

Declaration Regarding Full-time Study Attendance

When should I use this form?

If you're over the age of 18 and receiving a child's pension, you should complete this form to let us know the details of your full-time education.

➤ If you see this symbol, go to page 2 to read the Important notes.

Please complete in **BLOCK** letters, using blue or black ink.

1 Personal details ➤

Client number

Your client number can be found on your annual statement or by logging in to Member Online.

Title

Given names

Last name

Previous name¹ (if we know you by another name)

Date of birth (dd/mm/yyyy)

Home phone number

Mobile phone number

Work phone number

Email address

Residential address

State

Postcode

Postal address

As above

State

Postcode

2 Your authorisation

I agree to my educational institution answering questions from QSuper about my studies (such as how often I attend and how long my course goes for).

Name of educational institution

Name of course

Name

Signature

(Please sign in blue or black pen – QSuper does not accept electronic signatures on this form)

Date signed (dd/mm/yyyy)

3 Course details (completed by the educational institution)

This part of the form needs to be completed by an authorised representative of the student's educational institution. We use this form to confirm their student status. Please send the form back to us as soon as possible once you've completed it.

What academic qualifications will the student gain from the course?

¹ If your name has changed and you work for the Queensland Government or default employer, let your payroll office know and they will then let us know. Otherwise, please send us a certified copy of either a marriage certificate or other legal change of name document.

What credit points will they receive for each subject?

What subjects are they studying?

Is their study being done during the day or at night?

If their studies are at night, are these subjects available during the day?

How many student contact hours are needed for this course to be considered full-time study?

4 Declaration (completed by the educational institution)

I confirm the student named on this form is enrolled and began attending (or will enrol and begin attending) this institution as a full-time student.

The student is expected to attend from (dd/mm/yyyy)

The student is expected to attend until (dd/mm/yyyy)

Name of educational institution representative

Position

Phone number

Signature

(Please sign in blue or black pen – QSuper does not accept electronic signatures on this form)

Stamp or seal of educational institution

Date signed (dd/mm/yyyy)

 / /

► Important notes

Section 1. A child's pension is payable up to age 18, or to age 25 if you are studying full-time at an approved institution. If you leave full-time education after you're 18, we need to know as soon as possible so we don't overpay the benefit. If for some reason there's an overpayment, this money will need to be paid back to us.

Once a child turns 18, we can pay the pension directly into their account. Make sure a *Change of Details for Defined Pension* form is completed to let us know these details.

Where to send this form

Please send your completed form to us by:

Post

QSuper
GPO Box 200
Brisbane QLD 4001

Email

qsuper@qsuper.qld.gov.au

Member Centres

70 Eagle Street, Brisbane
63 George Street, Brisbane
Sunshine Coast University Hospital, Ground Floor,
Main Hospital Building, 6 Doherty Street, Birtinya

Member Services team

Phone 1300 360 750
Overseas +61 7 3239 1004
Monday to Friday 8.00am – 6.00pm (AEST)

Postal address GPO Box 200, Brisbane QLD 4001
Email qsuper@qsuper.qld.gov.au
Fax 1300 242 070
Website qsuper.qld.gov.au

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