



Australian Government



Centrelink

Claim for Assistance for Isolated Children (AIC)

This claim is to be completed by the applicant (parent/guardian) on behalf of the student.

The applicant is the parent/guardian who cares for the student.

If you are claiming for more than one student in the family, the same parent/guardian should apply. A separate form is needed for each student.

Please use blue or black pen only.

Centrelink office use only	
Applicant CRN	<input type="text"/>
Student CRN	<input type="text"/>
Logon ID	<input type="text"/>
Office	<input type="text"/>
Comp check	No <input type="checkbox"/> Yes <input type="checkbox"/>
Date first sighted	<input type="text"/>
Date received in processing office	<input type="text"/>
Date accepted by Centrelink	<input type="text"/>
Date stamps	
<input type="text"/>	

How to claim

Forms in your claim pack

In your claim pack, you should have the following forms:

<i>Claim for Assistance for Isolated Children (AIC)</i>	This claim
<i>Information you need to know about your claim for Assistance for Isolated Children (AIC)</i>	This booklet tells you about the rules for Assistance for Isolated Children Scheme

How to claim in 4 easy steps

Remember to lodge your claim with Centrelink as soon as possible to ensure you are paid from the earliest date possible. You can also contact Centrelink on **13 2318** to register your intent to claim. For more information refer to the section 'AIC Claim' in the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*.

Read Step 1 to Step 4 very carefully before you start to fill in the claim.

Step 1

Check your claim

Most people will just need to fill in the attached claim. If you need help completing the claim phone Centrelink on **13 2318**.

Step 2

Fill in and sign the claim

The parent/guardian who cares for the student must complete this claim. You will find many questions only need a Yes or No tick. Depending on your answer, you may also be able to skip some questions.

NOTE: If you are claiming for more than one student in the family, the same parent/guardian should apply. After you have filled in all the sections of the claim, sign it at **PART I**.

Please use blue or black pen only.

Step 3

Include all your documents

Sometimes the questions on the claim ask you to attach or provide a document. If Centrelink does not get all of your documents, you may not get paid. Please use the checklist on the back of the claim to check that you have not missed anything.

Step 4

Lodge your claim with Centrelink

You can lodge your claim at any Centrelink office or post it directly to one of the following addresses.

For applicants living in Queensland, New South Wales, the Australian Capital Territory, Victoria or Tasmania:

PO Box 1122
Lismore NSW 2480

For applicants living in Western Australia, Northern Territory or South Australia:

PO Box 373
Victoria Park WA 6979

PART A**Applicant details**

1 What is your full name?

Title Mr Mrs Miss Ms Other

Family name

First name

Second name

2 Do you have, or have you ever had, any other name(s)?
e.g. maiden name or skin/clan/tribal name.

No

Yes ▶ Given name(s)

3 Are you

Male Female

4 What is your date of birth?

This is an optional question which you do not have to answer and it will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander peoples.

5 Are you of Aboriginal or Torres Strait Islander origin?

No


Yes, Aboriginal

Yes, Torres Strait Islander (for persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' boxes)


6 Are you an Australian citizen?

No ▶ What is your country of citizenship?

Yes

Are you: a person who has been granted and continues to hold Australian Permanent Residence status? ▶  You must provide evidence. (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

a New Zealand citizen settled permanently in Australia? ▶ Date of last arrival


 You must provide evidence. (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

None of the above ▶ **AIC is not payable**


7 What is your relationship to the student?

Father/stepfather


Mother/stepmother

Organisation ▶  Attach a completed *Assistance for Isolated Children (AIC) Organisation Details form SY067*.

▶ Go to **Question 15**

Other/guardian ▶  Attach a statement describing your relationship to the student and explaining why the student's parent(s) cannot apply.

8 Do you have primary care and responsibility for the student?

No ▶  Attach a statement describing why the person with primary care and responsibility for the student cannot apply.

Yes

PART A continued • **Applicant details****9 What is the address of your principal home?**

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

	Postcode

Has your principal home address changed since 1 January of the year of study?

No

Yes ▶ Date your address changed

10 Do you have a different postal address?

No

Yes ▶ Please give your postal address details
 Postcode

11 How can we contact you?

Please include Area Codes.

Contact number**Is this a silent number?**

Home

No Yes

Are you the subscriber? No Yes

Mobile

Alternative contact number

No Yes

Fax

Internet/Email

12 What is your marital status?

Married

▶ Date if after 1 January in year of study

Living in a de facto relationship

▶ Go to **Question 13**

Separated

Divorced

Widowed

Never married

▶ Date if after 1 January in year of study

▶ Go to **Question 14**

13 Please give your husband's, wife's or de facto partner's details.

Title

Mr Mrs Miss Ms Other

Family name

First name

Second name

Date of birth

Address (if same as Question 9, write 'same')

 Postcode

PART A *continued* • **Applicant details****14 Do you allow Centrelink to give information about your claim or payments to another person or organisation?**

For example, Centrelink may give information to relevant State/Territory Governments who provide other benefits for isolated children.

You can change this authorisation at any time.

No Yes

State/Territory Government

Partner

Parent/Guardian or another person

Person's name

Relationship to you
e.g. father, neighbour

Telephone number

Date of birth

Address

 ► Go to **Question 15** ► Go to **Question 15** ► Please give details below. This will assist Centrelink to identify the person to whom you allow information to be given.

PART B**Student details**

15 What is the student's name?

Title Mr Mrs Miss Ms Other

Family name

First name

Second name

16 Does the student have, or has ever had any other name(s)?
e.g. clan or 'skin' name.

No

Yes ▶ Given name(s)


17 Is the student Male Female

18 What is the student's age and date of birth?

Age in years at 1 January in the year of study

Date of birth / /

19 Has Family Tax Benefit, (formally known as Family Allowance) or AIC been paid before for the student?

No ▶  **Please provide proof of age.** (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

Yes ▶ Customer Reference Number (if known)

This is an optional question which you do not have to answer and it will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander peoples.

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

No

Yes, Aboriginal

Yes, Torres Strait Islander (for persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' boxes)

21 What is the address of the student's principal home?

If same as Question 9 please write 'same'
(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

Postcode

22 Is the student:

- in State care; or
- living under an officially approved substitute care arrangement?

No

Yes ▶ Type of care


PART B *continued* • **Student details**

23 Is the student an Australian citizen?


No **▶**
 Yes

What is his/her country of citizenship?

Is he/she: a person who has been granted and continues to hold Australian Permanent Residence status? **▶**

 You must provide evidence. (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

a New Zealand citizen settled permanently in Australia? **▶** Date of last arrival / /

 You must provide evidence. (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

None of the above **▶ AIC is not payable**

24 Will/did the student receive Commonwealth education or training assistance other than AIC in the year of study?

e.g. Youth Allowance, ABSTUDY or Veterans' Children Education Scheme.

NOTE: Should you decide to apply for Youth Allowance or other Commonwealth assistance for the student you must advise AIC within 14 days.

No **▶**

NOTE: If you later decide to apply for Youth Allowance or other Commonwealth assistance for the student you may incur an AIC overpayment as these payments are made in advance.

Yes **▶**

Youth Allowance **▶ AIC benefits will be paid only while the student is under 16.**
 Other **▶** Name of assistance

Uncertain **▶**

Please give reason

25 Will/did the student receive a benefit from Centrelink in the year of study?

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

No

Yes **▶**

Disability Support Pension **▶**
 Parenting Payment (Single) **▶** Customer Reference Number

Other **▶** Please give name of other assistance

26 Please give details of the school the student is enrolled with/will enrol with in the year of study:

Office use only-School code

Name of school

Address

Postcode

PART B *continued* • **Student details****27** What year and level of study is/
will the student be enrolled in?Grade or year
(e.g. 1st grade, Year 10)Level: ungraded
primary
secondary
tertiary

▶ Exact course title and course code (e.g. Certificate of Office Studies)

Course code number

28 Will/did the student study
full-time at the school nominated
in Question 26 for the whole
school year?No ▶ Period of full-time study From / / To / /

Please give reason

Yes ▶ Period of full-time study From / / To / / **29** Please supply the distance
details of the school attended
(given in Question 26) to the
principal family home (given in
Question 9).Give distance to the nearest tenth
of a kilometre.Distance in kilometres from the
principal family home to school
via the shortest practicable route • kms▶ If the distance is 56 kms or more
Go to **Question 30**Distance in kilometres from the
principal family home to the
available transport • kmsDistance in kilometres from the
principal family home to school
via the route used by the available
transport service • kmsTime taken to complete
this journey hours minutes

PART C *continued* • **School term living arrangements**

38 Will/did any other dependent children live in the second home and attend school daily or study by distance education in the year of study?

No Yes ▶ Please give details

Family name	First name	Date of birth
		/ /
		/ /
		/ /
		/ /
		/ /

39 Who is/will be living with the student at the second home?

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

You (the applicant named in Question 1) Your partner (named in Question 13) Both you and your partner Another person ▶

Name of person

Relationship to the student

40 Will/did you (or your partner) receive income (or services) from person(s) living in the principal home or another residence on the same property during the year of study?

e.g. rent from a tenant or lodgings provided to an employee.

No Yes ▶ Please give datesFrom / / To / /

41 Will/did you (or your partner) receive government housing assistance (e.g. Rent Assistance or First Home Owner Grant) for the second family home address (provided in Question 36) during the year of study?

Type of assistance

Full name of department or agency providing assistance

PART D**Reason for applying for AIC**

- 42 Why does the student need to board away from home, live in a second home or study by distance education?**

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

Geographic isolation ► Go to **Question 44**

The student has a disability, other health-related condition or special education need, which requires a special school program or special facilities ► Go to **Question 43**

The family moves often because of work ► Go to **Question 51**

The student lives in a second family home established so that a sibling (named in Question 36) can attend school daily ► Go to **Question 52**

- 43 Does the student need to live full-time (including periods of short term board) at a special institution (named in Question 33) that caters specifically for students with disabilities or other health-related conditions?**

No ► Please give details of the reason for your claim.
(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)* for acceptable reasons and evidence required)

► Go to **Question 44**

Yes ► Please give a brief description of the student's disability or other health-related condition

► Go to **Question 53**

- 44 Please give the name(s) and address(es) of the government school(s) nearest to the principal home (given in Question 9) which offer tuition at the student's level.**

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

Name of school

Address (not PO Box number)

Postcode

NOTE: If there is more than one government school within 56 kms, give details of the school with a transport pick-up point nearest to the principal home.

Where there is more than one government school, also attach a copy of a scale map of the area showing the location of each school, any bus pick-up points and school bus routes.

Office use only—School code

- 45 What is the distance from the principal home (given at Question 9) to the government school (named in Question 44) by the shortest practicable route?**

You may be asked to provide evidence to confirm the distances provided below

Give distance to the nearest tenth of a kilometre

 • kms

Is this distance: **56 kms or more?** ► Go to **Question 53**

less than 56 kms? ► Go to **Question 46**

- 46 Is there a transport service to the government school (named in Question 44)?**

NOTE: this includes transport which would be made available on request.

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

No ► Go to **Question 49**

Yes

PART D *continued* • Reason for applying for AIC

47 What is the distance from the principal home (given at Question 9) to the nearest transport pick-up point (e.g. bus stop), going to the government school (named in Question 44), by the shortest practicable route?

Give distance to the nearest tenth of a kilometre

 • kms

NOTE: This includes transport which would be made available on request.

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

48 What is the distance from the transport pick-up point to the government school (named in Question 44) by the transport service route?

Give distance to the nearest tenth of a kilometre

 • kms

49 How long does a return journey by public, private or school transport take from the principal home (given in Question 9) to the government school (named in Question 44)?

 hours minutes

50 Is there any reason (other than distance, travel time or a condition described in Question 42) that affects the student's ability to travel from the principal home to the government school (named in Question 44) on at least 20 days of the school year (e.g. roads frequently impassable)?

No ► Go to **Question 53**

Yes ► Please give reason (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)* for acceptable reasons)

► Go to **Question 53**



You may need to provide further information
(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)* for evidence required)

51 Please give details of the type of work undertaken or being sought which involves frequent moves or absences.

► Go to **Question 53**



You will need to provide further information
(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)* for evidence required)

52 Please give the name of the student for whom the second home was established.

Name

Has an AIC form been lodged for this student in the year of study? No



Please attach a statement explaining why this student must live in the second home to access school daily.

Yes ► Student's Customer Reference Number (if known)

PART E**Parental income****53 Are you applying for Boarding Allowance?**No ► Go to **Question 61**Yes ► Do you wish to apply for the Additional Boarding Allowance which is income-tested?
(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)* for further details)No ► Go to **Question 61**Yes ► Go to **Question 54****54 Do you (or your partner) receive foster care or similar allowance for the student?**No ► Go to **Question 55**Yes ► Go to **Question 61****55 Other than Family Tax Benefit (formerly Family Allowance) do you (or your partner) receive:**

- a pension, benefit, allowance or payment from Centrelink; or
- an income and assets tested pension from DVA; or
- Exceptional Circumstances Relief Payment; or
- the income support component of the Farm Help scheme?

No Yes ► Date payments started Type of assistance Customer Reference Number ► Go to **Question 61****56 Do you (or your partner) have a current Health Care Card from Centrelink?**

Not a card held on behalf of a child eligible for Carer Allowance.

No Yes ► Please give dates on cardFrom To

PART E *continued* • **Parental income**

57 Tick the box that best describes your situation.

Applicant	
Wage and salary earner	<input type="checkbox"/>
Self-employed	<input type="checkbox"/>
Primary producer	<input type="checkbox"/>
Pensioner/Retired	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>
Other/Student/Home duties	<input type="checkbox"/>

Applicant's partner—married or de facto	
Wage and salary earner	<input type="checkbox"/>
Self-employed	<input type="checkbox"/>
Primary producer	<input type="checkbox"/>
Pensioner/Retired	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>
Other/Student/Home duties	<input type="checkbox"/>

- **All boxes in Question 58 and 59 MUST be completed.** If income mentioned is not received write 'nil' in the box.
- If you have had a large increase or decrease in income refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*.

58 Give your income details between 1 July and 30 June of the base tax year.

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

Australian taxable income, even if below the tax threshold

\$
 if none, write 'nil'

\$
 if none, write 'nil'

All overseas income received in that country's last financial year

\$ Type of currency
 if none, write 'nil'

\$ Type of currency
 if none, write 'nil'

Negative gearing loss on rental property, usually shown at Question 16 of your Individual Tax Return or Question 8 of your Partnership Tax Return

\$
 if none, write 'nil'

\$
 if none, write 'nil'

All other negative gearing losses on passive investments other than rental property (e.g. negatively geared shares)

+ \$
 if none, write 'nil'

+ \$
 if none, write 'nil'

= \$
 if none, write 'nil'

= \$
 if none, write 'nil'

All maintenance payments you received, do not include Family Allowance or Family Tax Benefit

\$
 if none, write 'nil'

\$
 if none, write 'nil'

All maintenance payments you paid out

\$
 if none, write 'nil'

\$
 if none, write 'nil'



You must attach proof of your income. (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*).

59 Give the total of any fringe benefits shown on any group certificates for the base tax year.

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*)

\$
 if none, write 'nil'

\$
 if none, write 'nil'



You must attach proof of your income. (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*).

PART F**Dependent children details**

60 Give the full name and details of any:

- dependent child under 16 years;
- dependent child aged 16 years or over;
- dependent tertiary student aged between 16 years and under 25 years who is living away from home; and
- dependent child for whom ABSTUDY, AIC or Youth Allowance is received. Please tick the box if you have recently lodged an application for assistance for any of these children.

Do NOT include the student named in Question 15, or any child for whom you pay maintenance, or who does not normally live with you.

Family name	Given Name(s)	Date of birth	Period of full-time study		Receiving		
			from	to	AIC	ABSTUDY	YA
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach a separate sheet if insufficient space

PART G**Payment details**

Payments will be made to the applicant OR to an agent authorised by the applicant.

(Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)* for more details)

- 61 Are payments to go to:**
- the applicant?** ► Go to **Question 63**
- the boarding institution (named in question 33)?** ► Go to **Question 64**
- the school (named in question 26)?** ► Go to **Question 64**
- another agent?** ► Go to **Question 62**

Authority to pay the agent

- 62 Please give the full details of the agent who is to receive the allowance.**
- Title Mr Mrs Miss Ms Other
- Family name
- First name
- Second name
- Address
- Postcode
- Contact telephone numbers (including Area Codes)
- Day
- After hours

Account details

- 63 Please give your or your agent's bank/financial institution account details.**
- It is your responsibility to give the correct numbers. Please check that the Branch and Account numbers are correct. Incorrect numbers will delay payments.
- Full name(s) of account holder(s)
- Name of bank, building society or credit union
- Type of account (e.g. savings, cheque)
- Branch where the account is held
- Branch number (BSB) - if known This is a six digit number. Check with your branch.
- Account number (This may not be your card number)

PART H**Tax File Number****64 Why Centrelink needs your Tax File Number**

Centrelink is committed to providing people with the support that is needed. To do this, we need to be sure that only those who should be paid are paid, and that you get the right amount of money.

This is done by data-matching with the Australian Taxation Office and the other government departments that pay benefits. This matching is authorised under the *Data-Matching Program (Assistance and Tax Act) 1990*.

To do this matching, Centrelink needs to know your (your partner's and your parent's/guardian's) Tax File Number. The authority to request this information is contained in section 44A of the *Student Assistance Act 1973*.

You are not breaking the law if you don't give Centrelink your (your partner's and your parent's/guardian's) Tax File Number(s), but if you don't provide it within 28 days from the date of your claim, or authorise Centrelink to get it from the Australian Taxation Office, you may not get paid. Centrelink will electronically secure the Tax File Number(s). No one can then look at your Tax File Number(s) on the computer system. This also means that Centrelink is unable to tell you what your number is at any time.

Does everyone need to give a Tax File Number?

The applicant's partner is only required to provide his or her Tax File Number if the applicant is applying for the income-tested Additional Boarding Allowance.


Exemptions

Certain applicants or their partners do not have to give Centrelink their Tax File Number in order to receive AIC. (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)* for more details.)

If you are applying for AIC for the first time and you don't know your Tax File Number or have never had one, you will need to apply for a number at your local Centrelink office or the Australian Taxation Office. (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)* for information about how to get a Tax File Number.)

Applicant

Fill in **ONE** of the sections **A** or **B** or **C**


- A** Applicant's Tax File Number is: _____ 
- B** I have given the applicant's Tax File Number to Social Security or Centrelink before and I authorise Centrelink to use it for this claim.
- C** I do not have or do not know what the applicant's Tax File Number is. (Centrelink can help you get your Tax File Number from the Australian Taxation Office.)

Applicant's Tax File Number

In-confidence (when completed)

Applicant's partner

Fill in **ONE** of the sections **A** or **B** or **C**

- A** Applicant's partner's Tax File Number is: _____ 
- B** I have given the applicant's partner's Tax File Number to Social Security or Centrelink before and I authorise Centrelink to use it for this claim.
- C** I do not have or do not know what the applicant's partner's Tax File Number is. (Centrelink can help you get your Tax File Number from the Australian Taxation Office.)

Applicant's Partner's Tax File Number

In-confidence (when completed)

Office use only

TFN Form received:

Applicant

Applicant's partner

Date forwarded to ATO

/ /

PART I**Applicant's declaration**

65 Did someone help you complete this form?

No

Yes ► Their name

Telephone number
(include Area Code)

66 Payments will not start if the applicant has not signed the declaration. The applicant's partner must also sign the declaration for Additional Boarding Allowance to be paid.

I declare that:

- the information provided in this claim is complete and correct.
- I have received and I am aware of the privacy notice in the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*.

I understand that:

- giving false or misleading information is a serious offence.
- Centrelink can make relevant enquiries to ensure I receive my correct entitlements.
- I must notify Centrelink of any changes to this information within 14 days of the change(s) occurring.

AN IMPORTANT NOTE FOR APPLICANTS

Any AIC debt will usually be recovered by reducing any remaining payments you may receive. If you are no longer receiving AIC you will have to arrange to repay the debt directly to Centrelink. The debt is always recovered from the applicant not from the Agent/student who receives AIC.

Signature of applicant

Signature of applicant's partner
(only if applying for income-tested Additional Boarding Allowance)

AIC payments cannot start until this statement is signed and returned to Centrelink.

Action checklist

Did you fill in the form correctly?

- Did you give all your details?
- Did you give all necessary student details?
- Did you give the student's school details?
- Did you give all necessary partner details?
- Did you give the necessary account details?
- Did you give your Tax File Number? (Not required if you are a pensioner).
- Did you sign the declaration?

If you are applying for Additional Boarding Allowance

- Did your partner give his/her Tax File Number? (Not required if one of you is a pensioner.)
- Did your partner sign the declaration?
- Did you give all your (and your partner's) income details and provide evidence?

Document checklist



Have you provided the right documents with this claim?

Normally original documents or photocopies certified by a Justice of the Peace or Commissioner of Declarations are required as evidence. However, special arrangements exist for applicants living in isolated areas. (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)* for further details)

- If this is the first AIC application for the student, proof of age is required** (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*).
- If you or the student are not an Australian citizen, evidence of permanent residency is required** (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*).
- If the student is isolated from schooling for reasons other than distance or travel time you may need to provide evidence to support your claim** (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*).
- If the student is living in State care or under an officially approved substitute care arrangement, you may need to provide evidence regarding care arrangements** (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*).
- If you are applying for the income-tested Additional Boarding Allowance, you will need to provide proof of income** (Refer to the booklet *Information you need to know about your claim for Assistance for Isolated Children (AIC)*).

Office use only

Assessor's signature

Logon ID Date

 / /