

200-WEEK LIMIT EXTENSION APPLICATION FORM

COMPLETE THIS FORM IF YOU HAVE ALREADY RECEIVED THE STUDENT ALLOWANCE FOR 200 WEEKS OF TERTIARY STUDY AND WANT AN EXTENSION TO FINISH YOUR STUDIES OR DO FURTHER STUDY.

IF YOU NEED AN EXTENSION TO YOUR STUDENT ALLOWANCE FOR SECONDARY SCHOOL STUDY, YOU NEED TO COMPLETE THE 92 WEEK LIMIT EXTENSION APPLICATION WHICH CAN BE DOWNLOADED FROM www.studylink.govt.nz.

Usually you can only get the Student Allowance for 200 weeks, but you may be able to get more if you have one of these circumstances:

- You are enrolled in a recognised 'long programme' approved by the Minister of Tertiary Education. If you're doing a long programme visit our website www.studylink.govt.nz and go to the Student Allowance section for a list of recognised long programmes.¹
- You are re-training towards getting a job in a programme of National Interest – currently the only re-training programme that is recognised is teacher training.
- You have special circumstances² and need some extra time to finish your studies.
- You are completing a programme equivalent to a recognised long programme. Your programme will need to be approved by the Ministry of Education.

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

- ¹ If you have received Student Allowance for a course other than those listed as forming the long programme, you will not be eligible for an extension under this criterion. You also need to be studying the last qualification that forms the long programme.
- ² 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 the 200 week limit.

**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 www.studylink.govt.nz using your MyStudyLink account.**

BEFORE YOU COMPLETE THIS FORM – READ THIS PAGE

HERE ARE SOME IMPORTANT THINGS YOU NEED TO KNOW BEFORE YOU COMPLETE THIS 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

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



YOU MAY NEED TO PROVIDE DOCUMENTS

If you're applying for an extension because you have special circumstances you'll need to provide documents to support your application.

If you're providing a copy of an original document it needs to be verified. A **verified copy** is a copy of the original document which has been signed and dated by someone like a StudyLink or Work and Income staff member, officer of a tertiary education provider, school principal, Solicitor/Lawyer, Notary Public, Court Registrar 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 the copy and write that it is a true copy and sign it.

If you send an original document we will return it to you by courier.



SIGN AND DATE THE FORM

Remember to sign and date this application. If you're applying under special circumstances, an authorised staff member from your education provider will also need to complete part of this form and sign it.

WHERE TO SEND THIS FORM

Send your completed form (and any documents we need to see) to:

StudyLink
FreePost 207116
PO Box 30300
Lower Hutt 5040

If you need more information visit our website www.studylink.govt.nz.

OFFICE USE ONLY

Processed by	Authenticated by	Checked by
Signature	Signature	Signature
Date	Date	Date

Comments	Certified by
	Signature
	Date

1. What is your legal name?

This is your legal name as appears on your Passport or Birth Certificate.

First name	Middle name(s)	Surname or family name

2. What is your date of birth?

Day
 Month
 Year

OFFICE USE ONLY

3. What is your client number?

This is a number issued to you by StudyLink or Work and Income. This is on your Community Services Card if you have one. If you don't have a client number or don't know it, leave this question blank.

4. Where will you live while studying?

Address		
Suburb	City	Country
		NEW ZEALAND

5. Why are you applying for an extension of your Student Allowance?

- I'm enrolled in a recognised long programme
- I'm re-training in a teacher training programme
- I'm enrolled in a programme equivalent to a recognised long programme. We will need confirmation of this from the Ministry of Education. Please talk to your education provider about this. Go to Q8
- I need extra time to finish my studies because I have special circumstances – please explain below, then go to Q6:

Note: We need evidence of your circumstances or a statement from someone who supports your application – we may still ask for evidence.

6. What study programmes have you done in the past?

Please include all full-time, part-time and semester tertiary courses whether you finished them or not. Use a new line for each separate course.

Education provider (full name)	Study programme (full name)	Full-time, part-time or limited full-time?	Pass' the course? Y/N	How many weeks on Student Allowance? (if none, write 'NIL')
MASSEY UNIVERSITY	BACHELOR OF SCIENCE	Full-time	Y	37

1 An enrolment must have a certain EFTS (equivalent full-time student) value to be considered full-time depending on the length of the enrolment. For example, if your course is 52 weeks long it is full-time if it has an EFTS value of 0.8 or more. To be considered "more than half of a full-time course" for a 52 week course, the EFTS value would need to be 0.4001 or more.

7. What qualifications do you have?

Please include all qualifications including certificates, diplomas and degrees.

8. 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

PRIVACY STATEMENT

The legislation administered by the Ministry of Social Development allows us to check the information that you give us in this form. This may happen when you apply for financial assistance and at any time after that.

The Privacy Act 1993 requires us to tell you that:

- The information you give us is collected under the authority of the legislation administered by the Ministry of Social Development.
- The information will be held by the Ministry of Social Development.
- The information is collected for the purposes of the legislation administered by the Ministry of Social Development (including StudyLink, Work and Income, Child Youth and Family and other service lines of the Ministry), and in particular for:
 - granting financial assistance and other assistance under the Social Security Act 1964 and Education Act 1989 (and any Regulations under those Acts)
 - statistical and research purposes
 - providing advice to Government
 - care and protection needs of children
 - providing support and services to you and your family
 - providing education related services
 - providing employment related services.
- The information you give us may be compared with information held by Inland Revenue, the Ministry of Justice, the Department of Corrections, the New Zealand Customs Service, the Department of Internal Affairs, the Accident Compensation Corporation, Housing New Zealand, Statistics New Zealand, Ministry of Health, Immigration New Zealand, the Ministry of Education, New Zealand Qualifications Authority, the Tertiary Education Commission, Student Job Search and education providers. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia and the Netherlands).
- Under the Tax Administration Act 1994, if you have dependent children, the information you give us may be shared with Inland Revenue for the purpose of administering Working for Families Tax Credits.

Inland Revenue may also:

- use the information for the purposes of child support, Student Loans and taxation
- disclose it to the Department of Labour, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
- disclose your personal information to your partner.
- Under the Privacy Act 1993 you have the right to ask to see all information we hold about you, and to ask us to correct that information.
- You are not required to give us information; but if you do not give us all the information we ask for, your application for financial assistance may be declined.



SIGN HERE

STUDENT'S 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

SIGN HERE

Day

Month

Year

SUPPORTING STATEMENT

This section can be completed by an authorised staff member at your 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. 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 programme within the 200 week limit.

Please give us your details:

Your first name	Surname or family name

Relation to student (e.g. Doctor)	Daytime phone number



SIGN HERE

DECLARATION

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

Signature

SIGN HERE

Day

Month

Year

MyStudyLink – get it all done online

- apply for your student finances
- check your Student Allowance and Student Loan application status
- view and update your personal details
- check your Student Loan balance, 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 and accept your Student Loan Contract
- apply for Unemployment Benefit Student Hardship.

www.studylink.govt.nz

HOW TO CONTACT US

Website: **www.studylink.govt.nz**

Phone: **0800 88 99 00**

Fax: **0800 88 33 88**

StudyLink
FreePost 207116
PO Box 30300
Lower Hutt 5040