



Tertiary Transport Concession Card Application/Renewal/Replacement

Applying for a Tertiary Transport Concession Card

Complete this application form to obtain a Tertiary Transport Concession Card (TTCC). You must carry your TTCC and a valid student identification card with you at all times when travelling - this is your proof of entitlement to travel on a concession fare on public transport services.

What you need to do

Step 1 - Complete Part A and sign the declaration.

Step 2 - Ensure that Part B is completed by your educational institution.

Step 3 - Send the completed form to either:

Email - tertiary@translink.com.au
(as a PDF file not exceeding 8MB); or

Post - Tertiary Transport Concession Card
PO Box 1139
Eagle Farm Qld 4009

Eligibility criteria

To be eligible for a TTCC you **must** meet all of the following criteria:

- reside in Queensland; and
- be enrolled in and attending a course:
 - at a university, TAFE or other post-secondary institution in Queensland (unless otherwise approved by the Department of Transport and Main Roads) that is registered with the department; and
 - that is approved by Centrelink for Austudy, Abstudy or Youth Allowance purposes, or studying at a post-graduate level; and
- be a full time* student enrolled on an internal basis.

*To be considered full time:

- a university student must be enrolled full time, as deemed by their university; or
- students attending an institution other than a university must be enrolled in a course of study requiring at least 12 hours per week of classes for a minimum course duration of 12 weeks.

For further information

For further information visit the TransLink website at www.translink.com.au or phone 13 12 30.

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

Part A - Details of applicant

Please use **black** or **blue** ink and print using **block** letters.

All fields are mandatory.

Type of application

New ☐

Renewal ☐

Replacement (for example, lost, damaged) ☐

TTC/TTCC card number (if known)

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Title

Mr ☐

Mrs ☐

Miss ☐

Ms ☐

Other ☐

Please specify

--

Family name

--

Given name/s

--

Name of educational institution

--

Student number**

--

**as shown on your student identification card including letters and numbers

Residential address

Unit/Number

Street

--

--

Suburb/Town

State

Postcode

--

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Postal address (if same as residential, write 'as above')

Address/Post office box

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Suburb/Town

State

Postcode

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Phone number

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Email

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Declaration

I declare that:

- the details provided by me are true and correct; and
- I authorise the department or its agent to make reasonable enquiries to verify any details provided in this application.

Applicant's signature

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Date

	/		/	
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Part B - to be completed by the educational institutionPlease use **black** or **blue** ink and print using **block** letters.**All fields are mandatory.****Educational institution details**

TTCC registration number

				-				-			
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Legal entity name

Trading name

Address of campus student attends

Postcode

Student details

Family name

Given name/s

Student number**

**as shown on the student identification card including letters and numbers

Course details

What is the full name of the course this student is enrolled in?

Institution course code

Course start date

Expected course completion date (course completion date must be no later than the last day of exam block for the course)

Is the student's course approved by Centrelink for Austudy, Abstudy or Youth Allowance purposes or is it at a post-graduate level?

Yes ☐ No ☐

Is the student enrolled full time on an internal basis***?

Yes ☐ No ☐

***For institutions other than universities this means the student is enrolled in a course of study requiring at least 12 hours per week of classes on campus for a minimum course duration of 12 weeks.

Declaration

I declare that:

- the details provided by me are true and correct; and
- I am authorised to sign this form on behalf of my company/organisation; and
- I authorise the department or its agent to make reasonable enquiries to verify any details provided in this application.

Name

Position

continued next column...

Phone number

Email

Signature

Date

Institution stamp

Privacy statement

The department is collecting the information on this form for the purposes of assessing a student's eligibility for a TTCC. This information will be used by the department's contracted provider who is bound by the same privacy principle as the department. 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**Part A** - completed and signed ☐**Part B** - completed and signed ☐

TTCC approved

No ☐ Please complete comments below.

Comments

Yes ☐ Processed date

Expiry date

TTCC number

Assessed by