



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 of Education, Skills and Employment website](#) to check your eligibility.

You must be:

- a) An Australian citizen or meet permanent residency requirements.
- b) From an outer-regional, remote or very remote area (go to the [Student Regional Area Search](#) tool to check your area).
- c) Relocating to study at an education provider that is at least 90 minutes by public transport from your home.
- d) 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).
- e) Enrolled in a Certificate IV or above qualification, with a course duration of at least one academic year.
- f) 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 The University of Notre Dame Australia until you provide this completed form with all the required accompanying documents.

1. PREVIOUS TERTIARY ACCESS PAYMENT APPLICATIONS AND OTHER PAYMENTS

1.1 Have you applied for, or received, the Tertiary Access Payment at this or any other education provider?
 No Applied for Received

1.2 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.

1.3 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.

2. PERSONAL INFORMATION

2.1 Title Surname/Family name First name Second/Middle name

Preferred first name Date of birth Age
 / /

Gender Male Female Indeterminate/intersex Prefer not to say

2.2 Term address for 2021

Number and street State Postcode
 Town/Suburb

Telephone (home) Telephone (work)

Mobile Email

2.3 Citizenship and residency status (please tick the appropriate box)

Australian Citizen Australian Permanent Resident New Zealand Citizen

2. PERSONAL INFORMATION CONTINUED

- 2.4 Aboriginal and Torres Strait Islander background (please tick the appropriate box)
- | | | |
|--|-------------------|-------------------------------|
| Neither Aboriginal nor Torres Strait Islander origin | Aboriginal origin | Torres Strait Islander origin |
| Aboriginal and Torres Strait Islander origin | Prefer not to say | |
- 2.5 Do you speak another language other than English at home? Yes No Prefer not to say
If yes, please specify language
- 2.6 Do you have a disability? Yes No Prefer not to say
If yes, do you require adjustments to the application and assessment process? Yes No
Adjustments required
- 2.7 First in Family* Yes No Not sure
**First in Family means students who are the first of their immediate family to attend University.*

To confirm your identity, 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.

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.

3. PREVIOUS STUDY

- 3.1 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

- 3.2 When did you complete Year 12 or equivalent?
- 3.3 Name of School or Australian Technical College and campus
- 3.4 Name of Year 12 equivalent course (if applicable)

4. CURRENT STUDY DETAILS

- 4.1 Notre Dame Student ID Number
- 4.2 Program name
- 4.3 Are you studying? On-campus Online* Multimodal
**If you are studying online only, you are not eligible for this payment.*
- 4.4 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.*
- 4.5 Have you reduced your study load due to a special circumstance, such as a medical condition or due to education provider or program structure requirements? Yes No
If Yes, provide the reason for your reduced study load

4. CURRENT STUDY DETAILS CONTINUED

4.6 In which Semester will you commence your program?

Semester 1

Winter School

Semester 2

Summer School

If you are not commencing your program in Semester 1 please select the reason:

I need to complete prerequisites prior to commencing my program

(note this does not include bridging or enabling programs such as the TPP)

I have special circumstances

Personal Preference

If you choose to start after Semester 1 for personal preference, you are not eligible for this payment. If you have special circumstances you must provide evidence which covers but is not limited to:

- major disruption to your home
- natural disaster
- serving on a jury
- major personal crisis
- carer duties
- Community service orders and being in lawful custody

5. RELOCATION DETAILS

5.1 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
- Utility Bill
- Proof of Age Card
- Tenancy Agreement
- Bank Statement
- Electoral enrolment card

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

5.2 What was your address before your relocation?

Number and street

Town/Suburb

State

Postcode

5.3 When did, or will you move away from home?

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

Number and street

Town/Suburb

State

Postcode

You must provide evidence of your new residence or your intent to move. Examples include but are not limited to:

- Lease application or agreement
- Board or shared living agreement or booking
- Removalist quotation or booking
- Updated driver's licence
- Household bill confirming new address
- Residential college information

Note: If you have not yet relocated and have only supplied evidence to support intent to move, the University will contact you in due course to obtain evidence of your actual move before TAP payment can be processed.

5.5 Is your home prior to moving for study, 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.

5.6 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.

6. LIVING ARRANGEMENTS

6.1 What were/are your living arrangements prior to commencing studies (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. Please note that living independently without also meeting any of the below criteria means you will still need to provide parental income information.

If you(r):

- 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)

You must provide evidence of your circumstances which might be, but is not limited to:

- Documentation from an Indigenous community organisation, a well-known and respected person of the Indigenous community or a relevant state or territory authority (indigenous only)
- Statement from the Department of Corrective Services or Juvenile Justice confirming period spent in custody
- 'Unreasonable to live at home' statement by Parent(s)/Guardian(s) (SY016) form that has been previously accepted by Services Australia or statement signed by social worker
- Documentation from a state or territory government agency

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.

7. 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 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 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.

- 7.1 Is your combined income over \$250,000 for the previous tax year? Yes No
- 7.2 What was/is your taxable income for the previous tax year?*
- 7.3 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.

Evidence may include payslips or a letter from your employer or accountant. If your combined income is over \$250,000 for the previous tax year and you have had no evidence based loss of income since then, your child is not eligible for the TAP payment.

7. PARENT/GUARDIAN INCOME ASSESSMENT CONTINUED

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

**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 6.5.*

7.5 Name of bank, building society or credit union.

Account Name

BSB

Account Number

8. PARENT/GUARDIAN INFORMATION

8.1 Parent/Guardian 1 details:

Title Surname/Family name First name Second/Middle name

Street Address

Town/Suburb

State

Postcode

Mobile

Email

8.2 Parent/Guardian 2 details:

Title Surname/Family name First name Second/Middle name

Street Address

Town/Suburb

State

Postcode

Mobile

Email

9. 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>

9.1 Parent/Guardian 1 Declaration:

I declare that the information I have provided in this form is complete and correct.

I consent to the:

- The University of Notre Dame Australia contacting me in relation to the information I have provided in this form;
- The University of Notre Dame Australia 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

9.2 Parent/Guardian 2 Declaration:

I declare that the information I have provided in this form is complete and correct.

I consent to the:

- The University of Notre Dame Australia contacting me in relation to the information I have provided in this form;
- The University of Notre Dame Australia 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

10. STUDENT BANK DETAILS

If you are over 18, provide your nominated bank account details below. Or if you are under 18 at the time of completing this form and your parents have provided their account details in the section above, but you turn 18 before July 2021, then complete your bank account details below.

10.1 Name of bank, building society or credit union.

Account Name

BSB

Account Number

11. PROGRAM FEEDBACK

11.1 How did you hear about the program?

Advertisement

Social media

Internet

Word of mouth

Through your university

Services Australia

Other

11.2 If you selected the option "Other" please provide a short description

12. 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:

Proof of Identity – Section 2 (Personal Information)

Australian residency documents – Section 2 (Personal Information)

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

Proof of living arrangements/independence – Section 6 (Living Arrangements)

Parent(s)/Guardian:

Evidence of your combined income – Section 7 (Parent/Guardian Income Assessment)

Documents to support your loss (or estimated loss) in income – Section 7 (Parent/Guardian Income Assessment)

13. 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>

13.1 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:

– The University of Notre Dame Australia contacting me in relation to the information I have provided in this form;

– The University of Notre Dame Australia 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

OFFICE USE ONLY

DATE RECEIVED:

STAFF MEMBER:

SIGNATURE: