

# Student Assistance Schemes Guidelines and Procedures

# Contents

<b>1. Introduction</b> .....	<b>4</b>
<b>2. Student assistance schemes</b> .....	<b>4</b>
2.1. Boarding.....	4
2.1.1. Within the Northern Territory .....	4
2.1.2. Interstate .....	4
2.2. Daily transport to and from school.....	4
2.3. Distance education .....	4
2.4. University or higher education .....	5
<b>3. Boarding</b> .....	<b>5</b>
3.1. Boarding within the Northern Territory .....	5
3.1.1. Isolated students education allowance - for boarding facilities.....	5
3.1.1.1. Conditions of the scheme.....	5
3.1.1.2. Who can claim .....	5
3.1.1.3. How to claim .....	5
3.1.1.4. Allowance value.....	6
3.1.2. Intrastate boarding allowance.....	6
3.1.2.1. Conditions of the scheme.....	6
3.1.2.2. Who can apply .....	6
3.1.2.3. How to apply.....	6
3.1.2.4. How to claim .....	6
3.2. Boarding interstate .....	7
3.2.1. Interstate boarding allowance.....	7
3.2.1.1. Conditions of the scheme.....	7
3.2.1.2. Who can apply .....	7
3.2.1.3. How to apply.....	7
3.2.1.4. How to claim .....	8
<b>4. Daily transport to and from school or institution</b> .....	<b>8</b>
4.1. Remote transit subsidy.....	8
4.1.1. Conditions of the scheme .....	8
4.1.2. Who can apply .....	8
4.1.3. How to apply .....	9
4.1.4. How to claim.....	9
<b>5. Distance and correspondence education</b> .....	<b>9</b>
5.1. Distance education allowance .....	9
5.1.1. Conditions of the scheme .....	9
5.1.2. Who can apply .....	10
5.1.3. How to apply .....	10
5.1.4. How to claim.....	10

<b>6. University or higher education</b> .....	<b>10</b>
6.1. Tertiary fares reimbursement – within the Northern Territory.....	10
6.1.1. Conditions of the scheme .....	10
6.1.2. Who can apply .....	11
6.1.3. How to apply .....	12
6.1.4. How to claim.....	12
6.1.5. Reimbursement value .....	12
6.2. Tertiary fares reimbursement – interstate.....	12
6.2.1. Conditions of the scheme .....	13
6.2.2. Who can apply .....	13
6.2.3. How to apply .....	14
6.2.4. How to claim.....	14
6.2.5. Reimbursement value .....	14
<b>7. Submission of applications and claims</b> .....	<b>15</b>
7.1. Due date for submissions .....	15
7.2. Where to submit .....	15
<b>8. Concerns and appeals</b> .....	<b>15</b>
<b>9. Overpayment to recipient by the department</b> .....	<b>15</b>
<b>10. Confidentiality</b> .....	<b>16</b>
<b>11. Grandfather clause</b> .....	<b>16</b>
<b>12. Roles and responsibilities</b> .....	<b>16</b>
12.1. Applicants.....	16
12.2. Department of Education student assistance officer.....	16
12.3. Schools.....	16
12.4. Boarding facilities .....	17
12.5. Charles Darwin University Standing Committee.....	17
<b>13. Definitions</b> .....	<b>17</b>
<b>14. Related legislation, resources and documents</b> .....	<b>20</b>
14.1. Departmental.....	20
14.2. Northern Territory.....	20
14.3. Other .....	20
<b>Appendix 1 – Student assistance schemes unit values</b> .....	<b>23</b>
<b>Appendix 2 – How do I find out my zone?</b> .....	<b>24</b>

# 1. Introduction

This document aims to provide clear guidance to parents and guardians, students, schools and departmental staff on the interpretation and application of the Student Assistance Schemes policy (the policy).

## 2. Student assistance schemes

The Student assistance schemes offer some financial assistance for eligible geographically isolated students whose main place of residence is the Northern Territory (NT).

Financial assistance may be available to help geographically isolated families whose child or children live away from home to attend school, college or university, access distance education or who need financial assistance for daily transport to and from school each day.

Each scheme and allowance caters for the needs of different students and has different conditions.

### 2.1. Boarding

These schemes and allowances are available to geographically isolated students who must live away from home to attend school in the NT or interstate.

#### 2.1.1. Within the Northern Territory

- isolated students education allowance for boarding facilities
- intrastate boarding allowance.

#### 2.1.2. Interstate

- interstate boarding allowance.

Further information and conditions of the above schemes can be found in [Boarding](#).

### 2.2. Daily transport to and from school

This scheme is available to help geographically isolated students with daily transport to and from school:

- remote transit subsidy.

Further information and conditions of the above scheme can be found in [Daily transport to and from school](#).

### 2.3. Distance education

This scheme is available to students who attend a school of the air, Northern Territory School of Distance Education or other correspondence and distance education:

- distance education allowance.

Further information and conditions of the above schemes can be found in [Distance education](#).

## 2.4. University or higher education

These schemes are available to students who attend university or higher education away from home in the NT or interstate:

- tertiary fares reimbursement scheme – interstate
- tertiary fares reimbursement scheme – NT.

Further information and conditions of the above schemes can be found in [University or higher education](#).

## 3. Boarding

### 3.1. Boarding within the Northern Territory

The following schemes or allowances may be available to assist families of eligible students that are required to live away from home to attend a NT school on a daily basis.

#### 3.1.1. Isolated students education allowance - for boarding facilities

The allowance is paid directly to boarding facilities and aims to assist with increasing access for families to well-supervised educational opportunities for primary, middle and senior school students who are required to board away from home in an NT boarding facility. The allowance is not a provision to offset the cost of boarding accommodation.

##### 3.1.1.1. Conditions of the scheme

- the student's custodial parent or guardian must be a resident of the Northern Territory
- the student must be attending an NT primary, middle or senior school.

##### 3.1.1.2. Who can claim

- NT boarding facilities offering specific assistance in the areas of homework supervision and recreational and social development to boarding students
- students must be approved for Basic boarding allowance under the Australian Government's Assistance for Isolated Children (AIC) scheme.

##### 3.1.1.3. How to claim

- boarding facilities must complete the geographically isolated students education allowance claim form
- claim forms must be submitted each semester by the following dates:
  - semester 1 claims due in July; and
  - semester 2 claims due in December
- the following supporting information must be submitted with each claim:
  - the student's current AIC Basic Boarding Allowance statement
  - attendance details for each student in the format [specified by the department](#).

#### 3.1.1.4. Allowance value

The maximum allowance paid per school year to the boarding facility is provided in Appendix 1 – Student Assistance Scheme unit values.

### 3.1.2. Intrastate boarding allowance

The allowance aims to provide some financial assistance towards boarding costs for geographically isolated students who must live away from home in order to attend a NT primary, middle or senior school on a daily basis.

#### 3.1.2.1. Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be undertaking full-time study in an NT primary, middle or senior school
- the student must be living away from home in order to attend school on a daily basis
- the allowance is determined by identifying which zone the institution or nearest point of access to public transport falls into
- late enrolment may be eligible for pro-rata payment based on percentage of annual attendance
- where the only mode of travel to the nearest centre is by regular passenger flight, reimbursement is based on 'flights' zone
- the applicant must provide proof that the student completed the declared enrolment period at the end of the school year. Incomplete documentation may impact the next year's payment.

#### 3.1.2.2. Who can apply

- the student must be approved for Basic Boarding Allowance under the Australian Government's Assistance for Isolated Children (AIC) scheme
- students in receipt of Second Home Allowance under the AIC scheme are not eligible to claim.

#### 3.1.2.3. How to apply

- complete the student assistance application form on GrantsNT
- applications must be submitted annually to the department by 30 June in the relevant school year
- the following supporting information is required with each application:
  - a copy of the student's current AIC Basic Boarding Allowance statement
  - a tax invoice or statement of boarding fees covering the intended claim period, for example, evidence of enrolment. Fee schedules are not accepted in lieu of correct documentation.
- a statutory declaration at the end of semester 2 confirming attendance and details unchanged, along with complete copies of tax invoice/s or statement of account of boarding fees:
  - students attending non-government schools are required to provide proof of attendance with statutory declaration.

#### 3.1.2.4. How to claim

- this allowance will be paid as a one off payment based on the [intrastate boarding allowance zones 1 - 4](#) at the end of semester 1 for approved applicants only
- the allowance value paid will be based on the zone determined at the time of application.

## 3.2. Boarding interstate

The following scheme or allowance may be available to assist families of geographically isolated students who are required to live away from home to attend an interstate boarding school on a daily basis.

### 3.2.1. Interstate boarding allowance

The allowance aims to provide some financial assistance towards boarding costs for geographically isolated students who live away from home in order to attend an interstate boarding facility.

#### 3.2.1.1. Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be undertaking full-time study in an interstate primary, middle or senior school
- the student must be living away from home in order to attend school on a daily basis
- the allowance is determined by identifying which zone the nearest transport hub available for interstate travel falls into
- late enrolment is subject to pro-rata payment based on percentage of annual attendance
- where the only mode of travel to the nearest centre is by regular passenger flight, reimbursement is based on 'flights' zone
- the applicant must provide proof that the student completed the declared enrolment period at the end of the school year. Incomplete documentation may impact the next year's payment.

#### 3.2.1.2. Who can apply

- the student must be approved for Basic Boarding Allowance under the Australian Government's Assistance for Isolated Children (AIC) scheme
- students in receipt of the following assistance are not eligible to claim:
  - Second Home Allowance under the AIC scheme
  - ABSTUDY grants.

#### 3.2.1.3. How to apply

- complete the student assistance application form on GrantsNT
- applications must be submitted annually to the department by 30 June in the relevant school year
- the following supporting information must be submitted with each application:
  - the student's current AIC Basic Boarding Allowance statement
  - a tax invoice or statement of boarding fees covering the intended claim period, for example, evidence of enrolment. Fee schedules are not accepted in lieu of correct documentation
- a statutory declaration at the end of semester 2 confirming attendance and details unchanged, along with complete copies of tax invoices or statement of account of boarding fees
  - students attending non-government schools are required to provide proof of attendance with statutory declaration.

#### 3.2.1.4. How to claim

- this allowance will be paid as a one off payment based on the [interstate boarding allowance zone 1-4](#) at the end of semester 1 for approved applicants only
- the allowance value paid will be based on the zone determined at the time of application.

## 4. Daily transport to and from school or institution

### 4.1. Remote transit subsidy

The subsidy aims to provide financial assistance with the cost of daily travel for families living in a remote locality as defined by Determination 8 of the *Public Sector Employment and Management Act 1993*. Any variation to the remote locality list will be at the discretion of a Director of Financial Services.

Families may be eligible to apply for assistance where travel in a remote locality is more than 5 km from their place of residence to the nearest NT primary, middle or senior school, or tertiary institution or facility.

#### 4.1.1. Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be undertaking full-time study in an NT primary, middle or senior school or NT Tertiary education facility
- the family or student must live in a remote locality more than 5kms from their nearest institution, school or nearest point of access to public transport, unless due to age restrictions the student cannot travel unaccompanied on public transport
- subsidy will be determined using the most direct route travelled from the primary residence to the institution or nearest public transport
- the journey must be undertaken for the sole purpose of transporting the student to and from school. If the student is transported on the way to and from an applicant's place of employment, or any other activity, the journey is not considered eligible to claim under this scheme
- the nominated vehicle used to convey the student must be a privately-owned vehicle. If the vehicle is owned by someone other than the applicant a Statutory Declaration, signed by the vehicle owner, must be supplied
- the nominated vehicle used to convey the student must be registered with the NT Motor Vehicle Registry for the intended claim period
- the subsidy is based on the use of a vehicle rather than the number of students conveyed
- both payments are subject to attendance; eligibility requires student maintains a minimum attendance rate of 70%, unless significantly impacted by illness, injury or other. Any variation will be at the discretion of a Director of Financial Services
- late enrolment is subject to pro-rata payment based on percentage of annual attendance.

#### 4.1.2. Who can apply

- the student must be undertaking full-time study in an NT primary, middle or senior school or NT Tertiary education facility
- the student must live in a remote locality more than 5kms from their nearest school or nearest point of access to public transport.



### 4.1.3. How to apply

- complete the student assistance application form on GrantsNT, allowance is paid as two-part payments at the end of each semester on approved application
- applications must be submitted annually to the department by 30 June of the year for which claims are to be made
- the following supporting information is required with each application:
  - a statement of distance travelled with longitude and latitude, from home to school, institution, or nearest public transport where the student assistance officer cannot determine the location
- a copy of each applicant's drivers licence covering the intended claim period
- a statutory declaration at the end of semester 2 confirming attendance and applicant details unchanged
  - students attending non-government schools are required to provide proof of attendance with their statutory declaration.

### 4.1.4. How to claim

- this allowance will be paid as two part payments based on the [remote transit subsidy 1 - 4](#)
  - automatically at the end of semester 1 for approved applicants only and
  - at the end of semester 2 on receipt of approved statutory declaration
- the value paid will be based on the subsidy determined at the time of application.

## 5. Distance and correspondence education

### 5.1. Distance education allowance

The allowance aims to provide financial assistance towards the costs associated with educating a preschool, primary, middle or senior student through a recognised NT correspondence or distance education school.

#### 5.1.1. Conditions of the scheme

- the applicant and the student must be permanent residents of the NT
- the student must be attending one of the following NT correspondence schools:
  - Alice Springs School of the Air
  - Katherine School of the Air
  - NT School of Distance Education
- students who attend interstate correspondence schools may make special application for benefits through a Director of Financial Services
- the allowance is determined by identifying which zone the nearest distance education institution falls into
- late enrolment is subject to pro-rata payment based on percentage of enrolment period
- the applicant must provide proof that the student completed the declared enrolment period at the end of the school year. Incomplete documentation may impact the next year's payment.

### 5.1.2. Who can apply

- the student must be approved for the Distance Education Allowance under the Australian Government's AIC scheme (excludes preschool students)
- preschool students must be enrolled with a recognised NT School of the Air and
  - must meet the requirements of the Distance Education Allowance under the Australian Government's Assistance for Isolated Children (AIC) scheme, other than minimum age for pre-school students
- students in receipt of the following assistance are not eligible to claim:
  - ABSTUDY grants
  - any other form of financial assistance. For example; through the distance education school.

### 5.1.3. How to apply

- complete the student assistance application form
- applications must be submitted annually to the department by 30 June of each year for which claims are to be made
- the following supporting information must be provided with each application:
  - a copy of the student's current AIC Distance Education Allowance statement and
  - a copy of each applicant's drivers licence covering the intended claim period
- a statutory declaration at the end of semester 2 confirming applicant details remain unchanged.

### 5.1.4. How to claim

- this allowance will be paid as a one off payment based on the [distance education allowance zones 1 -3](#) at the end of semester 1 for approved applicants only
- the allowance value paid will be based on the zone determined at the time of application.

## 6. University or higher education

### 6.1. Tertiary fares reimbursement – within the Northern Territory

The scheme provides financial assistance with the cost of travel for non-salaried students living away from home in order to undertake full-time tertiary studies in an NT tertiary institution. Reimbursement is towards the cost of travel at the beginning and end of each semester.

#### 6.1.1. Conditions of the scheme

- both the applicant and the student must be permanent residents of the NT
- the student must not engage in full-time employment
- where no public transport is available, reimbursement will be calculated using the most direct and economical form of travel available between home and the centre in which the institution is located
- the journey must be undertaken for the sole purpose of travelling to and from the NT tertiary institution. If the student is travelling for any other purpose, the journey is not considered eligible to claim under this scheme

- regular passenger flights must be booked at least four weeks prior to travel. The reimbursement may be reduced if booking is made less than four weeks prior to travel
- if travel is undertaken by private vehicle, the vehicle used to convey the student must be a private vehicle owned by the applicant or student and registered with the NT Motor Vehicle Registry for the intended claim period
- if the private vehicle is owned by someone other than the applicant, a Statutory Declaration stating their consent for the applicant to drive the vehicle for the purpose of conveying the student to and from school must accompany each application
- students may be classified as dependent or independent in accordance with the definitions used by the Australian Government for the purposes of its Youth allowance scheme. Applications and claim forms of students deemed as dependent must be signed by the student's parent or guardian
- previous study in employment and training courses of one year or less, or study discontinued more than ten years ago, will not preclude eligibility
- if a student who has been approved as eligible under this scheme alters his or her course, then a new application must be submitted to the department. There is no guarantee that benefits will continue
- if a student who has been approved as eligible under this scheme alters his or her course to one which is subsequently approved by the department, benefits will only be payable for a maximum of four years from the commencement of receipt of allowance, unless the degree being undertaken takes more than four years, full time, to complete
- reimbursement is dependent on the student's academic progress. Each claim must include the academic results for the relevant period being claimed. If the student cannot show academic progress, applications or claims 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 claims will be at the discretion of a Director of Financial Services.

### 6.1.2. Who can apply

- the student must be undertaking full time tertiary studies at an NT tertiary institution
- students in receipt of the following assistance are not eligible to claim:
  - any other travel assistance through Youth Allowance, Austudy or ABSTUDY
  - any other financial assistance which includes a travel component, including:
    - cadetship
    - scholarship
    - entitlement
    - award
    - allowance
    - other similar assistance.

### 6.1.3. How to apply

- complete the tertiary fare reimbursement application form
- applications must be submitted annually to the department by 30 June of each year for which claims are to be made
- the student must provide proof of enrolment in an NT tertiary institution
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim.

### 6.1.4. How to claim

- complete the tertiary fares scheme claim form
- claims can be submitted after each semester of travel
- approved applicants can submit claims up to 31 March the following year. Any variation will be at the discretion of a Director of Financial Services
- claim forms must be stamped and signed by the tertiary authorising officer confirming the student's enrolment
- the following information is required to be submitted with each claim form:
  - a copy of the student's academic results for the relevant claim period and
  - if travel is by regular passenger flight:
    - a copy of used tickets or electronic ticket receipt and boarding pass
    - a statutory declaration is required for lost or misplaced boarding passes stating the student name, flight number, date and time of travel and departure and arrival location.

### 6.1.5. Reimbursement value

- a maximum of 3 return trips per school year may be reimbursed from the student's home to the centre in which the institution is located
- if travel is undertaken by regular passenger flight reimbursement is based on the cost of the most direct and economical fare available
- the reimbursed cost of a regular passenger flight includes the base cost, GST, booking fee and credit card surcharge. The cost of changing booked flights will not be reimbursed
- if charter flights are used in lieu of a private vehicle, the maximum allowance payable will be calculated as if a private vehicle were used for the journey. Any variation to this will be at the discretion of a Director of Financial Services.

## 6.2. Tertiary fares reimbursement – interstate

The scheme provides some financial assistance with the cost of regular air travel for non-salaried students living away from home in order to undertake full-time interstate tertiary or university studies. Reimbursement is towards the costs of travel at the beginning and end of each semester.

### 6.2.1. Conditions of the scheme

- the applicant and student must be permanent residents of the NT
- the student must have moved from their home in the NT in order to undertake full-time interstate tertiary studies or university level first award course
- the course must be considered to be a priority field of study by the CDU Standing Committee, as per the NT Occupation Shortage List administered by the Department of Industry, Tourism and Trade
- the course must not be available in any form at the same level at the CDU or any other registered training authority within the NT
- the course 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
- please note all criteria must be met in order for an application to be considered
- a maximum of 2 return fares per school year may be reimbursed
- the journey must be undertaken for the sole purpose of travelling to and from the location of the interstate tertiary institution. If the student is travelling for any other purpose, the journey is not considered eligible to claim under this scheme
- travel must coincide with the beginning and end of each semester
- regular passenger flights must be booked at least four weeks prior to travel. The reimbursement may be reduced if booking is made less than four weeks prior to travel
- students may be classified as dependent or independent in accordance with the definitions used by the Australian Government for the purposes of its Youth Allowance scheme. Applications and claim forms of students deemed as dependent must be signed by the student's parent or guardian
- previous study in Employment and Training courses of one year or less, or study discontinued more than ten years ago, will not preclude eligibility
- 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 CDU Standing Committee. There is no guarantee that benefits will continue
- if a student who is eligible for interstate benefits under this scheme alters their course to one which is subsequently approved by the CDU Standing Committee, benefits will only be payable for a maximum of four years from the commencement of receipt of the allowances, unless the degree being undertaken takes more than four years (full time) to complete
- reimbursement is dependent on academic progress. Each claim must include the most recent academic results available for the relevant period being claimed
- if the student cannot show academic progress, applications or claims 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 claims will be at the discretion of a Director of Financial Services.

### 6.2.2. Who can apply

- students who have moved interstate from their home in the NT in order to undertake full-time tertiary studies or university level first award course may be eligible. The course must be considered to be a priority field of study by the CDU Standing Committee, as per the NT Occupation Shortage List administered by the Department of Industry, Tourism and Trade

- students in receipt of the following assistance are not eligible to claim:
  - any other travel assistance through Youth Allowance, Austudy or ABSTUDY
  - any other financial assistance which includes a travel component, including:
    - cadetship
    - scholarship
    - entitlement
    - award
    - allowance
    - other similar assistance.

### 6.2.3. How to apply

- complete the tertiary fare reimbursement application form
- applications must be submitted annually to the department by 30 September of each year for which claims are to be made
- the student must provide proof of enrolment in the interstate tertiary studies or university-level first award course. Proof must include completed and proposed units, and the previous year's academic record
- travel costs will only be reimbursed after approval of a completed application form and on submission of a claim.

### 6.2.4. How to claim

- complete the tertiary fares scheme claim form
- claims can be submitted after each semester of travel
- approved applicants can submit claims up to 31 March the following year. Any variation will be at the discretion of a Director of Financial Services
- claim forms must be stamped and signed by the interstate tertiary or university authorising officer confirming the student's enrolment
- the following information is required to be submitted with each claim form:
  - a copy of the student's academic results for the relevant claim period and
  - if travel is by regular passenger flight:
    - a copy of used tickets or electronic ticket receipt and boarding pass
    - a statutory declaration is required for lost or misplaced boarding passes stating the student name, flight number, date and time of travel and departure and arrival location.

### 6.2.5. Reimbursement value

- a maximum of 2 return fares per school year may be reimbursed
- reimbursement will be calculated at the most direct and economical form of travel available between home and the centre in which the institution is located
- the reimbursed cost of a regular passenger flight includes the base cost, GST, booking fee and credit card surcharge. The cost of changing booked flights will not be reimbursed.

## 7. Submission of applications and claims

### 7.1. Due date for submissions

Applications and claims must be submitted along with the relevant supporting information by the due date specified in the individual scheme or allowance. Late submissions will only be considered in exceptional circumstances.

### 7.2. Where to submit

Applications and claims should be submitted through GrantsNT, for assistance contact the Student Assistance Officer, Financial Services [Studentassistance.det@education.nt.gov.au](mailto:Studentassistance.det@education.nt.gov.au)

Department of Education  
GPO Box 4821  
Darwin NT 0801

Phone: 1800 019 157

## 8. Concerns and appeals

Concerns and appeals relating to decisions made under the Student Assistance Schemes, including decisions made by the CDU Standing Committee may be lodged and addressed to:

Financial Services  
Department of Education  
GPO Box 4821  
Darwin NT 0801

Email [Studentassistance.det@education.nt.gov.au](mailto:Studentassistance.det@education.nt.gov.au)

Concerns and appeals will be handled in a timely manner. We will be thorough and fair. Appeals that are unable to be resolved, may be referred to a Director of Financial Services for an internal review.

## 9. Overpayment to recipient by the department

In the event of one or more overpayments of any allowance or scheme the total amount of any such overpayments shall be a debt due and owing to the department, which the recipient must repay as follows:

- wherever possible the department will endeavour to negotiate an agreed schedule of repayments with the recipient
- where agreement in relation to repayment cannot be reached then the department may, at its discretion, deduct from one or more future payments of the allowance such an amount as the department 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 the department any overpayment still due
- where overpayment has not been recovered in full by the end of a calendar year then the department may, at its discretion, refuse to accept any subsequent applications for the allowance by the recipient until such time as the recipient has repaid the amount of outstanding overpayment in full.

## 10. Confidentiality

All information will be treated as confidential and will not be used for any purpose other than for which it was provided.

For further information please refer to the Department of Education's Privacy Statement.

## 11. Grandfather clause

In December 2022 a review of the Student Assistance Schemes was conducted and a new suite of allowances were developed.

The grandfather clause is applicable to eligible students who were approved in 2022, and who have been impacted financially by a decrease against their 2022 entitlement under the new schemes. Please contact Financial Services to determine eligibility and apply by emailing [Studentassistance.det@education.nt.gov.au](mailto:Studentassistance.det@education.nt.gov.au)

## 12. Roles and responsibilities

### 12.1. Applicants

The applicant is responsible for:

- submitting applications, claims and supporting information to the department by the due date
- providing true and accurate supporting information as requested by the department.

### 12.2. Department of Education student assistance officer

The student assistance officer is responsible for:

- providing accurate advice to applicants and schools
- acknowledging receipt of applications
- assessing all applications received:
  - in a fair, transparent and consistent manner in accordance with the conditions of each scheme
- notifying applicants of the outcome of the assessment
- verifying student attendance, for Remote Transit, through regular auditing practices
- assess and approve non-government schools attendance documentation
- ensuring payment is made for all approved applications where student maintains minimum 70% attendance rate unless significantly impacted by illness, injury or other.

### 12.3. Schools

Schools are responsible for:

- providing confirmation of student enrolment if requested by the department
- verifying student attendance using methods prescribed by the department
- verifying applicant's employment conditions. For example; in cases where the applicant is employed at the school, details of their hours and days of employment may be required.



## 12.4. Boarding facilities

Boarding facilities are responsible for:

- submitting claims and supporting information to the department by the due date
- providing true and accurate information as requested by the department.

## 12.5. Charles Darwin University Standing Committee

The committee is responsible for:

- examining and assessing applications for interstate tertiary study under the tertiary fares reimbursement scheme.

The committee consists of the Chairperson, who is the Vice-Chancellor of Charles Darwin University (CDU) or a nominee, and two members (the Registrar of CDU or a nominee and a departmental nominee).

## 13. Definitions

Term	Definition
ABSTUDY	The Australian Government Assistance Scheme for Aboriginal (ABSTUDY) or Torres Strait Islander students or apprentices.
Applicant	Any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal or Torres Strait Islander customary law or tradition. Applicant may also be an independent student.
Assistance for Isolated Children (AIC) Scheme	The Australian Government Assistance for Isolated Children (AIC) Scheme for parents and carers of children who cannot go to a local government school because of geographical isolation, disability or special needs.
Australian Bureau of Statistics, Consumer Price Index	The Australian Bureau of Statistics, Consumer Price Index (CPI) measures the percentage change in the price of a basket of goods and services consumed by households.
Austudy	The Australian Government Assistance Scheme, Austudy, for students aged 25 years or older doing a full-time apprenticeship or traineeship under the Australian Apprenticeship Scheme.
Boarding school or facility	A student accommodation facility, formally managed by the school, for full time students who need to live away from home during the school term in order to attend a primary, middle or senior school.
Charter flight	A flight by an aircraft chartered for a specific journey, for example not part of an airline's regular schedule.
Claim period	Usually the school year but can be for part thereof.
Considerable distances	Any distance in excess of 5 km for geographically isolated students in remote localities.
Dependent student	A student 21 years of age or younger who is not considered independent (see definition of independent student below). This means the parent's income affects the eligibility of the Youth Allowance.

Term	Definition
Distance education	Is provided by a school or facility offering an alternative program to students who cannot attend a government school in person due to being geographically isolated or students with a disability.
Distance education allowance	The amount per year reimbursed under the distance education allowance, expressed as a unit.
Eligible students	A student who meets all conditions of a scheme to which they are making an application or claim.
Exceptional circumstance	Unforeseen circumstances that were outside of the applicant's control that requires consideration by a Director of Financial Services as eligibility criteria is not met.
Geographically isolated	Primary residence is more than 5 km from the nearest school, and in localities defined in Determination 8 of 2015, Remote Locality Provisions pursuant to the <i>Public Sector Employment Management Act 1993</i> .
GrantsNT	The online electronic system used to apply for the schemes.
Independent student	An independent student is defined as “a child is living independently if the child is of or above the age of 14 years and not living with a parent.” However, for the purpose of this document, that definition excludes full time students who have to live away from home to attend school.
Interstate boarding allowance unit	The amount per year reimbursed under the interstate boarding allowance scheme, expressed as a unit.
Most direct and economical fare	The lowest cost fare available that meets the travellers needs, including personal safety, to convey a student or applicant directly to and from home to school, or the nearest point of access to public transport.
Nearest centre from which interstate transport is available	The nearest airport or bus depot where interstate travel is available. In some instances, the most economical route may be to an interstate centre such as Kununurra or Mt Isa.
Non-salaried student	A student who is not in receipt of an income (salary or wage) on a full-time basis. The Fair Work Ombudsman defines a full-time employee as one who: <ul style="list-style-type: none"> <li>usually works, on average, 38 hours each week</li> <li>is a permanent employee or on a fixed-term contract. The actual hours of work for an employee in a particular job or industry are agreed between the employer and the employee, set by an award or registered agreement.</li> </ul>
Priority field of study	The list of skilled occupations that are in high demand or considered critical by business and industry in the Northern Territory (NT). The NT High Priority Occupations List is produced annually by the Department of Industry, Tourism and Trade.
Regular passenger flight	Airlines that carry fare-paying passengers at regular intervals according to a published route and timetable.
Remote transit subsidy unit	The amount paid per family, reimbursed under the student assistance schemes remote transit subsidy, for geographically isolated students expressed as a unit value.

Term	Definition
Remote locality	As defined by Determination 8 of 2015, Remote Locality Provisions pursuant to the <i>Public Sector Employment and Management Act 1993</i> , but not limited to Determination 8. Any variation will be at the discretion of a Director of Financial Services.
Satisfactory academic progress	The academic results achieved by a student which is sufficient for the enrolled course to be completed within the prescribed course duration.
Second home	A home maintained by the family for the purpose of providing daily access to appropriate education for at least one dependent student who would not normally have such access from the principal family home.
Semester	Two consecutive terms in the same half of the year, that is, terms 1 and 2 make up semester 1, and terms 3 and 4 make up semester 2.
Student	A child enrolled and attending an approved educational facility on a full-time basis.
Student assistance schemes	Schemes and allowances providing financial assistance to NT students who are geographically isolated and reside a considerable distance from school, live away from home to attend school or university, or access distance education under the Student assistance schemes financial help for isolated students.
Student assistance schemes application form	The Student assistance schemes application form is the form used to apply for all schemes and allowances under the Student Assistance Schemes.
Student assistance schemes guidelines and procedures	This document aims to provide clear guidance to parents, students, schools and departmental staff on the interpretation and application of the Student Assistance Schemes policy.
Student assistance schemes policy	The Student assistance schemes policy supports eligible students residing in the NT to access educational facilities by providing a range of schemes and allowances and should be read in conjunction with the student assistance schemes guidelines and procedures.
Subsidy	Subsidy will be determined using the most direct route travelled from the primary residence to the institution or nearest public transport
Tertiary authorising officer	The tertiary institution's representative with authority to confirm student enrolment.
Tertiary fare reimbursement application form	The form used to apply for the NT Tertiary fares reimbursement scheme under the student assistance schemes. NT Tertiary fare reimbursement application form.
Tertiary fare reimbursement claim form	The form used to apply for the NT Tertiary fares reimbursement scheme NT Tertiary fare reimbursement scheme claim under the student assistance schemes (application form must be approved prior to submitting claim form).
Youth Allowance	The Australian government assistance scheme for students aged 24 years of age or younger. Students are able to continue to receive Youth Allowance after turning 25 years of age for the duration of the course of full time study or apprenticeship they were undertaking before turning 25 years of age.

Term	Definition
Remote transit – attendance requirement	Where a student has less than 70% attendance and claiming under the Remote transit scheme, unless significantly impacted by illness, injury or other, the applicant is required to provide justification with supporting documents.
Zone	Zones are based on a kilometre radius centred on the primary residence

## 14. Related legislation, resources and documents

### 14.1. Departmental

Student assistance schemes policy - <https://nt.gov.au/learning/student-financial-help-and-scholarships/financial-help-for-isolated-students>

Student assistance schemes application Form - <https://grantsnt.nt.gov.au/>

NT tertiary fare reimbursement application form - <https://nt.gov.au/learning/student-financial-help-and-scholarships/financial-help-for-isolated-students/tertiary-fares-reimbursement-scheme>

NT tertiary fare reimbursement scheme claim form - <https://nt.gov.au/learning/student-financial-help-and-scholarships/financial-help-for-isolated-students/tertiary-fares-reimbursement-scheme>

Department of Education's Privacy Statement - <https://education.nt.gov.au/policies>

### 14.2. Northern Territory

Education Act 2015 - <https://legislation.nt.gov.au/Legislation/EDUCATION-ACT-2015>

Education Regulations 2015 - <https://legislation.nt.gov.au/Legislation/EDUCATION-REGULATIONS-2015>

Public Sector Employment and Management Act 1993 - <https://legislation.nt.gov.au/Legislation/PUBLIC-SECTOR-EMPLOYMENT-AND-MANAGEMENT-ACT-1993>

Public Sector Employment and Management Regulations 2011 - <https://legislation.nt.gov.au/Legislation/PUBLIC-SECTOR-EMPLOYMENT-AND-MANAGEMENT-REGULATIONS-2011>

Determination 8 of 2015, Remote Locality Provisions - <https://ocpe.nt.gov.au/employment-law/determinations>

NT High Priority Occupations List - <https://nt.gov.au/employ/for-employers-in-nt/skills-existing-and-needed/hard-to-fill-jobs-in-the-nt>

### 14.3. Other

Australian Bureau of Statistics Consumer Price Index (CPI) - <https://www.abs.gov.au/statistics/detailed-methodology-information/concepts-sources-methods/consumer-price-index-concepts-sources-and-methods/2018>

Australian Government Aboriginal Study (ABSTUDY) Assistance Scheme - <https://www.servicesaustralia.gov.au/abstudy>

Australian Government Assistance for Isolated Children (AIC) Scheme -  
<https://www.servicesaustralia.gov.au/assistance-for-isolated-children-scheme>

Australian Government Australian Study (Austudy) Assistance Scheme -  
<https://www.servicesaustralia.gov.au/austudy>

Australian Government Youth Allowance Assistance Scheme -  
<https://www.servicesaustralia.gov.au/youth-allowance>

<b>Document title</b>	Student Assistance Schemes Guidelines and Procedures
<b>Contact details</b>	Financial Services, studentassistance.det@education.nt.gov.au
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1	May 2018	School Finance and Governance	First version
2	February 2023	Partnerships and Projects	New Student assistance schemes guidelines and procedures. Supersedes the old schemes 50:D22:88287
3	May 2023	Partnerships and Projects	Addition of Appendix 2 – How do I find out my zone?

Acronyms	Full form
ABSTUDY	Aboriginal Study Assistance Scheme
AIC	Assistance for Isolated Children
Austudy	Australian Study Assistance Scheme
CDU	Charles Darwin University
CPI	Consumer Price Index
GI	Geographically Isolated
GST	Goods and Services Tax
PSEMA	<i>Public Sector Employment and Management Act</i>
NT	Northern Territory

## Appendix 1 – Student assistance schemes unit values

The student assistance schemes unit values appendix provides stakeholders with information regarding the current unit rates applicable under the schemes.

The unit values for 2023 are listed below:

Zones	Distance	Unit value	Review period
<b>Intrastate boarding allowance</b>			
<b>Zone 1</b>	0 km to 150 km	\$1,800	<b>Annually</b>
<b>Zone 2</b>	151 km to 250 km	\$2,600	
<b>Zone 3</b>	251 km +	\$3,300	
<b>Zone 4</b>	*Flights	\$3,800	
<b>Interstate boarding allowance</b>			
<b>Zone 1</b>	0 km to 150 km	\$2,700	<b>Annually</b>
<b>Zone 2</b>	151 km to 250 km	\$3,500	
<b>Zone 3</b>	251 km +	\$4,200	
<b>Zone 4</b>	*Flights	\$4,700	
<b>Remote transit subsidy</b>			
<b>Subsidy 1</b>	5 km to 30 km	\$3,200	<b>Annually</b>
<b>Subsidy 2</b>	31 km to 40 km	\$4,800	
<b>Subsidy 3</b>	41 km to 50 km	\$6,400	
<b>Subsidy 4</b>	51 km +	\$8,000	
<b>Distance education allowance</b>			
<b>Zone 1</b>	0 km to 150 km	\$1,280	<b>Annually</b>
<b>Zone 2</b>	151 km to 250 km	\$1,660	
<b>Zone 3</b>	251 km +	\$2,040	
<b>Isolated students education allowance</b>		<b>\$3,462</b>	<b>Annually – in line with CPI indexation</b>

The unit values appendix is reviewed annually.

Information on how to find your zone can be found in Appendix 2 – How do I find out my zone.

## Appendix 2 – How do I find out my zone?

The distance is based on a kilometre radius centred on the primary residence

1. Open a website with radius map functionality. An example of this is the [CalcMaps website](#)
2. Search for your address
3. Choose the radius from the drop down list (“Radius KM” button) or if the distance you want is not available, use the “draw a circle” button.
4. Refer to *Appendix 1 – Student assistance schemes unit values* to determine what zone that kilometre value sits in.

### Example:

I live at Dorisvale Homestead and attend boarding school at Haileybury Rendall School in Berrimah.

Under the Intrastate Boarding Allowance, the school falls in Zone 2 so I may be eligible for \$2,600.

