



Application **for** **Living Away from** **Home Allowances**

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

*This application form is to be completed in conjunction with reading the
Living Away from Home Allowances Scheme (LAFHAS) — Applicant Guidelines*

www.qld.gov.au/education/schools/financial/ruralremote/documents/lafhas-applicant-guide.pdf

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 email to LAFHAS@qed.qld.gov.au. Please call School Financial Resourcing on freecall 1800 248 997 or 3034 5826 if you have difficulties downloading the form.

Accessing the Online and Static Application Forms

- (a) Access internet application forms via the Department of Education website
<http://qld.gov.au/education/schools/financial/ruralremote/pages/lafhas.html>
- (b) The Online Application Form and Static Application Form (.pdf) will be accessible from 1 December.

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 — Information about the Student

QUESTION

14.	Enter the shortest practicable and trafficable route by road or by sea for the distance to the boarding location.
15.	Nearest Queensland Government school with student's school year level. <ul style="list-style-type: none">- 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.- 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.
16.	Enter the shortest distance from your home to the entrance of the nearest appropriate Queensland Government school.
21.	You will be contacted by School Financial Resourcing if your application is based on one of the <i>Special circumstances</i> categories.

Applicant details – Parent or Carer information

QUESTION

FAMILY N^o: 0 _____

Applicant's name (Parent, guardian or carer of the student/s)

OFFICE USE ONLY

1.	Title	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other _____
2.	Surname	<input style="width: 100%;" type="text"/>									
3.	Given names	<input style="width: 100%;" type="text"/>									
4.	Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Previous LAFHAS Applications

5.	Have you submitted a LAFHAS application in any other year? (successful or not)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
6.	If YES, provide the most recent year	<input style="width: 100%;" type="text"/>			
7.	Your LAFHAS Family Number (if known)	<input style="width: 100%;" type="text"/>			
8.	Have you received LAFHAS assistance in any other year under a different surname?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
9.	If YES, what was your previous surname?	<input style="width: 100%;" type="text"/>			

Applicant's postal address. This address will be used for all correspondence.

10.	Property name	<input style="width: 100%;" type="text"/>					
11.	Street address, PO Box or Mail Service	<input style="width: 100%;" type="text"/>					
12.	Suburb/Town	<input style="width: 100%;" type="text"/>					
13.	Postcode	<input style="width: 100%;" type="text"/>					

Student's permanent home address

Do not use a post office box or write 'as above'. If you will not be living at this address for a full year, please attach details

14.	Property name	<input style="width: 100%;" type="text"/>					
15.	Street address, PO Box or Mail Service <small>(include rural address number if available)</small>	<input style="width: 100%;" type="text"/>					
16.	Suburb/Town	<input style="width: 100%;" type="text"/>					
17.	Postcode	<input style="width: 100%;" type="text"/>					

Property location

18.	Council	<input style="width: 100%;" type="text"/>					
19.	Property description where your <u>home</u> is located <small>(Lot No. and Plan No. from Council rate notice e.g. L68/RP112)</small>	<input style="width: 100%;" type="text"/>					
20.	Global Positioning System (GPS) of <u>home</u> location	Latitude (south):	<input style="width: 100%;" type="text"/>				
		Longitude (east):	<input style="width: 100%;" type="text"/>				

Contact telephone numbers (including area code) and email address

21.	Home	<input style="width: 100%;" type="text"/>	
22.	Mobile	<input style="width: 100%;" type="text"/>	
23.	Work	<input style="width: 100%;" type="text"/>	
24.	Email	<input style="width: 100%;" type="text"/>	

Change of address

25.	Have you changed your address since previous application?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
26.	If YES, please enter the date you took up residence at the new address.	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

27. Applicant bank 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. It is your responsibility to ensure that the account details are correct. It is also your responsibility to notify School Financial Resourcing (freecall 1800 248 997) of any change in account details after you have submitted your application form. (Remote Area Tuition Allowance (if payable) is paid directly to the relevant non-state school).

Note: You should only supply YOUR own personal financial institution/bank account details here.

Full name of account holder 1	<input style="width: 100%; height: 20px;" type="text"/>
Full name of account holder 2	<input style="width: 100%; height: 20px;" type="text"/>
Full name of financial institution/bank, building society or credit union, etc.	<input style="width: 100%; height: 20px;" type="text"/>
Branch where account is held (Town / Suburb)	<input style="width: 100%; height: 20px;" type="text"/>
Branch number (BSB)	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> This is a six digit number – check with your branch
Account Number	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>

Notes:

Information about Student 1

1.	What is your relationship with this student?	STUDENT N ^o : 0	
	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-parent <input type="checkbox"/> Carer / Guardian	OFFICE USE ONLY	
2.	Student's Surname	<input type="text"/>	
3.	Given names	<input type="text"/>	
4.	Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
5.	Is the student.....	<input type="checkbox"/> Male <input type="checkbox"/> Female	
6.	Indicate the student's enrolment year level in Current Year	<input type="checkbox"/> Current Year	
7.	Agricultural College equivalent (Please supply a copy of course acceptance)	<input type="checkbox"/> 11 + 12 <input type="checkbox"/> Other	
8.	Is the student likely to receive a Commonwealth Indigenous allowance (ABSTUDY) in Current Year? If YES, you are not eligible for assistance for this student.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Is the student of Aboriginal or Torres Strait Islander origin (Optional question)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.	Name of the school to be attended	<input type="text"/>	
11.	Where will the student board? <small>If second home, you are not eligible for assistance for this student.</small>	<input type="checkbox"/> Boarding School <input type="checkbox"/> Private Board <input type="checkbox"/> An agriculture campus <input type="checkbox"/> Second home <input type="checkbox"/> Hostel	
12.	What date will the student commence boarding?	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
13.	What is the boarding address? <small>If private board, provide name of family, address and relationship to student</small>	<input type="text"/>	
14.	What is the distance from your home to the boarding address?	<input type="text"/> KM (Nearest kilometre)	
15.	Nearest Queensland Government school with student's school year level <small>Where the distance criteria are not met and the nearest school is an approved bypass school, enter the next nearest Queensland Government school.</small>	<input type="text"/>	
16.	Shortest distance to this school (from your home)	<input type="text"/> KM (up to 3 decimals)	
17.	Are there transport services to this school available? <small>If YES, answer questions 20 to 25 and ... 26 if applicable. If NO, go to question 26 if applicable.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18.	Shortest distance from your home to the nearest transport service to this school	<input type="text"/> KM (up to 3 decimals)	
19.	Transport service number	<input type="text"/>	
20.	Distance to this school via the transport service <small>From your home garage to the bus pickup point [Question 20] plus the distance via the official school transport service.</small>	<input type="text"/> KM (up to 3 decimals)	
21.	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 not limited to, impassable roads, itinerant occupations, medical conditions, excess travel. <small>(You will be contacted by School Financial Resourcing if your application is based on one of the <i>Special circumstances</i> categories).</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

STUDENT DETAILS

SCHOOL ATTENDED

BOARDING ARRANGEMENTS

NEAREST SCHOOL

SPECIAL CIRCUMSTANCES

1.	What is your relationship with this student?	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-parent <input type="checkbox"/> Carer / Guardian	STUDENT N ^o : 0 _____ OFFICE USE ONLY
2.	Student's Surname	<input type="text"/>	
3.	Given names	<input type="text"/>	
4.	Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
5.	Is the student.....	<input type="checkbox"/> Male <input type="checkbox"/> Female	
6.	Indicate the student's enrolment year level in Current Year	<input type="checkbox"/> Current Year	
7.	Agricultural College equivalent (Please supply a copy of course acceptance)	<input type="checkbox"/> 11 + 12 <input type="checkbox"/> Other	
8.	Is the student likely to receive a Commonwealth Indigenous allowance (ABSTUDY) in Current Year? If YES, you are not eligible for assistance for this student.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Is the student of Aboriginal or Torres Strait Islander origin (Optional question)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.	Name of the school to be attended	<input type="text"/>	
11.	Where will the student board? If second home, you are not eligible for assistance for this student.	<input type="checkbox"/> Boarding School <input type="checkbox"/> Private Board <input type="checkbox"/> An agriculture campus <input type="checkbox"/> Second home <input type="checkbox"/> Hostel	
12.	What date will the student commence boarding?	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
13.	What is the boarding address? If private board , provide name of family, address and relationship to student	<input type="text"/>	
14.	What is the distance from your home to the boarding address?	<input type="text"/>	KM (Nearest kilometre)
15.	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.	<input type="text"/>	
16.	Shortest distance to this school (from your home)	<input type="text"/>	KM (up to 3 decimals)
17.	Are there transport services to this school available? If YES, answer questions 20 to 25 and ... 26 if applicable. If NO, go to question 26 if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18.	Shortest distance from your home to the nearest transport service to this school	<input type="text"/>	KM (up to 3 decimals)
19.	Transport service number	<input type="text"/>	
20.	Distance to this school via the transport service From your home garage to the bus pickup point [Question 20] plus the distance via the official school transport service.	<input type="text"/>	KM (up to 3 decimals)
21.	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 not limited to, impassable roads, itinerant occupations, medical conditions, excess travel. (You will be contacted by School Financial Resourcing if your application is based on one of the <i>Special circumstances</i> categories).	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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1.	What is your relationship with this student?	STUDENT N°: 0
	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-parent <input type="checkbox"/> Carer / Guardian	OFFICE USE ONLY
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3.	Given names	<input style="width: 100%;" type="text"/>
4.	Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5.	Is the student.....	<input type="checkbox"/> Male <input type="checkbox"/> Female
6.	Indicate the student's enrolment year level in Current Year	<input type="checkbox"/> Current Year
7.	Agricultural College equivalent <small>(Please supply a copy of course acceptance)</small>	<input type="checkbox"/> 11 + 12 <input type="checkbox"/> Other
8.	Is the student likely to receive a Commonwealth Indigenous allowance (ABSTUDY) in Current Year? If YES, you are not eligible for assistance for this student.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Is the student of Aboriginal or Torres Strait Islander origin <small>(Optional question)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Name of the school to be attended	<input style="width: 100%;" type="text"/>
11.	Where will the student board? <small>If second home, you are not eligible for assistance for this student.</small>	<input type="checkbox"/> Boarding School <input type="checkbox"/> Private Board <input type="checkbox"/> An agriculture campus <input type="checkbox"/> Second home <input type="checkbox"/> Hostel
12.	What date will the student commence boarding?	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
13.	What is the boarding address? <small>If private board, provide name of family, address and relationship to student</small>	<input style="width: 100%;" type="text"/>
14.	What is the distance from your home to the boarding address?	<input style="width: 100%;" type="text"/> KM (Nearest kilometre)
15.	Nearest Queensland Government school with student's school year level <small>Where the distance criteria are not met and the nearest school is an approved bypass school, enter the next nearest Queensland Government school.</small>	<input style="width: 100%;" type="text"/>
16.	Shortest distance to this school (from your home)	<input style="width: 100%;" type="text"/> KM (up to 3 decimals)
17.	Are there transport services to this school available? <small>If YES, answer questions 20 to 25 and ... 26 if applicable. If NO, go to question 26 if applicable.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Shortest distance from your home to the nearest transport service to this school	<input style="width: 100%;" type="text"/> KM (up to 3 decimals)
19.	Transport service number	<input style="width: 100%;" type="text"/>
20.	Distance to this school via the transport service <small>From your home garage to the bus pickup point [Question 20] plus the distance via the official school transport service.</small>	<input style="width: 100%;" type="text"/> KM (up to 3 decimals)
21.	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 not limited to, impassable roads, itinerant occupations, medical conditions, excess travel. <small>(You will be contacted by School Financial Resourcing if your application is based on one of the <i>Special circumstances</i> categories).</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Applicant submission checklist

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.

Applicant details

- Q25-26.** Ensure change of address details are complete
- Q27.** Account details are provided
- P7.** SIGNED the application form

Student details

- Q1.** 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/or a letter from the Foster Care Organisation who has placed the student in your care; and
 - a copy of your Centrelink card which shows student full name.
- Q6.** Enrolment year levels is entered
- Q8.** The ABSTUDY question is answered
- Q12.** Boarding commencement date is entered
- Q14.** The distance to boarding location is entered
- Q12-21.** Completed all relevant questions
 All supporting documents are ATTACHED

**This application form must be received
 by the Department of Education
 no later than 31 December in
 CURRENT Year.**

**Forward application to:
 School Financial Resourcing
 Department of Education
 PO Box 15033, City East Qld 4002
 Facsimile: 3034 5890
 Email: LAFHAS@qed.qld.gov.au**

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.

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.

Signature of applicant **Date**/...../.....

Reconfirm relationship to student/s

Privacy notice:

The Application Form collects personal information pursuant to the *Education (General Provisions) Act 2006*. The purpose of the collection is to process your application for Living Away From Home Allowances Scheme (LAFHAS) available to eligible Queensland students. Where the system identifies that a distance check is required, the information collected may be disclosed to the Queensland Department of Transport and Main Roads to enable physical distance checks to be conducted. Relevant information collected is provided to schools attended, and LAFHAS payments are subject to school certification of attendance during the year. The information may be provided to agencies contracted to the Queensland Department of Education to perform services such as electronic entry of data. The information may also be provided to Centrelink as required to clarify LAFHAS/Assistance for Isolated Children (AIC) entitlements.

OFFICE USE ONLY

Amendments	Student No.	Date	Ref./Initial