



## Pre-Existing PEEP Approved Applicants

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<b>Purpose</b>	This form is to allow Australian Defence Force (ADF) partners to apply to continue their previously approved education initiative under the Partner Education & Employment Program (PEEP).
<b>Assessment of Request</b>	Your application will be acknowledged via email once received by the Defence Community Organisation (DCO). All application forms submitted will be checked to confirm the applicant has an existing approval and they have been undertaking components of their approved study in the last 12 months which they are yet to complete. The proposed PEEP initiative is still required to meet the intent and eligibility criteria of the extant program.
<b>Completing your form</b>	All fields <b>must</b> be completed. Incomplete or partially completed forms will not be considered for assessment, and will be returned to applicants.
<b>Returning your form</b>	Ensure your application form is <b>signed</b> and all fields are completed prior to submission.  Completed forms can be submitted via the following methods:
<b>Email</b>	<a href="mailto:DefenceFamilyHelpline@defence.gov.au">DefenceFamilyHelpline@defence.gov.au</a> (preferred option)
<b>Fax</b>	02 6265 8852
<b>Mail</b>	Defence Community Organisation PO Box 7921 DKE-1-126 Canberra BC ACT 2610
<b>Outcome of Applications</b>	Applicants should anticipate that it will take a minimum of 28 days from receipt of a completed application to be advised on the outcome of their application.
<b>Your Responsibility</b>	Applicants are responsible for ensuring that their request still meets the intent and eligibility criteria of the Program. Applicants <b>must</b> inform DCO of any change in circumstances; such as: <ul style="list-style-type: none"><li>- change in employment status (i.e gaining employment);</li><li>- change in relationship status;</li><li>- change to approved study (including fee increases); and</li><li>- change to your residential location.</li></ul> Applicants should be aware that giving false or misleading information to the Commonwealth is a serious offence.  Assistance under PEEP is Fringe Benefits Tax (FBT) reportable.
<b>Application Assistance</b>	Should assistance be required in completing the form, email the <b>Defence Family Helpline</b> ( <a href="mailto:DefenceFamilyHelpline@defence.gov.au">DefenceFamilyHelpline@defence.gov.au</a> )
<b>More Information</b>	Go to the DCO website <a href="http://www.defence.gov.au/dco">www.defence.gov.au/dco</a> or call the Defence Family Helpline 1800 624 608.



## PARTNER EDUCATION & EMPLOYMENT PROGRAM (PEEP) APPLICATION FORM

**\*Only for previously approved applicants applying for funding to continue their ongoing study\***

*All fields must be completed.*

### SECTION 1 - YOUR DETAILS

<b>Name:</b>			
<b>Current Approved PEEP ID:(Mandatory)</b>			
<b>Email Address:</b>			
<b>Address:</b>			<b>Postcode:</b>
<b>Contact Phone Number(s):</b>			
<b>Losing Posting Locality:</b>			
<b>Gaining Posting Locality:</b>			
<b>Date of Arrival in current posting locality:</b>	<b>ADF Member:</b>		
	<b>Partner:</b>		

### SECTION 2 - ADF MEMBER DETAILS

<b>Name and Rank:</b>			
<b>PMKeyS Number:</b>		<b>Service:</b> Navy <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/>	
<b>Year of Enlistment:</b> <i>(Lateral transfers must attach evidence of length of previous military service)</i>			

### SECTION 3 - CURRENT EMPLOYMENT STATUS

**Resume attached:** *If you do not have a resume to attach, Table 5.1 and Table 6.1 must be completed. Additionally, please provide details of any employment breaks, including reasons, in the 'additional details' space provided below*

<b>Are you currently employed?</b>	<input type="checkbox"/> <b>No:</b> <input type="checkbox"/> <b>Yes:</b> If yes, on what basis are you employed	<input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> (hrs per week _____) <input type="checkbox"/> <b>Casual</b> (hrs per week _____) <input type="checkbox"/> <b>Contract</b> (please provide additional details below) i.e. start and end date
<b>Name of Employer:</b>		
<b>Commencement date:</b>		

**SECTION 4 – EXISTING APPROVED EDUCATION  
REQUEST FOR ONGOING STUDY**

Name of Existing Pre-Approved PEEP Course/Degree			
Name of University/Provider			
RTO Number		Is the University registered by the Tertiary Education Quality and Standards Agency (TEQSA) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Year Study commenced:		Anticipated End Date:	
Have you been enrolled and undertaking the approved study in the last 12 months. Yes <input type="checkbox"/> No <input type="checkbox"/> (if no please provide comments)			
<b>Note: Funding is only considered on a Semester/Study Period basis.</b>			
Semester/Study Period currently being requested:			
Name of subjects/units:		Start Date:	Cost (\$) per subject/unit:
<b>NOTE:</b> Evidence <b>must</b> be attached showing that previously approved units/semesters were successfully completed.		<div style="border: 1px solid black; padding: 5px;"> <b>Evidence Attached:</b> <input type="checkbox"/> </div>	

## SECTION 5 – DECLARATIONS

The Department of Defence is bound by the provisions of the *Privacy Act 1988* (Privacy Act). We recognise that privacy is important to you, and that we have a responsibility to protect any personal information you may share with us. Please ensure you have read the relevant sections of the PEEP Guidelines relating to Privacy. Further information on DCO and Defence's Privacy policy can be found at [http://www.defence.gov.au/dco/DCO\\_Privacy\\_Policy.htm](http://www.defence.gov.au/dco/DCO_Privacy_Policy.htm).

### **False or Misleading Information**

Applicants should be aware that giving false or misleading information to the Commonwealth is a serious offence under the Criminal Code Act 1995 (Cth). Where false or misleading information is provided, or relevant information withheld, criminal or disciplinary action under the Public Governance, Performance and Accountability Act 2013, Defence Force Discipline Act 1982, Public Service Act 1999, or the Criminal Code Act 1995 may be taken depending on the circumstances. If the applicant is a member of the ADF, or employed under the Public Service Act, administrative action may also be taken by Defence and sanctions imposed. Applications may be disregarded if, in the belief of the Department, false or misleading information has formed a component of an application.

### **Fringe Benefit Tax (FBT)**

Payment of this benefit may result in a Reportable Fringe Benefit Amount (RFBA) being recorded against the ADF member. An RFBA will result when a member has received fringe benefits to the total of \$2000 in a FBT year (1 April to 31 March).

An RFBA does not have any income tax implications, but will have financial impacts if you are in receipt of any Government means tested benefits. Therefore it is recommended that applicants seek independent tax advice prior to lodging an application.

For further information regarding the impacts of a RFBA refer to the ATO website: <https://www.ato.gov.au>

### **We certify that:**

- We have read and understand the above statements.
- We have read and understand the PEEP Guidelines
- We understand that completion of this form does not in any way imply that this application for funding assistance will be approved.
- All the information submitted (including this form and any attached resume) is true and complete and understand that any false or misleading information we provide may lead to the rejection of my application.

Applicant Signature: \_\_\_\_\_ Date:

ADF Member Signature: \_\_\_\_\_ Date: