



**Please read the following instructions before completing this application.**

The purpose of this form is for educational institutions to register with the Department of Transport and Main Roads to offer eligible tertiary/post-secondary students access to concession fares.

**Registration requirements**

The department cannot confirm if a tertiary/post-secondary student is eligible for concession fares without ensuring the relevant educational institution and courses offered align with the concession policy.

To be registered with the department, the educational institution must:

- be recognised as a higher education provider at [www.teqsa.gov.au](http://www.teqsa.gov.au) or a registered training organisation (RTO) on [www.training.gov.au](http://www.training.gov.au)
- have a campus located in Queensland
- provide students with identification cards
- provide courses developed and accredited under the Australian Qualifications Framework, or
- provide a Course/s in Core Skills supported by the Queensland Government's *Skilling Queenslanders for Work* initiative\*
- offer courses to full time students enrolled on an internal basis. To be considered full time, and internal:
  - ◇ a university student must be enrolled full time on an internal basis, as deemed by their university; or
  - ◇ students attending an institution other than a university must be enrolled in a course of study requiring attendance at classes (or unpaid practical requirements) for at least 12 hours per week for a minimum course duration of 12 weeks.

\*for details on eligible courses, visit [translink.com.au/tertiary](http://translink.com.au/tertiary)

**What you need to do**

**Step 1** - Complete the following mandatory details, and ensure the declaration is signed.

**Step 2** - Send the completed form to either:

**Email** - [ptconcession@translink.com.au](mailto:ptconcession@translink.com.au) or

**Post** - Educational Institution Registration  
TransLink Division  
Department of Transport and Main Roads  
GPO Box 50  
Brisbane Qld 4001

**Confirmation of registration**

Please allow 10 business days for processing of your completed application. Outcomes will be advised via email.

**It is an offence under the:**

- *Criminal Code Act 1899* to dishonestly provide information with the intent to defraud. The maximum penalty is 10 years imprisonment.
- *Transport Operations (Passenger Transport) Act 1994* to state anything or give a document to an authorised person if you know it contains false or misleading information. The maximum penalty is \$17,670.

**Educational Institution details** (all fields are mandatory)

Legal entity name

Trading name

TEQSA provider number or Training.gov.au RTO number

Business address

  
  


Postcode

Postal address

  
  


Postcode

Phone number

Fax number

Email

Institution website

**Educational Institution type and courses**

**Q1.** Is your educational institution a university?

No  Go to Q2

Yes  Do you offer courses that have been developed and accredited under the Australian Qualifications Framework, or is a Course in Core Skills supported by the Queensland Government's *Skilling Queenslanders for Work* initiative?

Yes  No

Are these courses offered to full time students enrolled on an internal basis?

Yes  No

**Q2.** Is your educational institution an RTO or a higher education provider other than a university?

No  Go to Q3

Yes  Do you offer courses that have been developed and accredited under the Australian Qualifications Framework, or is a Course in Core Skills supported by the Queensland Government's *Skilling Queenslanders for Work* initiative?

Yes  No

Are these courses offered to full time students enrolled on an internal basis, that is, are students required to attend classes (or unpaid practical requirements) for at least 12 hours per week for a minimum course duration of 12 weeks?

Yes  No

Please provide a course code that meets the course eligibility criteria

**Continued page 2...**

**Q3.** Does your institution have multiple campuses?

No  Go to Q4

Yes  Does your institution use a centralised enrolment system that links all your campuses?

Yes  No

**Q4.** Address of Queensland campus/es

Postcode

Postcode

Attach additional sheet if required

**Q5.** Does your institution provide student ID cards to enrolled students?

Yes  No

**Q6.** Please provide the number of students enrolled for the previous year

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**Terms and Conditions**

As a registered educational institution with the department you agree to:

1. provide information as requested by the department in relation to any changes in student eligibility.
2. immediately advise the department in writing if the educational institution:
  - a. changes any of the educational institution’s details provided on this form
  - b. is no longer recognised as an RTO or higher education provider
  - c. no longer provides courses developed and accredited under the Australian Qualifications Framework
  - d. no longer provides a Course/s in Core Skills supported by the Queensland Government’s *Skilling Queenslanders for Work* initiative
  - e. is a university, and no longer offers courses to full time students enrolled on an internal basis
  - f. is not a university, and no longer offers a course of study requiring attendance at classes (or unpaid practical requirements) for at least 12 hours per week for a minimum course duration of 12 weeks.

**Additional Information**

If your institution’s registration is successful, a departmental representative will be in contact to discuss how the process applies to your institution, and the department’s standard Terms and Conditions for the provision of a tertiary student concession fare.

**Declaration**

I certify that:

- the details provided by me are true and correct
- I will comply with the terms and conditions mentioned above
- I am authorised to sign this form on behalf of my company/ organisation
- I authorise the department to make reasonable enquiries to verify any details provided in this application.

Name

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Position

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Email

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Phone number

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Signature

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Date

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**Privacy statement**

The department is collecting the information on this form for the purpose of registering your educational institution to offer eligible tertiary/post-secondary students access to concession fares. Your personal information will not be disclosed to any other third party without your consent unless authorised or required to do so by law.

**Office Use Only**

Completed and signed

Yes  No

Educational institution registration approval

Yes  Issue date

/ /
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No  Reason


Eligibility verification method

SFTP  CWS  Regional

Assessed by

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