1. SCHOLARSHIP CRITERIA

Bishop Manning Scholarship Fund scholarships are intended to assist eligible students from families in genuine financial need within the boundaries of the Catholic Diocese of Parramatta.

Each scholarship is available for use only at a Catholic systemic school in the Catholic Diocese of Parramatta and is not transferable. For the student to be eligible for consideration for a scholarship:

- The student must be an Australian Citizen or officially a Permanent Resident under the Australian Citizenship Act.
- The applicant student must be prepared to attend a local Catholic systemic school in the Diocese of Parramatta.
- The student and his or her parents / guardians need to be embracing of a Catholic education and Catholic values.
- The applicant student’s parents / guardians need to provide the required supporting documentation, including: a completed and signed scholarship application form which includes a statement of their financial position with verifiable documents. Parents / guardians also need to lodge a signed Enrolment Application & Agreement Form with the local Diocese of Parramatta systemic school at which they wish to enrol the student.

Each scholarship student is expected to contribute to the life of the school according to his or her gifts and talents and to take part in all compulsory school activities. The student will be expected to engage in activities of witness, formation and service in the Catholic faith, fully supported by his or her parents / guardians.

2. SCHOLARSHIP AMOUNT

The amount and duration of each scholarship is determined by the scholarship fund committee on the basis of genuine need, mindful of the resources and commitments of the scholarship fund. Details will be provided upon approval. Continuing scholarships are subject to periodic review by the committee, requiring updated financial information.

3. SCHOLARSHIP APPLICATION PROCESS

1. Complete all sections of this application form and the parent(s) / guardian(s) sign the form
2. Gather all of the required supporting documentation listed in the Checklist on page 2 (repeated on page 7) which is part of the Statement of Financial Position section
3. Submit all items to the local Catholic systemic school at which you wish to enrol the applicant student: the original signed Scholarship Application Form with the completed Statement of Financial Position section and supporting documentation; as well as the Enrolment Application & Agreement Form for the local diocesan systemic school. Do not send documents direct to the Fund.
4. Applications are considered when the Fund committee meets quarterly, so they may take some months to be reviewed.
5. Applicants will be notified in writing as soon as possible after determination.

As the Scholarship Fund depends on public donations, there will not always be funds available to cover all qualifying scholarship applications received. It is the Fund’s policy to not give reasons for applications not being approved.

Please note: Closing Dates apply – refer to the school
APPLICATION CHECKLIST

Please ensure that you have properly completed all parts of the application form and have signed the form.

The following documentation needs to be submitted to the school at which you wish to enrol your child:
(Please tick ☑ the boxes below to check the items listed are present & signed, where required, by both parents)

☐ Original signed Application Form
☐ Completed Statement of Financial Position section and supporting verification items:
  ☐ Last three pay slips ( originals)
  ☐ Latest Taxation Assessment (original) from the Australian Taxation Office and corresponding taxation return
  ☐ Centrelink Consent Form SS313 completed and signed by parent or guardian of the nominated child (included in this enrolment package after page 11). Please include the original document.
  ☐ Child Support Agreement (where applicable)
  ☐ Bank and Credit Union Account Statements & Loan Statements and current arrangement documentation for loans
  ☐ Rental statement if renting. Rental statement for investment property / holiday home if rented out
  ☐ Other outstanding bills e.g. Gas, Electricity etc.

☐ Enrolment Application Form for the local Catholic systemic school at which you wish to enrol the applicant student - unless already lodged with the school (the Enrolment form is to be retained by the school – not required by the Fund).

The following documentation needs to be returned with your application to the school at which you wish to enrol your child:

☐ Standard Collection Notice
☐ Office Use page for school to complete ( p. 8)

The following documentation needs to be retained by the parent(s) / guardian(s):

☐ Scholarship Application Information ( p. 1)
☐ Privacy Statement ( p. 10 & 11)

Please ensure that you have provided all information and documentation; otherwise the application will not proceed.
Information provided in this form is treated confidentially. Please carefully complete all fields on this application form; otherwise the application will not proceed.

**ENROLMENT INFORMATION**

Enrolment Details

The calendar year that enrolment is to commence

Class next academic year (please tick a box)

K 1 2 3 4 5 6 7 8 9 10 11 12

Current School

School name

Suburb

**STUDENT DETAILS**

Student’s family name

Given names

Date of birth

Gender

Male

Female

Religion

Citizenship

Residential Details

Street number and name

Suburb

Postcode

Residential phone number

Is this an Indigenous application? Yes

No

Does the student have any special needs? Yes (complete below)

No

If yes, please describe:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
PARENT INFORMATION

Parent / Guardian 1
Title (please tick one):  □ Mr  □ Mrs  □ Ms  □ Miss  □ Dr
Family name  Given names
Gender  Male  □ Female  □ Religion
Street number and name
Suburb  Postcode
Email
Home phone number  Mobile phone number

Parent / Guardian 2
Title (please tick one):  □ Mr  □ Mrs  □ Ms  □ Miss  □ Dr
Family name  Given names
Gender  Male  □ Female  □ Religion
Street number and name
Suburb  Postcode
Email
Home phone number  Mobile phone number

SUITABILITY FOR A SCHOLARSHIP

Explain below why you wish the applicant student to be considered for a scholarship:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
BISHOP MANNING SCHOLARSHIP FUND APPLICATION

STATEMENT OF FINANCIAL POSITION

Employment details of Parent / Guardian 1

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employer’s name (or
Accountant’s if self-employed)

Employment details of Parent / Guardian 2

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employer’s name (or
Accountant’s if self-employed)

Family information

Dependent children (please include children not yet in school). If you require more space, please complete the details on a separate page and attach to the application.

<table>
<thead>
<tr>
<th>Birth Order</th>
<th>Given Names</th>
<th>Family Name</th>
<th>School Year</th>
<th>Current School (School name and location)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Family Accommodation

Own ☐ Buying (includes mortgage) ☐ Boarding ☐
Renting ☐ Agent name & contact number

Financial Details

All figures must be shown on a monthly basis.

<table>
<thead>
<tr>
<th>INCOME</th>
<th>COMMITMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly income after tax: Parent / Guardian 1</td>
<td>Home mortgage repayments</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Monthly income after tax: Parent / Guardian 2</td>
<td>Rent / board payment</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Centrelink Income: Parent / Guardian 1</td>
<td>Personal loans &amp; other purchase / finance loan repayments</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Centrelink Income: Parent / Guardian 2</td>
<td>Credit cards / Store Accounts (including interest free accounts)</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Child support maintenance</td>
<td>Other regular bills – see listing on the next page to determine this amount (A)</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other income (specify):</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total monthly income after tax:</td>
<td>Total monthly commitments:</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Regular Bills
Cost of other expenses on a *monthly* basis:

<table>
<thead>
<tr>
<th>OTHER EXPENSES</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Food groceries</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council rates</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile phones</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foxtel</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Sports &amp; other activities</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Petrol</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL (A)</strong></td>
<td></td>
<td><strong>$</strong></td>
<td></td>
</tr>
</tbody>
</table>

Assets, Liabilities and Equity

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Asset Value</th>
<th>LIABILITIES</th>
<th>Name of Lender / Debt Details including Credit Card &amp; Store accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Asset</td>
<td>Asset Value</td>
<td>Amount Owing</td>
<td></td>
</tr>
<tr>
<td>Home Property</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Caravan / Boats / Motor Bikes / Trailers</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Bank / Credit Union Savings</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Superannuation</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Furniture, personal effects, jewellery etc</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Value of business (if self-employed)</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>TOTAL DEBT</strong></td>
</tr>
</tbody>
</table>

Other relevant information:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
SUPPORTING DOCUMENTS

Please provide the following supporting documentation for each Parent / Guardian:

- Last three pay slips (originals)
- Latest Taxation Assessment (original) from the Australian Taxation Office and corresponding taxation return
- Centrelink Income Statement
- Child Support Agreement (where applicable)
- Bank and Credit Union Account Statements & Loan Statements and current arrangement documentation for loans
- Rental statement if renting. Rental statement for investment property / holiday home if rented out
- Other outstanding bills e.g. Gas, Electricity etc

ACKNOWLEDGEMENT AND CONSENTS

- I confirm that the information provided in this enrolment form including information disclosed in the statement of my financial position and the financial documentation supporting it, are in all respects true, complete and correct.
- I acknowledge that the Fund and the CEO has the right to confirm details of the information provided in this form and supporting documentation and I consent to verification of income and other details via Centrelink / my accountant.
- I acknowledge receipt of the Standard Collection Notice which forms page 9 of this document.

Signature of Parent / Guardian 1
Signature of Parent / Guardian 2
Print name
Print name
Date
Date

Applications need to be submitted through the local diocesan school at which you wish to enrol the applicant student.

General enquiries (other than applications) may be directed to the following address:

Address: The Trustees, Bishop Manning Scholarship Fund
Locked Bag 4
North Parramatta NSW 1750

Email: scholarship@parra.catholic.edu.au
Telephone: 02 9840 5600

The Catholic Education Office (CEO) Parramatta assists the Trustees in administering the Bishop Manning Scholarship Fund. The information provided in this form and from verification inquiries will be used in assessment of the application for a scholarship and will be treated confidentially. The Bishop Manning Scholarship Fund is subject to the Privacy Policy of the Catholic Diocese of Parramatta. The diocesan privacy policy may be viewed at: www.parra.catholic.org.au. The Catholic Education Office privacy policy may be viewed at: www.parra.catholic.edu.au. The Fund’s Standard Collection Notice is included with this application form. The Fund’s Privacy Statement is also attached and can be viewed at www.scholarshipparra.catholic.edu.au.
<table>
<thead>
<tr>
<th>School name</th>
<th>Suburb</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student details**

<table>
<thead>
<tr>
<th>Family name</th>
<th>Given names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Class next academic year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Principal's Recommendation and Supporting Comments**

**Amount of school-based* fees to be covered for the ensuing full year:**

<table>
<thead>
<tr>
<th>Local school-based fees*</th>
<th>Excursions / Activities</th>
<th>TOTAL LOCAL SCHOOL-BASED FEES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

School bank **Client Number** with the DDF (for scholarship proceeds):  

**Note:** scholarship proceeds will be credited to the school's SS savings account with the DDF  

* Exclude Diocesan tuition fees, building levy and enrolment fee

<table>
<thead>
<tr>
<th>Principal’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Available at: http://www.scholarshipparra.catholic.edu.au

1. Bishop Manning Scholarship Fund (“BMSF” or “Fund”) through Diocesan schools (“School/s”) and offices collects personal information, including sensitive information, about students for whom scholarship applications are submitted (“Student/s”) and their parent/s, carer/s or guardian/s (“Parents”). Such information is collected during the course of Students’ scholarship applications and after scholarships are approved. The primary purpose of collecting this information is to enable BMSF to consider applications for scholarships and to conduct periodic reviews of approved scholarships.

2. Some of the information we collect is to satisfy our legal obligations, particularly to comply with Australian Taxation Office requirements for our registration as a charity.

3. Schools, when acting on behalf of BMSF, will generally collect information in connection with scholarship applications and periodic reviews of approved scholarships. That information is required to be submitted via the School at which the student is to be enrolled. In the course of the School’s role, personal information (including sensitive information) is disclosed to the School and to the Catholic Education Office (CEO) which provides administrative support for BMSF.

4. Our Privacy Statement sets out how you may access and seek correction of your personal information and how Parents may access and seek correction of personal information collected about their child. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of BMSF or Schools’ or the CEO’s duty of care to the Student, or where Students have provided information in confidence.

5. Our Privacy Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy Statement is available at http://www.scholarshipparra.catholic.edu.au.

6. If you provide us with the personal information of others, such as doctors or counsellors, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

7. We may use service providers who provide certain services to us, Schools, CEO, staff and Students, including data storage. We may provide your personal information to such service providers in connection with the provision of these services. Such service providers may store, or process, data outside Australia, including in the United States and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.

8. You may obtain further information from the following:

   - For Schools: the school principal
   - For BMSF:

     Privacy Officer
     Bishop Manning Scholarship Fund
     Locked Bag 4
     North Parramatta NSW 1750
     T: 9840 5600
This statement sets out how Bishop Manning Scholarship Fund ("BMSF" or "Fund") collects uses and discloses personal information related to applications for scholarships and periodic reviews of scholarships.

What personal information do we collect and how?
We collect personal information about students for whom scholarship applications are submitted ("Student/s") and their parent/s, carer/s or guardian/s ("Parents") in order to consider applications for scholarships. Information is collected before a decision is made on whether a scholarship is to be awarded and after a scholarship is awarded.

We will generally collect personal information via forms filled out by Parents; information provided by Diocese of Parramatta schools ("Schools") in relation to scholarship applications and periodic reviews that are to be submitted via Schools; emails, file notes of face to face meetings, interviews or telephone conversations with Schools; telephone calls; or correspondence with Parents or Students. Sometimes we may be provided with personal information by a third party, for example via a medical report or a welfare or care agency.

How will we use your personal information?
We will use your personal information for the primary purpose for which it was collected and for such other secondary purposes that are related to the primary purpose and reasonably expected.

We may use the personal information of Students and Parents:

- To assess scholarship applications
- To perform day to day administration, including periodic reviews of approved scholarships
- To prepare State and national reports, and
- To discharge our Fund’s legal obligations.

We will also use the information for any purpose to which you have consented or that is required or authorised by law.

To whom might we disclose your personal information?
We may share personal information between Schools and Diocese of Parramatta offices, and to:

- Another school to which a student transfers
- Government departments
- Service providers, for example counsellors, welfare or care agencies
- Other service providers, such as email service providers
- Parents
- Anyone you authorise us to disclose information to, and
- Anyone to whom we are required or authorised to disclose the information by law.

When will we send information overseas?
We will not send personal information outside Australia without:

- The consent (express or implied) of the individual, or their Parent where necessary, or
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Our BMSF and Schools and office email systems are provided through Google Apps. Consequently emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google.
The Schools at which scholarships are funded use a range of contemporary learning tools and latest technologies including Web 2.0 tools, cloud-based web services and apps for education. We may provide personal information to the relevant service provider in connection with the provision of these services. The service providers may be located, or store and process information, outside Australia, including in the United States.

**Management and security of personal information**

We have in place steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure by various methods such as locked storage of paper records and password access rights to electronic records. Wherever possible we require third parties with whom we exchange personal information to observe the Australian Privacy Principles.

We endeavour not to store personal information for longer than necessary.

**Access and correction of personal information**

You may access information we hold about you and request that it be updated or corrected. Such requests should be made in writing to the Fund. We may require you to verify your identity and specify what information you require. We may charge you a fee to access your information to cover expenses of verifying your application and locating, retrieving and copying relevant records. If the information sought is extensive, we will advise the likely cost in advance. We will not charge you for the request or correction of your personal information.

There may be occasions when access to information is denied. Such occasions may include where the disclosure of information may have an unreasonable impact on others, for example if the disclosure breaches a school’s duty of care or the privacy of others.

**Consent and right of access to personal information of Students by Parents**

We treat consent given by Parents relating to personal information about Students as consent given by the Student and notices relating to personal information about Students given to Parents as notices given to the Student. An exception to this is when independently of Parents we may, at our discretion:

- Give information we hold about a Student to that Student at his/her request, or
- Allow a Student to give or withhold consent to release personal information about that Student.

This would normally be done only when the Student is of sufficient maturity and his/her personal circumstances warrant it.

There may be occasions where a Parent's access to their child's personal information is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of a school's duty of care to the Student.

**How do we treat sensitive information?**

We will only use and disclose sensitive information for the purpose for which it was provided or for a directly related secondary purpose, unless you agree otherwise or the disclosure is permitted by law.

**Complaints**

If you believe that the Fund has contravened the Australian Privacy Principles and wish to complain, please contact the Fund in the first instance if you are a Student or a Parent, at:

**The Trustees - Bishop Manning Scholarship Fund**

Locked Bag 4  
North Parramatta NSW 1750

T: 9840 5600

We may ask you to put your complaint in writing. We will investigate your complaint and will notify you of our decision in relation to your complaint as soon as is practicable after it has been made. Complaint handlers will keep written records of the complaint resolution process and outcomes. Complaint records will be filed and stored appropriately. The complainant may request a review of the process. The review will be undertaken by a person nominated by the Fund’s management committee.

You may also submit your complaint to the Office of the Australian Information Commissioner.
Authorising a person or organisation to enquire or act on your behalf

Purpose of this form

To arrange for another person or organisation to enquire or act on your behalf when dealing with the Australian Government Department of Human Services about Centrelink payments and services.

The arrangements you can make are for a:

• Person permitted to enquire — this arrangement authorises a person or organisation to make limited enquiries only on your behalf
• Correspondence nominee — this arrangement authorises a person or organisation to receive copies of your Centrelink mail and to enquire, act and make changes on your behalf
• Payment nominee — this arrangement authorises a person or organisation to receive your payments on your behalf
• BOTH payment and correspondence nominee — this arrangement authorises a person or organisation to enquire, act and make changes AND receive your payments on your behalf.

If you or your nominee are subject to Income Management you should contact us on 1800 132 594 to discuss before lodging this form.

How many arrangements can you authorise on this form?

Only one person or organisation can be authorised on this form.

You can only have one correspondence nominee and one payment nominee, however, they do not have to be the same person or organisation. You cannot nominate a person to act or receive payments on your behalf if that person has a Centrelink nominee arrangement in place.

If you wish to arrange to have a different correspondence nominee to your payment nominee, you will need to complete a separate form for each.

If you want to change your nominee you will need to cancel that arrangement and complete a new form.

IMPORTANT: Authorising a person or organisation to enquire, act on your behalf or receive your payment does not take away your right to deal with us about your Centrelink business. This authorisation can be cancelled or changed at any time, unless it is a court appointed arrangement.

Filling in this form

• Please use black or blue pen.
• Print in BLOCK LETTERS.
• Mark boxes like this ☑ with a ✓ or X.
• Where you see a box like this ☐ Go to 5 skip to the question number shown. You do not need to answer the questions in between.

Returning your form

Check that all required questions are answered and that the form is signed and dated.

This form and all additional documents including identity documents for your nominee, are to be returned to one of our service centres. If your nominee is an organisation, identity documents are not required.

Person permitted to enquire

A person permitted to enquire can be a partner, a friend, a family member, a professional, an organisation or a combination depending on the type of enquiry. Some examples of professionals and organisations are accountants, financial advisers, social workers, doctors, etc. This list is not limited. You can change this arrangement at any time.

Continued over the page

Please keep these Notes (pages 1 to 4) for your information.
What type of access can the person permitted to enquire have

It is your responsibility to make sure that the person you have given authority to make enquiries on your behalf is aware of what you are allowing them to enquire about, and any limitation you may place on this authority. We can provide information that is necessary to satisfy the enquiry and no more.

The extent of information we can provide to a person permitted to enquire may include the current rate of your Centrelink payment, cancellation or rejection reasons to your payment, factors affecting your payment for example assets and income, overpayment and arrears information.

If we have any doubt about the person’s authority to make an enquiry on your behalf, the enquiry will not be answered until clarification is obtained from you.

Nominee obligations and responsibilities

Correspondence nominee
A correspondence nominee can act on your behalf and is authorised to deal with us on all Centrelink matters (except payment destination). These include:

• making changes to your information
• enquiring on your behalf
• completing Centrelink forms/applications on your behalf
• receiving copies of your Centrelink mail
• attending Centrelink appointments with you or on your behalf (if appropriate).

A correspondence nominee is required to:
• advise us of any changes in your circumstances within 14 days (28 days if outside Australia)
• respond to notices if required to do so, including reporting notifiable events and must be aware that failure to respond to a notice means that you have failed to meet your obligations
• act in your best interests
• advise us of any changes that may affect their ongoing ability as a nominee.

Payment nominee
A payment nominee will receive your Centrelink payments and make sure:

• payments are used exclusively for your benefit
• records of payments received and the money he/she spends on your behalf are kept. We can review the arrangement from time to time and request the nominee to provide this information. Penalties may apply if the information is not provided
• they act in your best interests
• we are advised of any changes that may affect their ongoing ability as a nominee.

A payment nominee may be given relevant information by us if there are issues with your payment.

If you receive more money from us than you are entitled to, you will be required to repay this money. Your nominee is not required to repay your Centrelink debt on your behalf.

Online Services

Nominees can register for Online Services to access Centrelink services online.

Our Online Services provides a secure and convenient way to do Centrelink business through the internet, using Customer Online Services or Business Online Services. Through these services your nominee can:

• view and update your personal and payment related information
• request and print a document, such as an Income Statement or Payment Summary
• apply for an Advance Payment on your behalf
• update your contact details
• report your employment income
• view your payment history
• receive and view your letters
• receive an email or SMS notification that a new online letter has been sent.

Privacy and your personal information

Your personal information is protected by law, including the Privacy Act 1988, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at humanservices.gov.au/privacy or by requesting a copy from the department.
For more information for customers inside Australia

Go online humanservices.gov.au or call us or visit one of our service centres.

<table>
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<th>Service</th>
<th>Number</th>
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<tr>
<td>Seniors</td>
<td>132 300</td>
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<tr>
<td>Employment Services</td>
<td>132 850</td>
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<tr>
<td>Youth and Students</td>
<td>132 490</td>
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<td>Families</td>
<td>136 150</td>
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<tr>
<td>Disability and Carers</td>
<td>132 717</td>
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To speak to us in a language other than English call 131 202.

Note: Call charges apply – calls from mobile phones may be charged at a higher rate.

If you have a hearing or speech impairment

TTY service Freecall™ 1800 810 586. A TTY phone is required to use this service.

Interpreters and translations

If you need an interpreter or translation of any documents for our business, we can arrange this for you free of charge.

For more information for customers outside Australia

If you want another person to act on your behalf when dealing with Centrelink and/or to receive your Centrelink payments while you are outside Australia, you will need to complete this form and return it to:

Department of Human Services
International Services
PO Box 7809
CANBERRA BC ACT 2610
AUSTRALIA

Fax number (+61 3) 6222 2799

If you need help with this form, please call International Services between 8.00 am to 5.00 pm Australian Eastern Standard Time, Monday to Friday.

If you live in one of the following countries, you can call us direct (free of charge). This service may not be available from all locations in your country.

<table>
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<tr>
<td>Austria</td>
<td>New Zealand</td>
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<td>Canada</td>
<td>Philippines</td>
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<td>China (North)*</td>
<td>Poland</td>
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<tr>
<td>China (South)*</td>
<td>Portugal</td>
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<tr>
<td>Denmark</td>
<td>Singapore</td>
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<td>Italy</td>
<td>United States of America</td>
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<td>Korea Republic</td>
<td>United Arab Emirates</td>
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<tr>
<td>The Netherlands</td>
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</tbody>
</table>

If you do not live in one of these countries or you are not able to contact us on the relevant number above, please call (+61 3) 6222 3455. You may reverse the charge by asking your local telephone operator if this service is offered by your local telephone provider. Alternatively, you may leave a message with our answering service outside business hours and we will return your call.

If you cannot call International Services, you can contact us by post or fax.

* China (North) is the provinces of Beijing, Tianjin, Hebei, Shanxi, Inner Mongolia, Heilongjiang, Liaoning, Jilin, Shandong and Henan. All other provinces are considered to be China (South) for this purpose.

IMPORTANT INFORMATION: If there are any allegations of misuse of the nominee arrangement, call us on the above numbers.
English
To speak to us in a language other than English, call 131 202.
Call charges apply. Calls from mobile phones may be charged at a higher rate. Go to humanservices.gov.au and select the language button to find information in your language.

Arabic
لنصحتنا إلينا باللغة العربية، آلف رقم 131 202، بمجرد أن تصل رسومك على الهاتف. إذا كنت غير متأكد من الإعدادات، فيمكنك التحقق وفقًا لأولوية الإعدادات. Go to humanservices.gov.au and select the language button to find information in your language.

Assyrian
Qa ko dawîna xwedê yên têkewa wîrê. Dinéên ßêdê ßêdê, bêkênên 131 202, ên xwedê yên têkewa jîna wîrê. Dinéên ßêdê ßêdê, bêkênên 131 202, ên xwedê yên têkewa jîna wîrê. Go to humanservices.gov.au and select the language button to find information in your language.

Chinese
您可以拨打电话131 202，使用中文与我们交流，或登录此网址查找其他信息。访问humanservices.gov.au网站，点击语言链接后可获取使用语言编写的资讯。

Croatian

Farsi
پیام پیامکی بکار برده می‌شود. همچنین سعی کنید که بگوایید 131 202 برای تماس با ما برای گفتار روسی کاربرد دارد، اما در صورت بروز مشکل، شما می‌توانید راه حل‌های دیگر را بررسی نمایید. Go to humanservices.gov.au and select the language button to find information in your language.

Greek
Για να μιλήσετε μαζί μας στο Ελληνικά, καλέστε 131 202. Είναι δυνατή η επικοινωνία στο υπόλοιπο για αυξημένες τιμές. Επικοινωνήστε την εταιρεία humanservices.gov.au για περαιτέρω πληροφορίες στη γλώσσα σας.

Italian

Khmer
ដើម្បីត្រូវការជួបជាតិភាសានេះ៖ សូមសំរេចដោយការដាក់ឈ្មោះ 131 202។ ដំបូងគឺកំរិតសេវាកម្ម អាចបំរំ។ ទិញមាឌ់ផ្ទុយ​ និងទិញមេឃផ្ទុយ​ក្នុង​ការ​ត្រូវការ​សេវាកម្ម 人类服务.gov.au ដើម្បីជួបជាតិភាសានេះ។

Korean
한국어로 문의하시면 131 202번을 이용해주시기 바랍니다. 통화요금이 부과됩니다. 문의이력이 있는 경우 추가 요금이 부과될 수 있습니다. humanservices.gov.au를 방문하여 여러 비문을 누르면 한국어로 된 정보를 찾을 수 있습니다.

Macedonian
За да обикнувите со нас на македонски јазик, се на 131 202. Плаќањето се налагува. Понуди е на мобилни телефони може да се налази во низа стапки. Овде на humanservices.gov.au и одберете го имотот на јазикот за да го најдете информации на вашиот јазик.

Serbian
Da biste razgovarali sa nama na srpskom, nazovite 131 202. Плаћање се налагает. Понуди од мобилних телефона може да се налазе по низ стапки. Овде на humanservices.gov.au и притиснете дугмач да би ја добили и свој информација на вашем јазику.

Spanish

Turkish

Vietnamese
Authorising a person or organisation to enquire or act on your behalf

1. Your name
   - Mr  Mrs  Miss  Ms  Other
   - Family name
   - First given name
   - Second given name

2. Your date of birth
   - /  /

3. Your permanent address
   - 
   - Postcode

4. Your Centrelink payment type
   - 

5. Your Centrelink Reference Number
   - - - -

6. Is this authorisation for a person or organisation?
   - Tick ONE box only
   - Authorise a PERSON  Go to next question
   - Authorise an ORGANISATION  Go to 10

7. Your authorised person’s name
   - Mr  Mrs  Miss  Ms  Other
   - Family name
   - First given name
   - Second given name

8. Your authorised person’s date of birth
   - /  /

9. Your authorised person’s Centrelink Reference Number
   - - - -  Go to 11

10. Your nominated organisation’s details
    - Trading name of organisation
      - This is the name of the organisation, not the contact person. The contact person can be identified below.
      - Business name of organisation
      - Australian Business Number (ABN)
        - ABN is mandatory to access online services
        - Organisation Centrelink Reference Number
          - Name of contact person

11. What is their relationship to you (e.g. father, sister, guardian, administrator, Public Trustee)?

12. What are their contact details?
    - Street address
      - Postcode
    - Postal address (if different to above)
      - Postcode
    - Phone number
      - Fax number
      - Email
      - @
13 What is the arrangement you are authorising?

Read the Notes if you are not sure about which arrangement you wish to make. If you want to authorise different person for each arrangement, complete a separate form for each person.

Person permitted to enquire □ Go to 16

Authorises a person to make an enquiry only on your behalf

Correspondence nominee □ Go to 15

Authorises a person to enquire, act and make changes on your behalf

Payment nominee □ Go to 14

Authorises a person to receive your payments on your behalf

BOTH payment and correspondence nominee □ Go to 14

Authorises a person to enquire, act and make changes AND receive your payments on your behalf

14 Give details of the nominee’s account into which your Centrelink payments are to be paid

Direct credit is available in most countries outside of Australia if required. (Refer to page 3 of the Notes for more detail.)

Name of bank, building society or credit union

Branch where your account is held

Branch number (BSB)

Account number (this may not be the card number)

Account held in the name(s) of

For organisations only – Group Institution Code (if applicable)

15 What is the reason for making this arrangement?

Voluntary □ Go to next question

Power of Attorney □

Please attach supporting documents.

Court, Tribunal, Guardianship or Administration Order □

16 How long do you want this arrangement to last?

Indefinitely □ OR

From / / to / /

17 Your authorisation – If you are unable to sign go to 18

Make sure you have read the Privacy and your personal information on page 2 of the Notes.

I authorise the person named on this form to deal with Centrelink on my behalf according to the arrangements shown on this form.

Your signature

Date / /

Go to 19

18 Third party authorisation

The person signing this form on behalf of the customer cannot be a nominee authorised on this form, unless it is a court appointed arrangement.

Make sure you have read the Privacy and your personal information on page 2 of the Notes.

You will need to provide evidence of the customer’s inability to sign if it is not a court appointed arrangement.

Name of person signing on behalf of the customer

Relationship to customer

Address

..........................................................

Postcode

Contact phone number

( )

Signature of the person signing on behalf of the customer

Date / /

19 The nominee or person permitted to enquire MUST provide a password to be used when contacting us. The password needs to have 4 to 12 letters or numbers. Please remember the password.

Date

20 Acceptance by nominee or person permitted to enquire

IMPORTANT INFORMATION: Check to make sure that your personal and/or your organisation details are correct.

Make sure you have read the Privacy and your personal information on page 2 of the Notes.

I declare that:
• I have read the Notes on page 2 and understand and accept the responsibilities and obligations for the arrangement for which I am authorised.

I declare and accept that:
• any personal information I am given access to under this arrangement is protected under Commonwealth legislation. I agree to access, use or disclose the information only as authorised by the person to whom the information relates.
• my appointment as a nominee or person permitted to enquire may be revoked or suspended by the Australian Government Department of Human Services if I do not comply with my responsibilities and obligations.

Signature of the nominee or person permitted to enquire

Date / /