Application for Living Away from Home Allowances 2017

Allowances are available for Queensland students living in isolated areas who board away from home to attend approved schools in Years 1–12.
Living Away from Home Allowances Scheme (LAFHAS)
Application Form — 2017

this application form is to be completed in conjunction with reading the
Living Away from Home Allowances Scheme (LAFHAS) — Information Guide
(included with every paper application package)

Choose ONE method of applying for LAFHAS assistance

(a) Online Application Form (Internet): complete and submit electronically.
(b) Static Application Form (.pdf) (Internet): print, manually complete and return via post to School Financial Resourcing or via facsimile 3034 5890 or email to LAFHAS@det.qld.gov.au.

Accessing the Online and Static Application Forms


Instructions — General

(a) You must reside in Queensland to be eligible to apply for LAFHAS assistance.
(b) You must answer all questions on this application form or your application may be returned.
(c) This application form caters for up to three (3) students. If applying for more than 3 students, a second application form will be required. Contact School Financial Resourcing on freecall 1800 248 997.
(d) Use BLOCK LETTERS and TICK boxes where required.
(e) Complete a separate page for each student.
(f) Distances are measured by the shortest trafficable route by land or sea.
(g) Distances provided must be correct. Contact the local Department of Transport and Main Roads Regional Office to confirm if any distances have changed as a result of roadwork or bus route changes.
(h) Distances close to eligibility thresholds are checked prior to payment. Final assessment may be delayed.
(i) Overpayments that may result from incorrect distances are recoverable.

Instructions — Student page

QUESTION

14. Enter the shortest practicable and trafficable route by road or by sea for the distance to the boarding location.

15. Approved bypass schools: Where the distance eligibility criteria to the nearest Queensland Government school with the appropriate school year level for the student is not met and the school is an approved bypass school, enter the next nearest appropriate Queensland Government school.

15. Agricultural campus: for students accessing agricultural courses, equivalent to and in lieu of Years 11 and 12, at one of the Queensland campuses of the Queensland Agricultural Training College (QATC) or at a campus of a state high school offering QATC agricultural courses, the name of the nearest Queensland Government school with Years 11 and 12 must be entered.

17. Enter the shortest distance from the home garage (provided it is within proximity of the family home) to the entrance of the nearest appropriate Queensland Government school.

25. You will be contacted by School Financial Resourcing if your application is based on one of the Special circumstances categories.

For assistance in completing this application form contact

School Financial Resourcing, Department of Education and Training, 1800 248 997
**Applicant details**

1. **Title**
   - Mr [ ]
   - Mrs [ ]
   - Miss [ ]
   - Ms [ ]
   - Other [ ]

2. **Surname**

3. **Given names**

4. **Date of birth**
   - / / 

5. **Have you submitted a LAFHAS application in any other year?**
   - YES [ ]
   - NO [ ]

6. **If YES, provide the most recent year**

7. **and LAFHAS Family Number (if known)**

8. **Have you received LAFHAS assistance in any other year under a different surname?**
   - YES [ ]
   - NO [ ]

9. **If YES, what was your previous surname?**

---

**Applicant’s postal address**

10. **Property name**

11. **Street address, PO Box or Mail Service**

12. **Town or suburb**

13. **Postcode**

**Student’s permanent home address**

14. **Property name**

15. **Number and street name**
   - (include rural address number if available)

16. **Town or suburb**

17. **Postcode**

**Property location**

18. **Council**

19. **Property description where your home is located**
   - (Lot No. and Plan No. from Council rate notice e.g. L68/RP112)

20. **Global Positioning System (GPS) of home location**
   - Latitude (South)
   - Longitude (East)

**Contact details**

21. **Home telephone**

22. **Mobile**

23. **Work telephone**

24. **Facsimile**

25. **Email**

**Changed address**

26. **Have you changed your address since January 2016?**
   - YES [ ]
   - NO [ ]

27. **If YES, please enter the date you took up residence at the new address.**
   - / / 

---

**FAMILY NO: 0**

**OFFICE USE ONLY**
### Personal Account details

Please provide YOUR financial institution account details for payment of the Remote Area Travel Allowance, Remote Area Allowance or Remote Area Disability Supplement. Remote Area Tuition Allowance (if payable) is paid directly to the relevant non-state school. **It is your responsibility to ensure that the account details are correct. It is also your responsibility to notify School Financial Resourcing (free call 1800 248 997) of any change in account details after you have submitted your application form.**

<table>
<thead>
<tr>
<th>Account Holder 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Holder 2</td>
<td></td>
</tr>
<tr>
<td>Type of account (card, savings, cheque etc.)</td>
<td></td>
</tr>
<tr>
<td>Full name of bank, building society or credit union etc.</td>
<td></td>
</tr>
<tr>
<td>Branch where account is held (Town)</td>
<td></td>
</tr>
<tr>
<td>Branch number (BSB)</td>
<td></td>
</tr>
<tr>
<td>Account number</td>
<td>This is a six digit number — check with your branch</td>
</tr>
</tbody>
</table>

**Notes:**
What is your relationship with this student?

☐ Mother  ☐ Father  ☐ Stepfather  ☐ Carer/guardian  ☐ Foster carer

You may be contacted by School Financial Resourcing. If you are the Carer/Guardian for this student please attach a statutory declaration stating your relationship to the student and why the parents are unable to apply also include a copy of your Centrelink card which shows student full name. If you are the Foster Carer please provide a letter from the Foster Care Organisation who has placed the student in your care as well as a statutory declaration giving relevant details and copy of the Centrelink card showing student full name.

Student’s Surname

Given names

Date of birth

Is the student ...

Male ☐ Female ☐

School year level enrolled in current and previous 2 years

Agricultural College equivalent

(Please supply a copy of course acceptance)

Is the student to receive a Commonwealth Indigenous allowance (ABSTUDY) in 2017?

If YES, you are not eligible for assistance for this student.

Is the student of Aboriginal or Torres Strait Islander origin? (Optional question)

Nearest Queensland Government school with student’s school year level

Where the distance criteria are not met and the nearest school is an approved bypass school, enter the next nearest Queensland Government school.

Address of this school

Shortest distance to this school (from the home garage)

KM (up to 3 decimals)

Is there a school transport service to this school?

If YES, answer questions 14 to 25 ...and 26 if applicable.

If NO, go to question 20 to 25 ...and 26 if applicable.

Shortest distance from your home garage to the nearest transport service to this school

KM (up to 3 decimals)

Transport service number

Distance to this school via the transport service

From your home garage to the bus pickup point (Question 19) plus the distance via the official school transport service.

KM (up to 3 decimals)

Is your home less than 4.5 km from transport to another Queensland Government school?

If YES provide school name (Alternate school)

and distance from your home via the transport service

Name of the school to be attended

Address of the school

Where will the student board?

If second home or private board, you are not eligible for assistance for this student.

What is the boarding address?

What date will the student commence boarding?

(this must be the first day of term)

What is the distance from your home to the boarding address?

KM (Nearest kilometre)

Special circumstances

If the distance from home to the nearest Queensland Government school does not meet the eligibility criteria, indicate if a special circumstance applies. This may include, but is not limited to, impassable roads, itinerant occupations, medical conditions, excess travel.
What is your relationship with this student?

☐ Mother  ☐ Father  ☐ Stepmother  ☐ Carer/guardian  ☐ Foster carer

You may be contacted by School Financial Resourcing. If you are the Carer/Guardian for this student please attach a statutory declaration stating your relationship to the student and why the parents are unable to apply also include a copy of your Centrelink card which shows student full name. If you are the Foster Carer please provide a letter from the Foster Care Organisation who has placed the student in your care as well as a statutory declaration giving relevant details and copy of the Centrelink card showing student full name.

Student’s Surname

Given names

Date of birth

Is the student ...

School year level enrolled in current and previous 2 years

Agricultural College equivalent
(Please supply a copy of course acceptance)

Is the student to receive a Commonwealth Indigenous allowance (ABSTUDY) in 2017?
If YES, you are not eligible for assistance for this student.

Is the student of Aboriginal or Torres Strait Islander origin? (Optional question)

Nearest Queensland Government school with student’s school year level
Where the distance criteria are not met and the nearest school is an approved bypass school, enter the next nearest Queensland Government school.

Address of this school

Shortest distance to this school (from the home garage)

KM (up to 3 decimals)

Is there a school transport service to this school?
If YES, answer questions 14 to 25...
If NO, go to question 20...

Shortest distance from your home garage to the nearest transport service to this school

KM (up to 3 decimals)

Transport service number

Distance to this school via the transport service
From your home garage to the bus pickup point (Question 19) plus the distance via the official school transport service.

KM (up to 3 decimals)

Is your home less than 4.5 km from transport to another Queensland Government school?

YES NO

If YES provide school name (Alternate school)

and distance from your home via the transport service

Name of the school to be attended

Address of the school

Where will the student board?
If second home, you are not eligible for assistance for this student.

What is the boarding address?
If private board, provide name of family, address and relationship to student.

What date will the student commence boarding?

What is the distance from your home to the boarding address?

KM (Nearest kilometre)

Special circumstances
If the distance from home to the nearest Queensland Government school does not meet the eligibility criteria, indicate if a special circumstance applies. This may include, but is not limited to, impassable roads, itinerant occupations, medical conditions, excess travel.
### What is your relationship with this student?
- Mother
- Father
- Stepfather
- Carer/guardian
- Foster carer

You may be contacted by School Financial Resourcing. If you are the Carer/Guardian for this student please attach a statutory declaration stating your relationship to the student and why the parents are unable to apply also include a copy of your Centrelink card which shows student full name. If you are the Foster Carer please provide a letter from the Foster Care Organisation who has placed the student in your care as well as a statutory declaration giving relevant details and copy of the Centrelink card showing student full name.

### Student’s Surname

### Given names

### Date of birth

### Is the student ...

### School year level enrolled in current and previous 2 years

### Agricultural College equivalent

(Please supply a copy of course acceptance)

### Is the student to receive a Commonwealth Indigenous allowance (ABSTUDY) in 2017?

- YES
- NO

### Is the student of Aboriginal or Torres Strait Islander origin?

- YES
- NO

### Nearest Queensland Government school with student’s school year level

Where the distance criteria are not met and the nearest school is an approved bypass school, enter the next nearest Queensland Government school.

### Address of this school

### Shortest distance to this school (from the home garage)

### Is there a school transport service to this school?

- YES
- NO

### Shortest distance from your home garage to the nearest transport service to this school

### Transport service number

### Distance to this school via the transport service
From your home garage to the bus pickup point (Question 19) plus the distance via the official school transport service.

### Is your home less than 4.5 km from transport to another Queensland Government school?

- YES
- NO

### Name of the school to be attended

### Address of the school

### Where will the student board?

- Boarding school
- Second home
- Private board
- An agriculture campus
- Hostel
- An agriculture campus

- Boarding school
- Hostel
- An agriculture campus

### What is the boarding address?

If private board, provide name of family, address and relationship to student.

### What date will the student commence boarding?

### What is the distance from your home to the boarding address?

### Special circumstances

If the distance from home to the nearest Queensland Government school does not meet the eligibility criteria, indicate if a special circumstance applies. This may include, but is not limited to, impassable roads, itinerant occupations, medical conditions, excess travel.
CHECKLIST

• Use this checklist to ensure pertinent questions have not been omitted to be answered.
• Your application may be RETURNED if ALL relevant questions are not completed and this will delay the application being processed.

Post completed applications by 30 November 2017 to:
School Financial Resourcing
Department of Education and Training
PO Box 15033, City East Qld 4002
Facsimile: 3034 5890

Have you:

- Applicant details
  - 26-27: Indicate if you have changed address?
- Student details
  - 6: Entered enrolment year levels?
  - 8: Answered the ABSTUDY question?
  - 24: Entered the date the student will commence boarding?
  - 25: Entered the distance to the boarding location?
  - 10-19: Completed all relevant questions?
  - Provided YOUR account details Page 3?
  - SIGNED THE APPLICATION BELOW?
  - Have you attached all required documents?

Declaration of the applicant: I declare that the statements made in this application including the details of my personal particulars are true to the best of my knowledge and belief.

Signature of applicant................................................................. Date..............................................

Reconfirm relationship to student/s ...........................................................

Note: A person who makes a false or misleading statement may, by virtue of the Education (General Provisions) Act 2006, be liable to a maximum penalty fine.

Privacy notice: This form collects personal information pursuant to Chapter 13, Part 2, section 368 of the Education (General Provisions) Act 2006.
The purpose of the collection is to process applications for Living Away from Home Allowances available to eligible Queensland students.
The information collected may be disclosed to the Department of Transport and Main Roads to enable distance checks to be conducted.
Relevant information collected is provided to schools attended.
The information may also be provided to Centrelink as required to clarify LAFHAS/AIC entitlements.

<table>
<thead>
<tr>
<th>Amendments</th>
<th>Student No.</th>
<th>Date</th>
<th>Ref. / Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>