DEPARTMENT OF
EDUCATION AND TRAINING

Northern Territory Government Student Assistance Schemes

Telephone: 1800 019 157



**a smart
Territory**
fresh ideas | real results

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For further information please contact

Northern Territory Department of Education and Training

GPO Box 4821

Darwin NT 0801

Telephone (08) 8901 4965

Hotline 1800 019 157

Email studentassistance.det@nt.gov.au

Internet www.det.nt.gov.au

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Foreword

The Northern Territory Government supports choice in education within the Northern Territory.

The student assistance schemes explained in this booklet are intended to help meet education expenses of students who are disadvantaged by distance or isolation. Benefits are available for those who must travel considerable distances each day, or who live away from home in order to attend school, college or university.

These assistance schemes are also 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 the educational facilities in the Northern Territory for all its residents.

Please do not hesitate to call the Department of Education and Training's Student Assistance Officer for advice.

A handwritten signature in black ink, appearing to read 'Paul Henderson', with a long horizontal flourish extending to the right.

The Hon Paul Henderson MLA
Chief Minister and
Minister for Education and Training
February 2009

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Glossary

ABSTUDY	Australian Government Aboriginal Study Assistance Scheme
AUSTUDY	Australian Government Australian Study Assistance Scheme
AIC	Australian Government Assistance for Isolated Children
NTOEC	Northern Territory Open Education Centre
CDU	Charles Darwin University
DET	Department of Education and Training
Youth Allowance	Australian Government Employment Student Assistance Scheme

Applications

Cut-off date

NT Student Assistance

All persons seeking eligibility for financial assistance for the year of 2009 onwards under the Northern Territory Government Student Assistance Schemes are advised that the **closing date for applications is no later than 30 September of each year.**

New applications **must** be submitted each year that you are claiming. Failure to do so will result in entitlements not being paid.

Late applications will not be accepted.

Claims

Cut-off date

NT Student Assistance

All persons eligible for financial assistance under the Northern Territory Government Student Assistance Schemes during the year 2009 onwards, are advised that the **closing date for claims for payment is no later than 31 March of the year following that for which eligibility was approved.**

Late claims will not be accepted.

Conditions of Payments

In the event of one or more overpayments of the Allowance to the recipient by DET then the total amount of any such overpayment(s) shall be a debt due and owing to DET, which the recipient must repay to DET, as follows.

Wherever possible DET will endeavour to negotiate an agreed schedule of repayments with the recipient.

Where agreement in relation to repayment cannot be reached then DET may, at its absolute discretion, deduct from one or more future payments of the allowance such an amount(s) as DET considers appropriate until the amount of overpayment has been recovered in full.

In the event that no further payments are entitled by the recipient then they must repay DET any overpayment still due.

Where an overpayment has not been recovered in full by the end of a calendar year then DET may, at its absolute discretion, refuse to accept any subsequent application for the allowance by the recipient until such time as the recipient has repaid the amount of outstanding overpayment in full.

How to apply or obtain further information

Northern Territory Government Student Assistance Schemes – General Guidelines:

All applications will be determined in accordance with the eligibility criteria and not the general guidelines set out in the handbook.

Application forms and further information are available from:

Student Assistance Section

Financial Services Division
Department of Education and Training
12th Floor Mitchell Centre
Mitchell Street, Darwin

Or

GPO Box 4821
Darwin NT 0801

Telephone: (08) 8901 4965
Hotline: 1800 019 157
Email: studentassistance.det@nt.gov.au
Website: www.det.nt.gov.au

Australian Government Student Assistance Schemes

Besides Northern Territory Student Assistance Schemes, you may be eligible for allowances under student assistance schemes provided by the Australian Government. In fact, in order to qualify for some Northern Territory Government schemes, you must first be approved for assistance under the Australian Government - Assistance for Isolated Children (AIC) scheme.

For information on the Australian Government AIC schemes address inquiries to:

Centrelink - AIC Team
PO Box 522
Victoria Park WA 6979

Or telephone

AIC	132 318
ABSTUDY	132 317
AUSTUDY payment	132 490
Youth Allowance	132 490

Centrelink locations

To find where the nearest Centrelink Office is located in your district, go to the Centrelink website address: www.centrelink.gov.au and click on '**contact us**'.

NT Student Travel Scheme

The NT Student Travel Scheme provides some travel assistance for isolated primary, middle or senior students and is to be used at the beginning and end of each semester or half semester.

- *Students who receive Australian Government Aboriginal Study Assistance Scheme (ABSTUDY) grants are not eligible for this allowance.*

Benefits and conditions

- 1 The student's custodial parent or guardian must live in the Northern Territory and the **student must be approved for benefits under the AIC scheme.**
- 2 The student must be enrolled in a primary, middle or senior school and must live away from his or her principal place of residence in order to attend that school on a daily basis.
- 3 A new application form, accompanied by a copy of the current AIC approval letter and a statement detailing whether the student is receiving any fares from any other source, must be submitted each year. Applications must be submitted by 30 September of each year for which claims are to be made.
- 4 For primary, middle or senior students who are approved for AIC Basic Boarding Allowance, or Second Home Allowance, reimbursement of travel costs from the student's principal centre of residence to the school will be payable to a maximum of four return fares per year for students at Northern Territory schools.
- 5 Where no public transport is available, reimbursement may be made, at the rate determined for the NT Conveyance Subsidy Scheme, for transport by private vehicle between the student's principal place of residence and boarding residence.

If charter flights are used in lieu of a private vehicle, the maximum allowance payable will generally be calculated as if a private vehicle were used for the journey. Any variation to this will be at the discretion of the Chief Executive.

- 6 Reimbursement will be made at student discount rates for the most direct and economical service and only after submission of an application and claim form accompanied by used tickets or the electronic ticket receipt and boarding pass. If travel is by private vehicle, a statement of distance travelled and a sketch map of the journey are required. Claims must be submitted by 31 March of the year following that for which eligibility was approved.

NT Mid-Term Travel Scheme

The NT Mid-Term Travel Scheme provides some travel assistance to custodial parents or guardians of isolated children who board away from their principal centre of residence in order to attend a Northern Territory primary, middle or senior school on a daily basis.

- *Students who receive ABSTUDY grants are not eligible for this allowance.*
- *Students who are approved for AIC Second Home Allowance are not eligible for this allowance.*

Some financial assistance is provided towards the cost of journeys made for the purpose of reuniting students and custodial parents or guardians at times other than half-semester or semester breaks.

Benefits and conditions

- 1 Both the student and the custodial parent or guardian must live in the Northern Territory.
- 2 **The student must be eligible for Basic Boarding Allowance under the AIC scheme.**
- 3 A maximum of four return trips per year will be allowed for the purpose of this scheme.
- 4 The scheme may be used to enable
 - the student to return to his or her principal centre of residence

or

 - the custodial parent or guardian to visit the student at the centre of boarding.

- 5 Normally, payments made under this scheme will be calculated at the most economical form of travel available. Parents or guardians who believe that the use of the most economical form of transport would create undue hardship for students due to overnight stops or excessive hours of travel should advise the Student Assistance Officer **before** they travel.
- 6 If the method of transport is by private vehicle, the amount payable will be at the rate determined for the NT Conveyance Subsidy Scheme.
- 7 If air travel is used, payment will be at the rate of the most direct and economical service at student concession rates.
- 8 A new application form must be submitted each year, together with a copy of the current AIC approval letter. Applications must be submitted by 30 September of each year for which claims are to be made.
- 9 Travel costs will only be reimbursed after approval of an application form and on submission of a claim form accompanied by used tickets or with the electronic ticket receipt and boarding pass. If travel is by private vehicle, attach a statement of distance travelled and a sketch map of the journey. Claims must be submitted by 31 March of the year following that for which eligibility was approved.
- 10 The claim form provides for certification by the principal of the boarding institution that travel was undertaken. If the student is boarding privately, a responsible person from the host family must provide that certification.

NT Supplementary Boarding Allowance Scheme

The NT Supplementary Boarding Allowance Scheme provides some financial assistance towards boarding costs for isolated children boarding away from home in Northern Territory institutions in order to attend a primary, middle or senior school on a daily basis.

- *Students who receive of ABSTUDY scheme grants are not eligible for this allowance.*
- *Students who are approved for AIC Second Home Allowance are not eligible for this allowance.*

Benefits and conditions

- 1 The student's custodial parent or guardian must reside in the Northern Territory.
- 2 **The student must be approved for benefits under the AIC scheme.**
- 3 A new application form, together with a copy of the current AIC approval letter, must be submitted each year. Applications must be submitted by 30 September of each year for which claims are to be made.
- 4 The maximum payable is \$600 per annum per student at the nominated NT institution.
- 5 Evidence of the levels of boarding fees and AIC assistance is required before entitlement under this scheme can be assessed.
- 6 The allowance will be paid in two instalments after satisfactory enrolment checks have been completed by the department.

NT Education Allowances for students with disabilities – travel and boarding schemes

Travel and boarding schemes provide some financial assistance with the cost of boarding and travel for primary, middle or senior students who are required to live away from home in order to receive education at a Northern Territory special school unit or at an approved special school or unit interstate.

Benefits and conditions

- 1 The student's custodial parent or guardian must reside in the Northern Territory.
- 2 The student must be attending an approved special school or unit in the Northern Territory or, where appropriate facilities are not available, an approved special school or unit interstate. Approval of the allowance for attendance at an interstate school will be at the discretion of the Director Student Services.
- 3 A new application form must be submitted each year for review. Claims for reimbursement of fares will not be paid unless an application form has been approved by the Director.
- 4 Applications must be submitted by 30 September each year for which claims are to be made and claims must be submitted by 31 March of the year following that for which eligibility was approved.
- 5 Payment of the Boarding Allowance of up to \$45 per week per student will be made in two installments after satisfactory enrolment checks have been completed by the department.
- 6 Students receiving benefits under this scheme who are less than 16 years of age and approved for the AIC scheme will also be eligible for the Northern Territory Supplementary Boarding Allowance.

- 7 Fares for the student, and escort if required, will be available for either three or four return trips per annum, depending on the term/semester structure in the state where the student attends school. Where a student is unable to travel, the custodial parent or guardian may receive assistance for up to three return trips per annum to visit the child. Approval of fares for the parent to visit the student will be at the discretion of the Chief Executive on the recommendation of the Director Student Services. Students who qualify for other travel assistance will not be eligible.
- 8 Eligibility for this scheme will continue until the completion of the school year in which the student turns 18 years of age.

NT Conveyance Subsidy Scheme

The NT Conveyance Subsidy Scheme provides assistance with the cost of daily travel for full-time, primary, middle, senior or tertiary students who are disadvantaged by the distance of daily travel to their nearest school or tertiary education at which appropriate tuition and courses are available.

Benefits and conditions

- 1 The student must live more than 5km from the nearest school or nearest tertiary institution at which appropriate tuition and courses are available in the grade or year of schooling in which the student is qualified to enroll and must reside more than 5km from the nearest point of access to public transport.
- 2 The student must be conveyed a minimum of four trips* on a daily basis by private motor vehicle or vessel to the nearest school, tertiary institution or point of access to public transport.

*** 4 single trips (or 2 return trips) per day is:**

- home to school (drop of student/s), parent/guardian return home; and
- home to school (collect student/s), parent/guardian and student/s return home

Please note that journeys must be undertaken for the sole purpose of transporting the student/s to and from school; a minimum of four times per day. Students that are transported on the way to and from a parent's, or guardian's place of employment, or other activity would not be considered eligible to claim entitlement under the NTCSS.

- 3 The student must be a permanent resident of the Northern Territory, attend a Northern Territory primary, middle or senior school, or be undertaking full-time study in an approved course at a Northern Territory tertiary institution or receive necessary special education in the Northern Territory. Payment of the subsidy to students receiving special education is subject to approval by the Director Student Services.

- 4 A subsidy of **38.3c per kilometre is payable for the use of the private vehicle or vessel used to convey students. The subsidy is based on the usage of vehicles rather than the actual number of students carried.

****Subject to CPI adjustment of each year; if applicable.**

- 5 The maximum total distance payable is 200km per day. Any variation will be at the discretion of the Chief Executive.
- 6 A new application form must be submitted each year by the owner of the vehicle or vessel, together with distance details, a sketch map of the daily journey and current driver's licence. Applications must be submitted by 30 September of the year for which claims are made.
- 7 Payment will be made only after assessment of the application form and submission of a completed claim form **signed by the school principal or registrar/bursar** of the school or institution to verify attendance of the student/s. Claims must be submitted by 31 March of the year following that for which eligibility was approved.

Please note: Applicants must provide the Department of Education and Training with the correct kilometres travelled each day.

Failure to do so may result in an overpayment (Refer Payment Conditions).

NT Correspondence Site Allowance

The NT Correspondence Site Allowance Scheme provides some financial assistance towards the cost associated with educating a primary, middle or senior student through a School of the Air or other approved distance learning arrangement.

- *Students who receive ABSTUDY grants are not eligible for this allowance.*

Benefits and conditions

- 1 The student's custodial parent or guardian must be a permanent resident of the Northern Territory and the student must be studying in a Northern Territory school and be **approved for Distance Education Allowance under the AIC scheme.**
- 2 Northern Territory schools currently recognised as correspondence schools for the purpose of the Correspondence Site Allowance are the Alice Springs School of the Air, the Katherine School of the Air, the Northern Territory Open Education Centre (NTOEC) and approved homeland centre schools.
- 3 Senior students enrolled in correspondence lessons may be eligible for this allowance.
- 4 Territory residents who enroll in interstate correspondence schools may make special application for benefits through the:

Executive Director - North
Department of Education and Training
GPO Box 4821
DARWIN NT 0801
- 5 A new application form, together with a copy of the current AIC approval letter, must be submitted each year. Applications must be submitted by 30 September of each year for which claims are to be made.
- 6 The NT Correspondence Site Allowance is *\$396 per annum for each eligible primary, middle and senior correspondence student.

7 Payments of *\$198 per student will be made at the beginning of the second semester after enrolment checks and verification of study have been confirmed by the principal. A second payment of *\$198 per student will be made at the end of second semester subject to further enrolment checks—total *\$396 per student per annum.

*** Subject to CPI adjustment of each year; if applicable.**

NT Correspondence Site Allowance - Preschool

The NT Correspondence Site Allowance Scheme assists four year old children who are enrolled in preschool with the Alice Springs and Katherine Schools of the Air.

- 1 Eligibility will be dependent on proof of enrolment of a preschool age child in a School of the Air and, as part of this, the provision of appropriate proof of age.
- 2 Entitlements will be payable to families whose preschool children meet the requirements for payment of the AIC other than minimum age.
- 3 Payments will be made for each semester that a child is enrolled in preschool. Payment of *\$198 per annum (\$99 per semester) for each eligible preschool child will be made at the end of each semester after enrolment checks and confirmation by the principal.

*** Subject to CPI adjustment of each year; if applicable.**

NT Schools of the Air Student Functions Allowance

The NT Schools of the Air Student Functions Allowance Scheme provides some financial assistance to primary, middle or senior students to attend up to two approved schools of the air functions. Approved functions shall be those designated by each school of the air principal.

- *Students who receive ABSTUDY grants are not eligible for this allowance.*

Benefits and conditions

- 1 The student must be approved to receive a NT Correspondence Site Allowance.
- 2 Claims for the allowance should be submitted through the school of the air principal for certification of attendance at approved functions.
- 3 The Schools of the Air Student Functions Allowance is based on calculations for each family (not per student) that has children attending approved school of the air functions. This allowance will be paid for attendance at a maximum of two approved functions each year from the student's principal place of residence to the approved function.
- 4 Reimbursements will be made at student discount rates for the most direct and economical service and only after submission of an application and claim form accompanied by used tickets or the electronic ticket receipt and boarding pass.
- 5 If travel is by private vehicle, attach a statement of distance travelled and a sketch map of the journey. Claims must be submitted by 31 March of the year following that for which eligibility was approved. The amount payable will be at the rate determined for the Northern Territory Subsidy Scheme Allowance.
- 6 Applications must be submitted by 30 September of each year for which claims are made.

NT Remote Area Travel Allowance Scheme

The NT Remote Area Travel Allowance Scheme provides some travel assistance for isolated primary, middle or senior students who are not eligible for receipt of other forms of travel assistance, providing reimbursement of four return trips per annum at the most economical rate of travel to the nearest centre from which interstate transport is available.

- *Students who receive ABSTUDY grants are not eligible for this allowance.*

Benefits and conditions

- 1 The student's custodial parent or guardian must live in the Northern Territory and the student must be approved for the AIC scheme.
- 2 The student must be enrolled full time in a primary, middle or senior school and must live away from his or her principal place of residence in order to attend that school on a daily basis.
- 3 For primary, middle or senior students who are approved for AIC boarding, reimbursement of travel costs at the most economical rate will be made from the student's principal place of residence to the nearest centre to a maximum of four return trips per year.
- 4 Reimbursement will be made at student discount rates for the most direct and economical service and only after submission of an application and claim form accompanied by used tickets or the electronic ticket receipt and boarding pass. If travel is by private vehicle, a statement of distance travelled and a sketch map of the journey are required. For some families, the most economical route may be to an interstate centre such as Kununurra or Mt Isa.

- 5 Where no public transport is available, reimbursement may be made for transport by private vehicle between the student's principal place of residence and the nearest centre at the rate determined for the NT Conveyance Subsidy Scheme. If charter flights are used, the maximum allowance payable will generally be calculated as if a private vehicle were used for the journey.
- 6 **A new application form, accompanied by a copy of the current AIC approval letter, must be submitted each year.** Applications must be submitted by 30 September of each year for which the claims are to be made.
- 7 Claims must be submitted by 31 March of the year following that for which eligibility was approved.
- 8 Any variation to the above benefits and conditions will be at the discretion of the Chief Executive.

NT Correspondence Materials Delivery Assistance Scheme

The NT Correspondence Materials Delivery Assistance Scheme provides assistance towards costs associated with the delivery of materials required for correspondence schooling.

- *Students who receive ABSTUDY grants are not eligible for this allowance.*

Benefits and conditions

- 1 **The student must reside in the Northern Territory and must be enrolled at a Northern Territory school of the air or the NTOEC.**
- 2 The student must be approved for Distance Education Allowance under the Australian Government AIC scheme.
- 3 An application form, together with a copy of the current AIC approval letter, must be submitted each year. Applications must be submitted by 30 September of each year for which claims are to be made.
- 4 If a private vehicle travels more than 5km for the **sole** purpose of picking up or delivering school materials, a kilometre allowance will be payable to eligible families. The rate per kilometre is determined for the NT Conveyance Subsidy Scheme and will be paid up to a maximum of 200km per week.
- 5 The scheme is designed to help meet the costs of correspondence materials delivery and is not intended to pay for the full cost of regular delivery of mail, which is considered to be a community service obligation of Australia Post.
- 6 A claim form must be submitted at the end of each month, supported by certification from the principal of the school.

NT Isolated Students Education Allowance for Boarding Institutions

The function of the NT Isolated Students Education Allowance (ISEA) is to increase access to well-supervised educational opportunities for primary, middle and senior school students that are required to board away from home in a Northern Territory Boarding Institution, who need specific assistance in the areas of homework supervision and recreational and social development. The allowance is not a provision to offset the cost of boarding accommodation.

- *Students who receive of ABSTUDY grants are not eligible for this scheme*
- *Students who receive Centrelink – Private Boarding Allowance, are not eligible for this scheme.*

Benefits and conditions

- 1 The student's custodial parent or guardian must be a resident of the Northern Territory and the student must be enrolled full-time in a Northern Territory primary, middle or senior school.
- 2 Students must be approved for AIC Basic Boarding Allowance or the Supplementary Boarding Allowance. (does not include Distance Education Allowance).
- 3 Completed ISEA applications must be submitted by the host boarding family or boarding institution each calendar year. Applications must be submitted by 30 September of each year for which claims are to be made.
- 4 The benefit available under this scheme is *\$2793 per student per annum, payable in two instalments to the applicant.
- 5 Applicants are required to provide evidence in support of students' eligibility for this scheme.

Please note that students eligible for the AIC Basic Boarding or Supplementary Boarding Allowance may also be eligible for benefits under the NT Supplementary Boarding Allowance Scheme. This will require the parents or guardians of the student to complete and submit a Student Assistance Application form to the Department for consideration.

*** Subject to CPI adjustment of each year; if applicable.**

NT Tertiary Fares Reimbursement Scheme - within the Northern Territory

Students enrolled at Northern Territory tertiary institutions

The NT Tertiary Fares Reimbursement Scheme provides fares assistance for non-salaried students who do not qualify for other travel assistance (including assistance provided through Youth Allowance, AUSTUDY payments or ABSTUDY) who must move from their principal centre of residence in order to undertake full-time tertiary studies at an institution elsewhere in the Territory.

Benefits

Reimbursement will be available for up to three return fares per year incurred for travel from the student's principal centre of residence in the Northern Territory to the centre in which the institution is located.

A new application must be submitted for every year that is claimed.

Applications close on the 30 September of every year.

NT Tertiary Fares Reimbursement Scheme – Interstate

This scheme provides fares assistance for non-salaried students, who do not qualify for other travel assistance (including assistance provided through Youth Allowance, AUSTUDY payments or ABSTUDY) who have moved from their principle place of residence in order to undertake full-time tertiary studies or university-level first award courses interstate in a field of study that is;

- *considered by the standing committee to be a priority field of study; and*
- *is not available in any form at the same level at the Charles Darwin University (CDU) or at any other registered training authority.*

Benefits

For students at interstate institutions, reimbursement will be available for up to two return fares per year from the student's principal centre of residence to the centre in which the institution is located.

A new application must be submitted for every year that is claimed.

Applications close on the 30 September of every year.

Priority fields for Interstate Study

The following is a list of existing priority fields of study. These fields are subject to ongoing review.

- Agriculture/Primary industry All years
- Architecture 4th year
- Bachelor Occupational Therapy 2nd year
- Bachelor of Aerospace Engineering & Mechatronics Engineering 3rd year
- Bachelor of Engineering other disciplines (excluding Electrical/Electronic, Civil and Mechanical all years 2nd year
- Bachelor of Nutrition and Dietetics 3rd year
- Bachelor of Marine Science / Marine Biology 3rd year
- Cartography All years
- Dental Therapy / Dentistry / Dental Technology All years
- Medicine / Surgery – Postgraduate entry accepted All years
- Optometry All years
- Pathology Technology All years
- Physiotherapy All years
- Radiography / Sonography All years
- Speech Therapy / Audiology All years
- Surveying All years
- Town Planning All years
- Veterinary Science All years

Note 1st Year Engineering is not a priority field of study. Any variation to the above list will be at the discretion of the Minister.

Standing Committee

The NT Tertiary Fares Reimbursement Scheme Standing Committee, consisting of the Chairperson, who is the Vice-Chancellor of the Charles Darwin University (CDU)—or a nominee—and two members, the Registrar of the CDU or a nominee, and a departmental nominee, will examine applications for interstate study.

Appeals

Appeals against the decisions of the Standing Committee shall be addressed to:

Chief Executive

Department of Education and Training

GPO Box 4821

Darwin NT 0801

Conditions of the NT Tertiary Fares Reimbursement Scheme

- 1 Non-salaried means the student shall not be in receipt of an income (i.e. salary or wage) on a full-time basis.
- 2 The student must be studying full time and **proof of enrolment** should be provided with the application.
- 3 Students may be classified as a dependant or independent in accordance with the definitions used by the Australian Government for the purposes of its Youth Allowance scheme.

Dependent students

A dependent student's custodial parent or guardian must reside within the Northern Territory.

Independent students

Independent students who cannot demonstrate a period of residence of at least three years in the Northern Territory are not entitled to benefits. An independent student's legally recognised dependants i.e. spouse and/or dependent children must reside within the Northern Territory.

- 4 To qualify for fares assistance to a location outside the Territory:
 - the student must be enrolled in a field of study that is considered by the Standing Committee to be a priority field of study and that is not available in any form at the same level at the CDU or at any other registered training organization.
 - the course in question must lead to an award, that is recognised by most institutions as sufficient for entry to further study in the same field or for specialised employment in that field
 - and it must be necessary for the student to move away from his or her principal centre of residence in order to undertake the nominated course of full-time tertiary studies.
- 5 The student must be studying for a first award in a course at a tertiary institution both of which are officially recognised by the Australian Government Centrelink for the purpose of Australian Government fares assistance. Previous study in Employment and Training courses of one year or less, or study discontinued more than ten years ago, will not preclude eligibility.
- 6 A student will not be eligible if he or she is in receipt of any of the following financial assistance that include a travel component:
 - Cadetship;
 - Scholarship;
 - Entitlement;
 - Award;
 - Allowance; or
 - Other similar assistance.
- 7 Reimbursement of travel costs will be made only after assessment of an application form and on submission of a properly completed claim form accompanied by the used tickets or electronic ticket receipt and boarding pass. A statutory declaration, accompanied by other documentation verifying expenditure, may be submitted in cases of lost tickets.

- 8 A new application form must be submitted each year and will be assessed prior to reimbursement of any claims for fares incurred during that year. Application forms must be submitted no later than 30 September of each year for which claims are to be made. All applications must show enrolment details, including completed and proposed units, and the previous year's academic record. Applications from commencing students who seek interstate benefits will be examined by the Standing Committee to determine eligibility.
- 9 The application and claim forms for a dependent student must be signed by the student's parent or guardian. If travel is by private vehicle, attach a statement of distance travelled, all receipts and a sketch map of the journey. Claims must be submitted by 31 March of the year following that for which eligibility was approved. The amount payable will be the lessor of:
 - the rate determined for the NT Conveyance Subsidy Scheme; or
 - the most economical airfare available.
- 10 Students must normally travel at the commencement or completion of a term or semester in the year for which the entitlement exists.
- 11 **Travel by air will be by the most direct and economical service route.** The most economical rate will normally be paid at the **14-day** advance purchase fare/discounted fares or student concession fares.

Students are expected to use discounted fares as dates for vacations are notified well in advance. Reimbursement of airfares will be at the above rates unless the student can demonstrate extenuating circumstances, which prevented utilising one of these rates.

- 12 If a student who is eligible for interstate benefits under this scheme alters his or her course, then a new application must be submitted to the Standing Committee. There is no guarantee that benefits will continue.

13 If a student who is eligible for interstate benefits under this scheme alters his or her course to one which is subsequently approved by the Standing Committee, benefits will only be payable for a maximum of four years unless the degree being undertaken takes more than four years to complete.

Benefits depend on academic progress

- Each claim for reimbursement of fares **must** be accompanied by notification of the most recent results available. Continuation of benefits under the scheme will generally depend on satisfactory academic progress. In general, satisfactory academic progress will be regarded as progress sufficient for the course to be completed within the time specified in the Directory of Higher Education Courses for the institution attended and or Vocational Education and Training Institution Handbooks.
- If the student cannot show such progress, subsequent applications for benefits will not be approved until the student can again demonstrate satisfactory academic progress. However, in such cases, students may approach the department for a review by providing details of any extenuating circumstances, which caused unsatisfactory progress. Approval for continuation of benefits will be at the discretion of the Chief Executive.

General information

Availability of any of the student assistance schemes outlined in this booklet may alter from year to year and applicants should seek further information on eligibility, conditions and requirements from Student Assistance (refer page 3).

Cut-off dates

Applications: To be received by Student Assistance no later than 30 September of each year.

Claims: To be received by Student Assistance no later than 31 March of the year following that for which eligibility was approved.

Abbreviations

Explanations of abbreviations used on payment advice slips/cheque butts are as follows

Scheme description

NT Conveyance Subsidy Scheme

Scheme abbreviation **Payment advice**

CONV + start-end date CONV 18/7-19/7

Scheme description

NT Correspondence Site Allowance

Scheme abbreviation **Payment advice**

CORR + month/year CORR JUNE 2008

Scheme description

NT Allowance Disabled Children

Scheme abbreviation **Payment advice**

HCAP TRAV + end date HCAP TRAV 19/7

HCAP BRD + month/year HCAP BRD JUNE 2008

Scheme description

NT Correspondence

Materials Delivery

Scheme abbreviation **Payment advice**

MATL DEL+ start-end date MATL DEL 18/7-19/7

Scheme description

NT Isolated Students Education
Allowance

Scheme abbreviation

ISEA + month/year

Payment advice

ISEA JUNE 2008

Scheme description

NT Mid-Term Travel Scheme

Scheme abbreviation

NTMT + no. of trips + end date

Payment advice

NTMT 2 trps 19/7

Scheme description

NT Remote Area Travel Allowance

Scheme abbreviation

NTRT + no. of trips + end date

Payment advice

NTRT 2 trps 19/7

Scheme description

NT Student Travel Scheme

Scheme abbreviation

NTST + no. of trips + end date

Payment advice

NTST 2 trps 19/7

Scheme description

NT Supplementary Boarding
Allowance

Scheme abbreviation

SUP BRD + month/year

Payment advice

SUP BRD JUNE 2008

Scheme description

NT Tertiary Fares Reimbursement

Scheme abbreviation

NTTF + no. of trips + end date

Payment advice

NTTF 3 trps 19/7

Scheme description

NT School of the Air
Functions Allowance

Scheme abbreviation

FUNC + start-end date

Payment advice

FUNC 18/7-19/7

Travel abbreviation

Trip = one way

Two trips = one return

Ticket description

Used tickets or electronic
ticket receipt and the boarding pass.

Department of
Education and Training
GPO Box 4821
Darwin NT 0801

Telephone: 1800 019 157

Internet: www.det.nt.gov.au