

UNSW Rural Relocation Allowance (RRA) Guidelines

Students Allocated to Rural Clinical Campuses (RCCs), where eligible.

Updated – 2025/26

1. History of the UNSW Rural Relocation Allowance (RRA)

The Rural Relocation Allowance (RRA) was originally established approximately 14-years ago to support medical students located at Kensington in clinical environments who were then allocated to a rural clinical campus for an entire phase. Whilst primarily introduced for students relocating from metropolitan areas, it was later extended to include students moving between rural campuses, again when allocated to a different rural campus for a subsequent phase.

As the rural program has developed and with a focus on the recruitment and selection of rural students through the Rural Entry Admissions Pathway (REAP) under the RHMT program, the opportunity for local metropolitan students locating to rural campuses has decreased significantly and currently, medical student placements at rural campuses are filled predominantly and with priority to rural students who entered the program through the REAP. It is expected over the next three years, and notably due to capacity challenges rurally, for rural students to fill all long-term placements at rural campuses.

The growth in the rural program and full program end-to-end delivery at Port Macquarie (2017) and Wagga Wagga (2021) campuses, students admitted through the REAP acknowledge and undertake to study and complete all their training rurally within the end-to-end rural program. Where a rural student completes Phase 1 at a metropolitan campus through allocation or by preference and is then allocated to a rural campus for Phase 2 or 3 as is required, this is consistent with students entering through the REAP 'special entry' pathway and considered normal progression – it does not constitute grounds for rural relocation allowance support.

2. Policy Framework and Alignment

The Rural Relocation Allowance (RRA) provides limited financial support to eligible medical students who meet the criteria and are required to relocate for clinical placements of two consecutive years or more at UNSW Rural Clinical Campuses. The allowance is intended to assist with reasonable and essential relocation costs in accordance with UNSW Finance and Travel policies and relevant Australian Taxation Office (ATO) requirements.

These guidelines operate under the framework of:

- UNSW Financial Management Policy
- UNSW Travel Policy
- UNSW Student Expenses & Reimbursement Procedures
- UNSW Gifts, Benefits and Hospitality Policy
- ATO Fringe Benefits Tax (FBT) rules – [Fringe benefits tax – rates and thresholds | Australian Taxation Office](#)

3. Eligibility

The payment of the RRA may be considered in specific limited circumstances, including:

- a. A rural student being allocated to a rural campus other than their '*local to home*' or '*submitted preference*', and
 - i. the placement requires relocation incurring essential moving costs (verified via receipt/s),
 - ii. the placement is not the '*local to home*' campus the student submitted as their preference,
 - iii. the placement allocation is required due to capacity and/or other program related matters
- b. A non-rural, Kensington (metro) based student being allocated to a rural campus other than where the placement is their submitted preference, and
 - i. the placement requires relocation incurring essential moving costs (verified via receipt/s),

4. Ineligibility

- a. Students relocating between Kensington (metro) clinical campuses
- b. Rural students relocating to a rural campus from a Kensington (metro) clinical campus following an allocation where the metro placement was in Phase 1 or an approved request
- c. International students
- d. Any rural placement less than two consecutive years of the program

5. Allowance Amount and Claim Limits

- a. The maximum reimbursable total is up to \$500 per student.
- b. The RRA is a once-off entitlement, but students who relocate more than once due to program requirements may submit a second claim up to the amount of their remaining balance (where eligible), including
 - i. where an amount of \$300 was claimed by a student in Phase 2 → with a residual balance of \$200 available for Phase 3, and the second relocation is eligible under the guidelines

6. Expenses

Eligible for RRA

The RRA may be used to subsidise essential costs directly related to relocation to the allocated RCC, including:

- a. Professional removalist services
- b. Furniture storage fees
- c. Truck, trailer, or van hire
- d. Travel to the allocated rural campus (flights, train, bus, or self-drive fuel*)
- e. Temporary accommodation during search for permanent placement accommodation (only up to the RRA cap limit)

** Claims must comply with rules outlined below and receipts must be provided*

Ineligible for RRA

The RRA **cannot** be used for:

- f. Utility accounts or general accommodation-related expenses (electricity, internet, water)
- g. Any expenses for relatives and/or friends including for travel and accommodation
- h. Food, consumables, or general household items
- i. Purchase or repair of furniture

- j. Bond payments
- k. Key deposits
- l. Lease commencement costs
- m. Petrol purchased after arrival at the rural campus location (e.g., trips for groceries, local and/or personal travel at the location)
- n. Any cost that may be considered a donation, gift, or sponsorship under UNSW policy
- o. Any expense considered a Fringe Benefit Tax–related item under ATO guidelines

7. Documentation Requirements

To be reimbursed, students **must** provide,

- a. **Original (clear and readable) tax invoices or receipts**, containing:

- i. Supplier name
- ii. ABN (if applicable)
- iii. Date of issue
- iv. Description of goods/services
- v. Amount paid and payment method

- b. **Fuel* Reimbursement Requirements**

Students must comply with the following:

- i. Vehicle must start the journey with a full tank of fuel (**filling the tank to commence cannot be claimed**)
- ii. Claims must correspond to:
 - o Kilometres travelled,
 - o Fuel purchased enroute, and
 - o Refuelling **immediately upon arrival** at the rural campus location
- iii. Any return trip claims follow the same requirements and justification

- c. **Not accepted**

- i. Bank statements, screenshots, or proof-of-transaction alone

8. Submission Timeline

Receipts must be submitted to the students allocated rural campus administrative staff **within 8-weeks of relocation**. Late claims may be considered only under special circumstances and only with approval of the Manager, UNSW Rural or Associate Dean and Head, UNSW Rural.

9. Shared 'Claims for Services'

Where students share relocation services (e.g., truck hire):

- a. Costs must be divided equally
- b. A copy of the shared receipt must indicate the proportion each student paid

Process

- c. Complete the Expense Reimbursement Form (ER1)
- d. Submit the form and original receipts to your allocated rural campus administrative team
- e. Claims meeting eligibility requirements will be reimbursed by bank transfer within 15-working days after approval

10. Decision-Making and Exceptions

- Any exceptions, additional claims, or clarifications must be approved by the Manager, UNSW Rural or designated financial approver.
- All decisions must comply with UNSW policies, criteria and is limited by available program funding

Enquiries

For further advice or clarification, contact the Rural Support Team:

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