



Australian Government

Department of Veterans' Affairs

# Veterans' Children Education Scheme (VCES) and Military Rehabilitation and Compensation Act Education and Training Scheme (MRCAETS)

## Application for Assistance Students aged 16 to 24 years

**Please read the information below before you start to fill in the form and retain this page for future reference.**

### Completing this form

- This form is for students aged 16 to 24 years who are studying full-time. There is a separate form for students under 16.
- The education allowance for a secondary student aged between 16 and 18 years will be paid to the person who usually receives Family Tax Benefit from Centrelink.
- The education allowance can be paid directly to secondary or tertiary students aged 18 years or over and to homeless students.
- The education allowance for students aged 16 years and over is taxable, unless the student receives payments under MRCAETS as a result of a person's death. Some supplementary payments may be tax exempt.

**Any taxation enquiry should be directed to your nearest Taxation Office.**

**Failure to comply with any of the requirements mentioned below could result in repayment on demand of any allowance improperly received or expended by you.**

You must notify the Department of Veterans' Affairs in writing within fourteen (14) days (or 28 days if you live overseas or in a remote area):

- if you cease your course of study or training;
- if you are absent from studies for more than 15 school or academic days in a year (if the absence is due to an illness or contact with infectious disease you should forward a medical certificate for the period of absence, showing dates and indicating the periods of further absence, if any);
- of any changes to the information supplied by you on this application;
- if you change the amount of rent or board you are paying;
- if your rental situation changes from single occupant to sharer or vice versa;
- if you cease full time education;
- if you cease or change your course of study;
- if you change schools or educational institutions;
- if you change your bank details;
- if you change your postal and/or residential address;
- if you are granted any pension or benefit from Centrelink or any other Australian Government Department;
- if you leave Australia;
- if any change takes place in your parents' marital/relationship status.

### Who can claim?

A claim may be made by:

- the student; or
- a veteran, member or former member of the Australian Defence Force; or
- a parent or guardian of the eligible student; or
- another person approved by the veteran, member, former member, parent or guardian of the eligible student; or
- if the veteran, member, former member, parent, guardian is unable to claim, a person approved by the relevant Commission.

**If you require more information or need assistance, please contact the Department. The addresses and telephone numbers are on the next page (page 2) of this form.**



**Please supply a certified copy of the student's FULL birth certificate and proof of educational enrolment with this application. If the student is 18 years or over, please also attach two forms of category B documentation including proof of residential address - refer to [www.dva.gov.au/poi](http://www.dva.gov.au/poi) - *Proving your Identity to DVA*.**

**If you are applying for Rent Assistance, please also attach supporting documentation such as copies of lease agreements, rent receipts, rental contracts or a letter from the person to whom you are paying rent.**

## Privacy notice

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

[Read more: How DVA manages personal information](#)

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**Giving false or misleading information is a serious offence.**

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## How to contact DVA

For information, please call the Department of Veterans' Affairs (from anywhere in Australia) on:

**1800 VETERAN (1800 838 372)**

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State	Address	Postal address
New South Wales	Centennial Plaza Tower B 280 Elizabeth Street Sydney NSW 2001	GPO Box 9998 Brisbane QLD 4001
Victoria	300 Latrobe Street Melbourne VIC 3000	GPO Box 9998 Brisbane QLD 4001
Queensland	480 Queen Street Brisbane QLD 4000	GPO Box 9998 Brisbane QLD 4001
South Australia	Westpac House 91 King William Street Adelaide SA 5000	GPO Box 9998 Brisbane QLD 4001
Western Australia	AMP Building 140 St Georges Terrace Perth WA 6000	GPO Box 9998 Brisbane QLD 4001
Tasmania	Barrack Place 254 - 286 Liverpool Street Hobart TAS 7001	GPO Box 9998 Brisbane QLD 4001
Northern Territory	Winnellie Central 14 Winnellie Road Winnellie NT 0820	GPO Box 9998 Brisbane QLD 4001
Australian Capital Territory	Gnabra Building 21 Genge Street Canberra ACT 2601	GPO Box 9998 Brisbane QLD 4001

DVA File Number (if known)

**NOTE:**

- Read the form through carefully before you start to fill it in.
- Answer ALL questions using pen (not pencil).
- Mark the appropriate boxes for answers.
- Supply ALL documentation as required.

**SECTION A**

**Student's Details**

1. **Student's full name**

Title

Mr

Mrs

Miss

Ms

Other

Surname

Given name(s)

2. **Date of birth**

3. **Home address**

  

POSTCODE

4. **Postal address**

(if same as home address, write 'AS ABOVE')

  

POSTCODE

5. **Term residential address**

(NOT PO Box) if applicable

  

POSTCODE

6. **Work address**

  

POSTCODE

7. **Telephone number of school**

8. **Contact telephone**

Home

Work

Mobile

9. **E-mail address**

10. **Is the student engaged in full-time employment?**

No

Yes

11. **Is the student in a partnered relationship?**

A partner is a person you are married to, in a registered relationship with, or have been living with in a de facto relationship.

No

Yes

12. **Is the student a child or a former child of a Vietnam Veteran?**

No  ► Go to **Section B**

Yes  ► Is this application being made on the student's medical grounds?

No  ► Go to **Section B**

Yes  ►

To determine eligibility for VCES benefits, DVA may need to obtain relevant medical and other information about the student from a qualified professional (e.g. medical practitioner, psychologist, social worker). In order to do so, information contained in this form may need to be provided to them - **please sign the authorisation and consent section on the next page.**

If the student is already seeing a qualified professional (e.g. medical practitioner, psychologist, social worker), please provide the following details:

SECTION A continued  
STUDENT'S DETAILS

13. Name of professional

14. Profession

15. Address

  

16. Telephone number

Authorisation and Consent (*applicable only if application is being made on medical grounds*)

- I authorise the Department of Veterans' Affairs to obtain medical and other information that would appear to be relevant to determining if the student is an eligible child of a veteran for the purposes of section 116(1)(e) of the *Veterans' Entitlements Act 1986*.
- I consent to the release of medical, clinical or other information by an appropriately qualified professional that would appear to be relevant to determining if the student is an eligible child of a veteran for the purposes of section 116(1)(e) of the *Veterans' Entitlements Act 1986*.

17. Claimant's signature



Date

SECTION B

Veteran's/Member's Details

18. Veteran's/Member's full name

Title

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

Date of birth

19. What is the student's relationship to the Veteran/Member?

Child

Step child

Foster child

Grand child

Adopted child

Other - please provide a short statement as to how you came into the veteran's/member's care

  

20. Veteran's/Member's Defence Service/PMKeys number(s) (if known)

SECTION C

Parent/Family Status

21. Student's parent/family status

This information is required to assist in determining eligibility for VCES assistance.

Married

Separated

De facto

Divorced

Single

Widow(er)

SECTION D

Other Assistance

22. Does the student receive, or does anyone on the student's behalf receive, or has the student or anyone on the student's behalf applied for any type of payments from Centrelink (including a Commonwealth Accommodation Costs Scholarship)?

No

Yes

▶ Type of benefit, pension or assistance

Reference number

Rate of payment

23. Have you/someone on your behalf received a Schoolkids Bonus for the student from Centrelink?

No

Yes

▶ Date received

24. Have you/someone on your behalf received an Income Support Bonus for the student from Centrelink?

No

Yes

▶ Date received

**SECTION E****Education Allowance**

There are three (3) rates of Education Allowance. Show which rate applies to the student by marking the appropriate box.

If you are not sure which rate the student should be paid, mark all boxes which apply.



Attach a separate statement explaining the circumstances which necessitate that the student lives away from home in order to undertake their studies. Provision of this information is compulsory as it is essential to your claim.

**A. LIVING AT HOME RATE**  ▶

To be paid this rate the student must live at home and does not qualify for homeless or away from home rates, or boarding rates.

**B. LIVING AWAY FROM HOME/BOARDING RATE**  ▶

To be paid this rate the student must be incurring additional expenses as a result of living away from home or boarding.

Please tick the criterion below which applies in the student's case

**(i) Secondary Students**

- Student does not have education facilities accessible to the home; or
- Student is enrolled in a special course approved for the payment of allowances under the Australian Government Assistance to Isolated Children Scheme; or
- Student has a disability; or
- Student requires specialised remedial tuition; or
- Student is a member of an itinerant family; or
- Student's home conditions are detrimental to the student's educational progress.

**(ii) Tertiary Students - (this is Part of Option B above)**

- Student does not have education facilities accessible to the home; or
- Student has to meet compulsory residence requirements for their course; or
- Student's home conditions provide an inadequate study environment.

**C. HOMELESS RATE**  ▶

To be paid this rate the student must have reached the minimum school leaving age applicable and not be receiving continuous support from parents.



Attach a separate statement explaining the circumstances which prevent the student from living at home. Provide supporting statement from a third party (e.g. police or medical professional).

Please tick the criterion below which applies in the student's case

**Homeless - give reasons**

- No family home
- Not allowed to live in the family home
- Domestic violence (or similar)

When did the student last live at home?

**If you ticked B or C above, you will also need to complete Section H "Rent Assistance" on page 6.**

**SECTION F****Study Details****NEW COURSE**

If starting a new course the student must have completed enrolment before we pay education allowance. ("Completed enrolment" does not include preliminary enrolment or early acceptance).

**Institution details - Secondary and Tertiary**

Full name of school or institution and campus (*do not abbreviate*)

Address

**SECTION F continued**  
**STUDY DETAILS**

**Course details - Secondary and Tertiary**

Year/stage of course

Course code number (*tertiary only*)

**Course loading**

Full-time

Part-time

Internal study (e.g. on campus)

External study (e.g. by correspondence/online)

Tertiary student number (*if known*)

Exact course title (e.g. Certificate, Diploma, Degree etc.) - (*do not abbreviate*)

  

Date of commencement

Expected date of completion (*tertiary only*)



Attach proof of enrolment.  
Written confirmation must be supplied with this application.

**SECTION G**

**Account Details**

Education allowance is paid to the parent, guardian or trustee in respect of secondary students *unless* the parent, guardian or trustee authorises the Department to pay direct to the student.

Education allowance is paid direct to tertiary and homeless students.

Signature of parent, guardian or trustee (*ONLY if authorising the payment of education allowance to be made directly to the secondary student*) otherwise, signature of student

**Payment will be made directly to the account details specified below**

Full name of bank, building society or credit union

Name in which account is held

Account number

BSB

Account type (e.g. savings)

Address of branch where account is held

POSTCODE

**SECTION H**

**Rent Assistance**

**25. Date student began living at new rental address**

**26. What type of accommodation payment does the student make?**

Rent to a private landlord or real estate agent (*for a house, flat, unit, caravan, mobile home or boat*)

Money to a landlord for accommodation in a room in a boarding house

Money to an educational institution where the student lives while studying (e.g. boarding school or student accommodation)

Other - please describe

  

Expected rental end date

**27. Name of person or agency the student pays accommodation to**

Address



Telephone number

**28. If you answered "Yes" to question 10, is the student's partner receiving a rent increased benefit from any source?**

No

Yes

A rent increased benefit is pension or allowance which is increased because of rent paid or payable by that person.

**29. Does the student share accommodation with any people other than a partner?**

No

Yes  ► How many other people does the student share accommodation with?

Sharing your accommodation means that you have the right to share a bathroom, a kitchen or a bedroom with one or more persons.

**30. How much is the TOTAL fortnightly rent charged?**

**31. How much does the student have to pay each fortnight?**



Attach supporting documentation such as copies of lease agreements, rent receipts, rental contracts or a letter from the person to whom the student is paying rent.

**32. Is the student provided with meals as part of their accommodation costs?**

No  ► Go to SECTION I - DECLARATION

Yes  ► How much of the payment is for meals?

How much of the payment is for accommodation?

Don't know  ► We will assume that one third of the payment is for meals.

## SECTION I

## Declaration

- I declare that I am a person authorised to make this claim (see page 1 for a list of who can claim).
- I declare that the information I have given on this form is complete and correct.
- I will notify the Department within fourteen (14) days (28 days if I live overseas or in a remote area) of any changes to this information.
- I will refund to the Department any payment to which I am not entitled.
- I authorise the Department to obtain any relevant details from educational institutions and other authorities.
- I am aware that there are severe penalties for deliberately making a false declaration.

SIGNATURE of student or claimant

Date

If the claimant is unable to sign this form:

- sign the form on behalf of the claimant; and
- complete the next Section (SECTION J) for you to act on behalf of the claimant.

**SECTION J****Authority to Act on Behalf of the Claimant**

The claimant may elect to have a friend or relative, or an ex-service organisation (or its representative) act on her or his behalf in relation to this claim. If so, this authority must be completed by that person.

I declare that I am authorised by:

to act on her/his behalf in matters relating to this claim.

**33. Title**

Mr  Mrs  Miss  Ms  Other

**34. Your full name**

**35. Address**
  
 POSTCODE
**36. Telephone numbers**

Home ( )

Work ( )

**37. Your relationship to claimant**


SIGNATURE




Date

 /  / 
**SECTION K****Taxation - to be completed by student**

The collection of the Tax File Number is authorised under Section 128A of the *Veterans' Entitlements Act 1986* for VCES students. Its use and disclosure are strictly regulated by the tax laws, the Privacy Act and the Tax File Number Guidelines.

It is not an offence if you choose not to supply your Tax File Number, however, the law is quite clear that if you don't, your payments will be stopped, unless you obtain an exemption.

The student's Tax File Number will be used to match records held by the Australian Taxation Office.

Student's full name



Please supply a copy of the student's FULL birth certificate and proof of educational enrolment with this application. If you are applying for Rent Assistance, please also attach supporting documentation such as copies of lease agreements, rent receipts, rental contracts or a letter from the person to whom the student is paying rent.

In order to receive an education allowance, the Department Veterans' Affairs must be advised of your Tax File Number. Please write your Tax File Number in the space provided.

A correct Tax File Number is made up of 9 digits, so your number should fill all of the following 9 boxes. If your number does not have 9 digits, you do not know your number or you do not have a Tax File Number, you should complete an APPLICATION/ENQUIRY FORM instead of filling in the boxes below. (The Tax File Number APPLICATION/ENQUIRY FORM is available from and should be returned to, the Australian Taxation Office).

**Please complete this section but DO NOT detach Tax File Number.**

Do you wish your education allowance to be taxed?

No

Yes  ► How much per fortnight?

\$

Any enquiries about taxation should be directed to the Australian Taxation Office.

Please fill in your Tax File Number but DO NOT detach



Tax File Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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