



Australian Government

**Department of Infrastructure, Transport,
Regional Development, Communications and the Arts**

**DEPARTMENT OF INFRASTRUCTURE,
TRANSPORT,
REGIONAL DEVELOPMENT, COMMUNICATIONS
and the ARTS.
STUDENT SUBSIDISED TRAVEL SCHEME**

TRAVEL GUIDELINES

**Please read all information provided before completing your
application form.**



STUDENT SUBSIDISED TRAVEL SCHEME

How to apply for the Student Subsidised Travel Scheme

1. In this Guideline the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is referred to as the Department. Students should complete and submit a completed application form at least **one month before their first intended date of travel**.

Application forms can be posted or e-mailed to:

Travel Assistance Officer

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

PO Box Z5048

PERTH WA 6831

Tel: (08) 9220 5108

Email: IOTAirTravel@infrastructure.gov.au

The closing date for applications is 30 November in the year of study. Late applications will not be accepted.

Applications must include evidence of full-time enrolment in an approved educational institution. **Approval cannot be granted until such evidence is received.** Tertiary students may also be required to submit evidence of Semester Two enrolment later year.

If a correctly completed application and all necessary evidence is not submitted at least one month prior to the required dates of travel, then the student must be prepared to pay for their own fare until the correct requirements have been met.

Such students will be reimbursed for their costs of travel once a completed application has been submitted and the Department has approved the application for assistance. The closing date for claims for reimbursement is no later than 31 December in the year after the year of study. Late claims will not be accepted.

The Department's maximum reimbursement amount will be best fare for the day. It will not include any additional charges imposed by the airline such as food or excess baggage.

Students seeking reimbursement will also need to provide the following to show that travel has been taken:

- a copy of the boarding pass, and
- a copy of the ticket.

Payments are usually made by Electronic Funds Transfer into a bank account so these details must be provided.

2. After your application has been assessed, you will receive a letter advising whether or not your application has been approved.



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3. If you received the letter of approval, you must contact the Department each time you wish to travel. The Department will make your travel booking directly with Virgin Australia.

Please note: the travel subsidy only covers the standard fare. The Department will **not pay** any additional charges imposed by the airline for food, excess baggage or other extras. Those must be arranged by the student or their parents. Once booking is confirmed, any penalties or charges associated with variations to travel date(s) must be paid for by the student.

To ensure that your flight bookings can be made in a timely fashion, and also that you get your preferred travel dates, please contact the Department in plenty of time.

The Department accepts no responsibility for students who submit late or incomplete applications or for those students who leave it too late for bookings to be made. Such students will be required to book and pay for their own fares and seek reimbursement later.

The applicant is responsible for providing all necessary information.

If a student does not receive advice about the outcome of their application and they wish to travel within seven days then they should make their own booking and seek reimbursement.

Conditions of Travel

- Travel can only be undertaken as detailed in the approval letter;
- Travel can only be undertaken in the year of approval;
- Travel can only be undertaken in the periods indicated in the guidelines;
- Entitlements are not cumulative and unused entitlements lapse and cannot be taken at a later date;
- **A new application must be lodged for each year of intended study;**
- Travel is limited to flights scheduled directly to and from Perth and Christmas Island or Cocos (Keeling) Islands;
- No alterations to bookings can be made unless authorised by the Department; and
- **If there are any changes to a student's circumstances (such as withdrawal or a change in course load) then they must contact the Department.**



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General Information Sheet

The Student Subsidised Travel Scheme administered by The Department provides students of Christmas and the Cocos (Keeling) Islands with a comparable level of assistance received by students in remote Western Australia. As such The Department scheme is operated along similar guidelines as the Student Subsidised Travel Scheme provided by the WA State Government.

Christmas and the Cocos (Keeling) Islands students have access to two schemes to assist them with education related travel. The following is a brief description of the two schemes:

1. Centrelink Fares Assistance

Centrelink offers fares assistance for those students who are receiving a **dependent** Youth Allowance. Those students that are receiving an **independent** Youth Allowance are **not entitled to fares assistance from Centrelink**.

For further information on this scheme, contact Centrelink on **132 318**.
(Centrelink is **not** part of The Department.)

2. The Department Student Subsidised Travel Scheme

This scheme provides travel assistance to students on Christmas and the Cocos (Keeling) Islands **who are able to satisfy the relevant eligibility criteria**.

Essentially, the scheme operates to provide assistance to:

- secondary students (regardless of whether they are in receipt of an allowance from Centrelink); and
- those tertiary students who are **not receiving any form of Youth Allowance**.

If a student is receiving Youth Allowance, they must apply for the fares assistance through Centrelink. Should the student not be eligible under that scheme then that student will be eligible for The Department scheme **only if that student stops receiving Youth Allowance**.

In other words, a student cannot receive an independent youth allowance and receive fares assistance as well.

Refer to the attached guidelines for further information on eligibility criteria for The Department Student Subsidised Travel Assistance Scheme.



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Eligibility Criteria

The Department Student Subsidised Travel Scheme (SSTS) provides travel assistance to students on Christmas and the Cocos (Keeling) Islands who are enrolled to study at either a secondary school or a tertiary institution in Perth, Western Australia.

To be eligible for assistance under the scheme, students must satisfy the following eligibility criteria:

- be an Australian Citizen or hold a current permanent residency visa;
- be a resident of Christmas or Cocos (Keeling) Islands;
- be younger than 26 years of age;
- be attending a recognised school, college or university;
- be undertaking a full-time studies at that recognised institution;
- **not be in receipt of Youth Allowance, Austudy (older than 25 years) ABSTUDY** payments from Centrelink;
- be solely dependent on parents or guardians, **both** of whom must reside on Christmas or the Cocos (Keeling) Islands;
Note: If the parents are legally separated, divorced or are single parents, the parent having legal care and control of the applicant must live in the Indian Ocean Territory.

The following students living on Christmas or Cocos (Keeling) Islands **are not eligible** for the assistance:

- students aged 26 or older;
- students receiving Youth Allowance, Austudy or ABSTUDY;
- if only one parent lives on the Islands, and the student primarily resides with the parent in the town/city where he/she is attending school.
Note: In this instance, that parent will be deemed to be a resident of Western Australia in that town/city.
- a student who had a gap of more than one year between secondary and tertiary study.
- a student who had a gap of more than one year during tertiary study.
- a student who had taken more than one gap period.

*# A gap period is defined as the break from full-time study of more than 3 months.
Part-time study is also considered a gap period.*

If you are not eligible under the Department STSS, contact Centrelink for travel assistance information on **132 318**.



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Travel Assistance Provided

Once approved eligible students are entitled to receive the following travel assistance between home and school. Subsidised travel is limited to the cost of a standard airfare, and any additional charges such as food or excess baggage must be paid for by the student or parents.

Secondary students (Year 11 & 12), will receive 4 return trips per calendar year:

- single (one way) fare to commence the school year;
- return fare at end of term one;
- return fare at end of term two (mid year, generally July);
- return fare at end of term three; and
- # single (one way) fare at end of school year.

First Year Tertiary students, under 20 years of age, who **have not** previously received fares assistance from the Department, will receive 4 return trips per calendar year:

- single (one way) fare to commence the academic year;
- an additional return fare in the first half of the academic year (to be taken only after the commencement of the academic year and before the mid year break);
- return fare at end of semester one (mid year, generally July);
- additional return fare in second half of the academic year (to be taken only in dates after the mid year break and before the end of the academic year); and
- # single (one way) fare at end of the academic year.

First Year Tertiary students, under 20 years of age, who **have** previously received fares assistance from The Department, will receive 3 return trips per calendar year:

- single (one way) fare to commence the academic year;
- return fare at end of semester one (mid year, generally July);
- # single (one way) fare at end of the academic year; and
- an additional return airfare to be taken at any time during the academic year.

All other Tertiary students, under 26 years of age, will receive 2 return trips per calendar year:

- single (one way) fare to commence school year;
- * return fare at end of semester one (mid year); and
- # single (one way) fare at end of school year.

End of school year travel — must be taken by 31 December. If attending summer school, student must apply to defer the travel date. The latest travel date that will be approved is 15 Feb in the next calendar year.



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Frequently Asked Questions

What is meant by full-time studies?

What is considered full-time study may vary depending on the institution you attend. A general indication is that you must undertake at least 75% of a full course load. The Department will be able to determine if you are studying full-time based upon the enrolment advice that you provide.

What is considered acceptable evidence of enrolment for Secondary Students?

For Year 12 students, you should organise this before you return home at the end of Year 11.

The principal of your school or an enrolling officer must verify that you are enrolled full-time for the next school year. This section must be completed on the application form.

Year 11 students will need to provide a letter from their new school confirming their enrolment. The Department may receive advice from the IOT school principals regarding those Year 11 students who are commencing school in Perth for the first time. Students on this list will be exempted from having to provide further evidence.

What is considered to be acceptable evidence of enrolment for Tertiary (TAFE or University) Students?

You will need to obtain an official advice of enrolment, which details the units in which you are enrolled for the year. A printout of an online timetable is NOT sufficient, nor is a letter of offer or acceptance.

For returning students, you should organise this before you return home at the end of the year.

For first year students, you may not be able to obtain this before you need to travel and as such must be prepared to meet the costs to purchase your first initial airfare and seek reimbursement later, once you are able to meet the eligibility requirements and provide sufficient evidence.

I'm receiving Youth Allowance, am I eligible for the Department Scheme?

No. You will need to contact Centrelink to determine if you are eligible for travel under their scheme. If not, you have a choice of declining the allowance which will then allow you to be entitled to the Department scheme.

I can't get evidence of my enrolment until I return to the mainland. Will the Department pay for my fare?

No. The Department will not pay for a fare until your application has been approved. Your application cannot be approved until you provide evidence of enrolment. However, you do have the option of paying for your fare and then seeking reimbursement later.

I'm receiving Assistance for Isolated Children, am I eligible for the Department Scheme?

Yes. This only applies to Secondary students. Tertiary students receiving Centrelink payments are not eligible.

My exams are over and I've finished school before the end of term. Can I travel home early?

Yes, but you will need to notify the Department of your intention to travel earlier and the reasons why.

I want to organise my booking earlier to make sure I get the flights I want. Will the Department make a booking for me?

Once your application has been approved you may request a booking at any time you wish. Once a booking has been confirmed on your behalf, subsequent changes will be at your expense.

How do I change my booking after the Itinerary/eTicket has been issued?

You must inform the Department of your new flight date(s). If the date(s) is within the Guideline then the Department will contact the travel agent to change the date(s). You will be provided with the updated Itinerary. Any additional cost incurred following change of date(s) will be invoiced to you.