



Student Allowance Entitlement Limit Extension application form

Complete this form if you have already received or are reaching your entitlement limit for the Student Allowance and need some extra time to finish your studies because you have special circumstances.¹

The entitlement limits for Student Allowance are:

- 92 weeks for secondary study
- 200 weeks for tertiary study
- 120 weeks for tertiary study if you are aged 40 or over.

For more information on an extension of your Student Allowance visit studylink.govt.nz

You'll also need to complete a Student Allowance application (unless you've applied already).
The easiest way to apply for your Student Allowance is online by visiting our website at studylink.govt.nz

¹ Special circumstances generally means situations that were not expected and were beyond your control (such as an illness, injury or accident), that prevented you from completing your programme within your entitlement limit. It does not include situations where the Student Allowance regulations have changed.

Before you start – Read this page

Here are some important things you need to know before you complete your application.

Use blue or black ink only

When completing your application you must only use blue or black ink. If your application is completed in any other colour we might get you to complete another one.

Answer all the questions

It's important to answer every question in your application. If a question doesn't apply to you, use 'N/A' or 'nil'. Don't leave the space blank, unless indicated on the form, as this could delay the process and you may not get paid on time.



You may need to provide documents

All documents sent to StudyLink must be a verified copy. A verified copy is a copy of the original document which has been signed and dated by someone like a Solicitor/Lawyer, Notary Public, Court Registrar, an approved person at an education provider, school principal, StudyLink or Work and Income staff member or Justice of the Peace (listed in the Yellow Pages) who can confirm that the copy is the same as the original. They must print their name and title on each page and write that it is a true copy and sign it.

The best way to send your documents to us is online using connect.co.nz. Please remember to include your name and client number with any documents that you send to us. For more information visit connect.co.nz



Remember to sign and date this application. An authorised staff member from your secondary school or education provider will also need to complete and sign the supporting statement on page 3.

Where to send this form

The easiest and fastest way to return your completed form to us is online using connect.co.nz. Please remember to include your name and client number.

For more ways to contact us, visit our website studylink.govt.nz

We're happy to help you complete your application.

1. What is your client number?

If you have received assistance from StudyLink or Work and Income before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

Client number	<input style="width: 25px; height: 25px; border: 1px solid #0083b1;" type="text"/>	<input style="width: 25px; height: 25px; border: 1px solid #0083b1;" type="text"/>	<input style="width: 25px; height: 25px; border: 1px solid #0083b1;" type="text"/>		<input style="width: 25px; height: 25px; border: 1px solid #0083b1;" type="text"/>	<input style="width: 25px; height: 25px; border: 1px solid #0083b1;" type="text"/>	<input style="width: 25px; height: 25px; border: 1px solid #0083b1;" type="text"/>		<input style="width: 25px; height: 25px; border: 1px solid #0083b1;" type="text"/>	<input style="width: 25px; height: 25px; border: 1px solid #0083b1;" type="text"/>	<input style="width: 25px; height: 25px; border: 1px solid #0083b1;" type="text"/>
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2. What is your full name?

First name	Middle name(s)	Surname or family name

3. What is your legal name as it appears on your birth certificate? (If different from above)

First name	Middle name(s)	Surname or family name

4. What date were you born?

Day Month Year

 **We need to see a verified copy of your birth certificate or passport (unless StudyLink has already seen it).**

5. Where will you live while studying?

We need a New Zealand address, even if you live overseas.

Flat/House number		Street address		
Suburb		City	Post code	Country
				NEW ZEALAND

6. What is the name of your current study programme and how many extra weeks do you need to complete it?

Name of programme	Number of weeks needed to complete

7. Please explain your special circumstances and why you need extra time to finish your studies.

Note: Please give us a full explanation of all relevant details to support your application. We need evidence of your circumstances or a statement from someone who supports your application – we may still ask for evidence.

How we protect your privacy

Collecting your information

We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at workandincome.govt.nz/privacy

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

Using your information

We use the information you give us to make decisions about the best way to help you.

- These decisions may be about:
 - whether you're eligible for our services
 - running our operations and ensuring our services are effective
 - the services we'll provide in the future.

Sharing your information

Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.

- To do this, we may share your information with:
 - prospective employers to help you find work
 - contracted service providers that help us to help you
 - health providers if we need your medical information to assess your eligibility
 - other government agencies when we have an agreement with them
 - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

Respecting you and your information

We make sure we follow the Privacy Act to do what's right when we use your information.

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

Get in touch if you have a question

You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: workandincome.govt.nz/privacy

Students' declaration

The information I have provided is true and I have not left anything out. I understand that if I make a false statement or don't tell StudyLink of a change in my circumstances that I could lose my Student Allowance. If this happens I understand that I will have to pay back any overpayments plus collection costs, and could be prosecuted.



Student's signature

Day

Month

Year

Supporting statement

This section can be completed by an authorised staff member at your secondary school or education provider to provide information to support your application. You could also ask someone of standing in the community (such as a Minister, Doctor or Kāumatua) who is familiar with your circumstances to confirm your situation. If you already have evidence that supports your application you can send this to us instead.

Please explain the circumstances that prevented the student from completing their studies within their entitlement limit, give us your details and sign the declaration at the bottom of the page.

Please give us your details

First name	Middle name(s)	Surname or family name
Position/Occupation	Relation to student (e.g. doctor)	Education provider/Organisation stamp
Daytime phone number		

Declaration

The information I have provided is true and I have not left anything out.



Signature

Day

Month

Year

MyStudyLink

get it all done online

- check out what financial assistance you may be able to get
- apply for your student finances
- check your Student Allowance and Student Loan application status
- view and update your personal details
- change the amount of your living cost payments and apply for your course-related costs
- view details of your next payment and previous transactions
- view your mail
- view and accept your Student Loan Contract.

How to contact us

Website: **studylink.govt.nz**

Phone: **0800 88 99 00**

Using Connect

A quick and easy way to send us your documents

1. Create an account at **connect.co.nz** with your RealMe login
2. Upload your verified documents
3. Submit to StudyLink