



## Advance claim – land travel and accommodation subsidy – apprentice and trainee (*not for school-based*)

**Please note:** *SCHOOL-BASED APPRENTICES AND TRAINEES should speak to their school about subsidy assistance or visit the [Education Queensland website](http://www.education.qld.gov.au).*

### Conditions of Land Travel and Accommodation Subsidies

The Department of Education and Training (DET) provides financial assistance to subsidise additional costs incurred by apprentices and trainees who travel specified distances to attend **off-the-job training with their registered training organisation (college)**, which is undertaken by them as part of their apprenticeship or traineeship training contract.

Please ensure you read and understand all of the following conditions before lodging your application. By lodging your application you are declaring you have agreed to these conditions. Information provided by you on your claim for travel & accommodation will be subject to audit. DET reserves the right to reclaim any monies paid or to deduct monies owed from future subsidies in instances including, but not limited to:

- where claims for subsidy payment are deemed to be fraudulent; or
- where the information provided is false; or
- where the applicant did not attend college as claimed.

#### Are you eligible?

You may be eligible to claim if you are an apprentice or trainee who has:

1. attended the closest college offering your course - your closest college is the one that is nearest to your usual place of residence; and
2. travelled at least 100 kilometres return to attend.

An apprentice or trainee's usual place of residence is defined as the place from which they travel to work each day. For apprentices and trainees approved to receive Living Away From Home Allowance (LAFHA) from the Commonwealth Government, this is defined as the 'Away from Home' address.

#### Calculation of subsidy payments

1. The travel distance will be calculated from your usual place of residence to the college campus location.
2. The most direct road route will be used to determine your eligibility for travel subsidies.
3. Where you attend college for one day only you are eligible for travel subsidy for one return trip but you are not entitled to any accommodation subsidy.
4. If you travel for more than 300 kilometres return from your usual place of residence to your college, and the training is for more than one day, you will receive the subsidy for one return trip only and the accommodation subsidy for the number of days you attended the training organisation.
5. If you are registered in Queensland and residing interstate, you will only be eligible for a travel subsidy for the distance travelled that is in excess of the distance you normally travel to your usual place of work.

#### Claim processing times and payments

1. You need to allow up to four weeks for processing of travel and accommodation claims. A payment slip will be sent to you when the subsidy has been processed.
2. If your application is not fully complete or information is missing, processing of your application may be delayed and/or the application may be returned to you.
3. If the electronic payment will not go through to the financial institution account you nominated, a cheque will automatically be sent to the postal address nominated on your application.
4. For security purposes, subsidies will only be paid into a financial institution account bearing your name.

#### Apprentices and trainees whose training contracts are cancelled or who are on stand down

If your training contract is cancelled or you are on stand down you must seek permission from DET prior to attending any college training relevant to your apprenticeship/traineeship. If you do not seek prior approval, your claims for travel and accommodation to attend college while 'cancelled' or 'stood down', may not be approved. For more information, visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au) or contact Apprenticeships Info on 1800 210 210.

**Privacy Notice** - The Department of Education and Training (DET) is collecting the information on this form to assess your eligibility for the Apprenticeship and Traineeship Travel and Accommodation Subsidy. Information collected on this form may also be used by DET for generating statistics on the Apprenticeship and Traineeship Travel and Accommodation Subsidy. Where the personal details provided, such as address, differ from the details already held by DET this information will be used to update the personal details held in DET's DELTA database. The information will only be accessed by authorised employees or contractors within DET. Some of the information provided in your application will be given to the registered training organisation (college) nominated in your application to verify your college attendance. Information may also be provided to your employer for the purpose of verifying aspects of the claim. If you are an Aboriginal or Torres Strait Islander apprentice or trainee, details of your claim and travel arrangements may also be given to an Indigenous Employment Training and Support Officer for the purpose of assisting you with your claim or travel arrangements. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.



# Apprenticeships Info

## 1800 210 210

email [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) • or visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au)

ATF-001

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**IMPORTANT Note to Training Organisations:** Please ensure ALL pages of this claim form are provided to the apprentice/trainee as they **MUST** read 'Conditions of Land Travel and Accommodation Subsidies' before signing declaration.

#### Section 1. Apprentice or Trainee Personal Details

Name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd / mm / yyyy)

Training contract registration number: 2 0 \_\_\_\_\_

Your current residential address: \_\_\_\_\_ Your postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ P/C \_\_\_\_\_ P/C \_\_\_\_\_

Home ph: \_\_\_\_\_ Work ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

If you would prefer to receive any correspondence relating to this claim via email please enter your email address below:

Email: \_\_\_\_\_

#### Section 2. College Attendance Details

College you will be attending: \_\_\_\_\_

College campus you will be attending: \_\_\_\_\_

College training start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Finish date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of days you will be at College: \_\_\_\_\_

Did you attend the closest college campus that offers your course? Yes / No

**IF YOU DID NOT ATTEND YOUR CLOSEST COLLEGE CAMPUS YOU MUST ATTACH A LETTER OF EXPLANATION TO YOUR CLAIM OR YOUR CLAIM WILL BE REFUSED.**

#### Section 3. Payment Details – claims **MUST** be received 28 days prior to college attendance

Payments will only be made to a financial account which **contains your name**. A deposit advice will be forwarded to you once deposit is made. **If you provided incorrect account details, your payment may be delayed by up to 3 months.**

Name of account holder: \_\_\_\_\_

Bank/Financial organisation: \_\_\_\_\_

Branch: \_\_\_\_\_

BSB: \_\_\_\_\_ - \_\_\_\_\_ Account Number: \_\_\_\_\_

#### Section 4. Land Travel and Accommodation Claim Type - choose one option **ONLY**

##### A. ACCOMMODATION SUBSIDY AND 1 RETURN LAND TRAVEL CLAIM

I am claiming accommodation for \_\_\_\_\_ days, including weekends and 1 return trip.

##### B. DAILY LAND TRAVEL ASSISTANCE CLAIM

I travelled over 100 kms but less than 300 kms (return trip) per day. I am claiming daily travel costs for \_\_\_\_\_ days.

##### C. ACCOMMODATION SUBSIDY ONLY

I am claiming accommodation whilst attending college for \_\_\_\_\_ days.

#### Section 5. Income Assessment

Please provide reasons why you are seeking advance payment of subsidy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Section 6. Apprentice/Trainee Declaration

I certify I have read the conditions of travel and accommodation and the details entered on this application form are true and correct. I understand if a subsidy is granted based on fraudulent information received or an ineligible or incorrect subsidy claim is made, DET reserves the right to recover payment. I understand my claim will be sent to the college to verify my attendance dates at the completion of this training.

**If you do not attach your training notice (college enrolment letter) or do not complete EVERY section of this form, your claim may be returned to you or payment may not be made until the end of your training block.**

**Any changes to the training dates you have claimed MUST be reported to DET immediately on 1800 210 210.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Please send completed paperwork to:

Travel & Accommodation, Department of Education & Training, PO Box 820. LUTWYCHE QLD 4030  
Fax: (07) 3259 8451 – Email: [Travel.Accommodation@deta.qld.gov.au](mailto:Travel.Accommodation@deta.qld.gov.au)