

STUDENT ALLOWANCE ADDITIONAL APPLICATION FORM

COMPLETE THIS FORM IF YOU HAVE ALREADY RECEIVED A STUDENT ALLOWANCE THIS YEAR AND YOU ARE APPLYING AGAIN IN THE SAME YEAR BECAUSE YOUR COURSE HAS FINISHED AND YOU'RE STARTING A NEW ONE.

THE QUICKEST WAY TO APPLY FOR YOUR NEW STUDENT ALLOWANCE IS ONLINE AT www.studylink.govt.nz.

If you are enrolled in a Summer School course that starts after 1 January you need to complete a full Student Allowance application and apply for next year's Student Allowance at the same time.

If you received a Student Allowance last time you studied, you must have passed more than half¹ the work of that full-time tertiary course to continue to get a Student Allowance.

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. You must pass more than half of the EFTS needed to be full-time to get another Student Allowance. For example, if your course is 52 weeks long it is full-time if it has an EFTS value of 0.8 or more. This means you only need to pass more than 0.4 EFTS to get another Student Allowance, even if your study has EFTS of more than 0.8. For more details visit www.studylink.govt.nz.

IMPORTANT!

We need to receive your application by the end of the first week of your course (or the date you qualify if that's later) or you may miss out on some payments. If you apply late your payments are unlikely to be backdated.



BEFORE YOU START – 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 has been 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

You may need to provide certain documents as part of your application – these are listed on page 9. If you're providing a copy of an original document it needs to be verified by someone like a StudyLink (or Work and Income) staff member, Justice of the Peace or authorised staff member from your education provider. If you send an original document we will return it to you by courier.

You won't have to provide any document that StudyLink has already seen.



SIGN AND DATE THE FORM

Remember to sign and date this application.

WHERE TO SEND THIS FORM

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

StudyLink Student Support Centre
 FreePost 113907
 Private Bag 11070
 Palmerston North 4442

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

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. Did the last course you received a Student Allowance for begin in this calendar year?

Yes
 No (You're using the wrong form – you'll need to complete a full Student Allowance application. You can apply for your Student Allowance online at www.studylink.govt.nz)

4a. Did you pass¹ more than half the work of this course?

We check your study results with the Ministry of Education. If you answer 'yes' and the information they send us confirms you didn't pass¹ more than half of a full-time tertiary course, you may have to repay any payments you have received. If you don't know yet, please tick 'I'm not sure'. You can let us know when you have your study results.

Yes (Go to Q5)
 No
 I'm not sure (You need to tell us as soon as you know – Go to Q5)

4b. Why didn't you pass¹ more than half?

Please explain here:



WE NEED TO SEE EVIDENCE TO SUPPORT YOUR EXPLANATION. FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF A LETTER FROM SOMEONE LIKE YOUR DOCTOR, SOLICITOR OR MINISTER. THIS EVIDENCE SHOULD CONFIRM YOUR CIRCUMSTANCES AND WHETHER YOU ARE NOW CAPABLE OF UNDERTAKING FULL-TIME STUDY.

4c. Have you since passed¹ a full-time tertiary course at your own expense?

This means passing more than half the work of a full-time tertiary course for which you have met your course costs and living expenses by any other means such as working, savings, scholarships or Student Loan.

Yes
 No (You may not be eligible for Student Allowance – call us on **0800 88 99 00** to discuss this).

If yes, please give us details of this study

Year	Education Provider (full name)	Study Programme (full name)	Full-time? Yes/No	How many weeks?	Pass ¹ the course? Yes/No

5. Have you (or your partner) changed your name(s) since the last time you got a Student Allowance?

Yes
 No (Go to Q6)

If yes, who?

You
 Your partner
 Both

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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. You must pass more than half of the EFTS needed to be full-time to get another Student Allowance. For example, if your course is 52 weeks long it is full-time if it has an EFTS value of 0.8 or more. This means you only need to pass more than 0.4 EFTS to get another Student Allowance, even if your study has EFTS of more than 0.8. For more details visit www.studylink.govt.nz.

Please tell us your new name(s):

Previous name	New name



WE NEED TO SEE PROOF OF YOUR NAME CHANGE – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF A MARRIAGE CERTIFICATE OR DEED POLL PAPERS.

6. Are you enrolled with your education provider(s) under a different name?

Yes

No (Go to Q7)

If yes, please give us the name(s) you use in your enrolment:

Education provider	Name

7. Where will you live while studying?

Please note, this must be a New Zealand address.

Flat/House no.	Street address

Suburb	City	Country
		NEW ZEALAND

7a. Please give us the date you started or will start living at this address.

Day

Month

Year

7b. Is this a property owned or managed by Housing New Zealand?

Yes

No (Go to Q7c)

If yes, will your (or your partner's) name be on the tenancy agreement?

Yes

No

If yes, you won't be able to get an Accommodation Benefit – but you may qualify for income-related rent from Housing New Zealand. For more details please contact your local Housing New Zealand Neighbourhood Unit – you'll find their number in your phone book.

7c. How would you like to receive your mail?

From November 2009 you can view your mail online at our website through MyStudyLink. Your mail will still be sent to your postal address until November.

Online

Post (Go to Q7e)

7d. How would you like to be notified that you have letters online to view?

Text message

Please enter your mobile number for text notifications to be sent to

Email message

Please enter your email address for notifications to be sent to



SIGN HERE

MAIL ONLINE DECLARATION

I agree to receive letters and notices from StudyLink via my online MyStudyLink account, rather than by post. This includes notices under the Credit Contracts and Consumer Finance Act 2003 and the Student Loan Scheme Act 1992.

I agree that:

- StudyLink may notify me of new letters/notices by email or text. However, it is my responsibility to check my account regularly
- This consent may vary some parts of my Student Loan contract or scholarship agreement (if applicable) relating to how letters/notices will be sent to me.

I agree to receive my mail online and accept the conditions outlined above.

Student's signature

SIGN HERE Day Month Year

7e. What New Zealand address do you want your mail sent to?

Please note, this must be a New Zealand address.

Postal address		
<input type="text"/>		
<input type="text"/>		
Suburb	City	Country
<input type="text"/>	<input type="text"/>	NEW ZEALAND

7f. Enter the date you want your mail to start being sent to this address. Enter today's date if mail can be sent there immediately.

Day Month Year

8. How can we contact you?

Phone	Mobile¹	Fax	Email¹
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Have your living arrangements changed? For example, have you started living with your partner or parents?

Yes No (Go to Q10)

If yes, what date did this change occur?

Day Month Year

Have you:

Started living with a partner (your partner may need to complete a Partner's Application Form. You can download this from our website www.studylink.govt.nz.)

Stopped living with a partner. Is this because your relationship has ended? Yes No
If your partner has moved, what is their new address?

Gone flatting

¹ If you give us your mobile number or email address we may use these to send you text messages or emails. These messages will not contain personal information. We may use them to let you know about important changes or that it's time to reapply if you're continuing with your studies.

Started living in a hostel or hall of residence

Which hostel / hall of residence?	Is your room: single / double?

Started living with your parent(s), or in a home provided or maintained by your parent(s).

Will you be paying market rent or be responsible for outgoings relating to that home while studying?
By market rent we mean what you might reasonably expect to pay for rent in comparison with rent levels for similar properties in similar areas.

Outgoings include a mortgage, rates, house insurance payments and essential repairs or maintenance. Expenses such as phone, power or internet payments are not considered to be outgoings.

Yes, I pay the market rent for the home. You'll need to provide a statement from one of your parents declaring you are paying market rent. (Go to Q10)

Yes, I'm responsible for the payment of the outgoings relating to the home. (Please complete the table below)

No (Go to Q10)

Please give us details of the payments you make for your home:

Type of payment	Name of provider	How often do you pay? e.g. weekly, fortnightly, monthly	Amount	OFFICE USE ONLY
First mortgage			\$	
Other mortgage			\$	
House insurance (not including contents)			\$	
Ground lease			\$	
Mortgage insurance			\$	
Rates			\$	
Water rates			\$	
Other			\$	



WE NEED PROOF OF ALL THE PAYMENTS YOU MAKE FOR YOUR HOME – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF A BANK STATEMENT SHOWING YOUR PAYMENTS.

10. Have your circumstances changed in any other way? For example, your partner has started studying or their study details have changed.

Yes No (Go to Q11)

If yes, what date did this change occur?

Day Month Year

Please explain how your circumstances have changed:



WE MAY NEED TO SEE PROOF OF YOUR NEW SITUATION.

11. Do you want to change the bank account your Student Allowance goes into?

Yes No (Go to Q12)

If yes, please give us your new details:

Bank	Branch	Account holder's name

Account number			
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Bank	Branch	Account	Suffix

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Please note – if you give us an incorrect bank account number we can't pay you, please check it against your bank statement.

11a. Enter the date you want this account to be used for payments. Enter today's date if it can be used immediately.

Day
 Month
 Year



WE NEED TO SEE PROOF OF THIS ACCOUNT – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF A PRE-PRINTED DEPOSIT SLIP OR STATEMENT WITH YOUR NAME, BANK, BRANCH AND ACCOUNT NUMBER.

You must let us know every time your income changes as it may affect your payments. The easiest way to do this is using MyStudyLink at www.studylink.govt.nz. We may check your income with Inland Revenue.

12. Will you or your partner be getting any income while you are studying?

By income we mean any money you or your partner get from any source, taxable or non-taxable – this could include but is not limited to wages, salary, termination payment, bonus pay, holiday pay, child support, maintenance payments, paid parental leave, interest from savings and investments, dividends from shares, income from a family trust, farm or business, income from boarders or rent, superannuation, overseas benefits and pensions, weekly accident insurance payments, some scholarships, any indirect monetary benefits you get such as free board or shares in a business, and any other income that you have or may deprive yourself of. Please don't count your Student Allowance, Student Loan or Family Tax Credit as income.

Yes
 No (Go to Q13)

If yes, please give us details of your income per week before tax:

By per week we mean from each Monday to the following Sunday.

Your income

Type of Income	Weekly income before tax	From	Employer's name or income source
1.	\$	/ /	
2.	\$	/ /	

Employer's trading name (if different)	Business address	Suburb/City/Town	OFFICE USE ONLY
1.			\$
2.			\$



YOUR STUDENT ALLOWANCE IS ASSESSED BASED ON THE INCOME YOU AND YOUR PARTNER DECLARE WHEN YOU APPLY. IF YOUR INCOME IN ANY WEEK IS DIFFERENT TO WHAT YOU DECLARED, YOU MUST LET US KNOW STRAIGHT AWAY AS IT COULD AFFECT YOUR PAYMENTS. YOUR STUDENT ALLOWANCE FOR ANY WEEK IS AFFECTED BY THE INCOME YOU EARN IN THAT WEEK. WE MAY ASK FOR PROOF OF YOUR INCOME AT ANY TIME IN THE FUTURE. WE MAY ALSO CHECK YOUR INCOME WITH INLAND REVENUE.

Your partner's income

Type of Income	Weekly income before tax	From	Employer's name or income source
1.	\$	/ /	
2.	\$	/ /	

Employer's trading name (if different)	Business address	Suburb/City/Town	OFFICE USE ONLY
1.			\$
2.			\$

13. Have any children come into your care or left your care since the last time you got a Student Allowance?

By children we mean anyone under 24 years old who lives with you at least 50% of the time and who you support – this includes stepchildren, children at boarding school, adopted or whāngai children, grandchildren or mokopuna. It doesn't include any children who are on a Student Allowance or Work and Income benefit or who earn more than \$80 per week before tax, or anyone who you are being paid a Work and Income Orphans or Unsupported Childs Benefit for. Please note: this definition is different from that of the Unemployment Benefit Student Hardship.

Yes
 No (Go to Q14)

If yes, which:

A child(ren) left my care A child(ren) came into my care

13a. Please give us details of these children:

Child's full name	Date of birth	Came into care? Y/N	Left care? Y/N	Date of change
1.	/ /			/ /
2.	/ /			/ /
3.	/ /			/ /



WE NEED TO SEE ORIGINAL OR VERIFIED COPIES OF EACH CHILD'S FULL BIRTH CERTIFICATE OR PASSPORT (UNLESS STUDYLINK HAS ALREADY SEEN THEM).

OFFICE USE ONLY		
Mother	Father	Birth Certificate number
1.		
2.		
3.		

14. Do you know what your new study details are?

Yes No (Apply now and let us know as soon as you decide what and where you'll be studying.)

If yes, please give us full details of your new studies – you must let us know if any of these details change during the year: If you are studying overseas you will need to complete an Overseas Study application as well – you can download this form from our website www.studylink.govt.nz.

Education provider (full name)	Study programme (full name)	Student ID ¹ (important)	Campus name/ location	Summer School? Yes/No	Extramural? Yes/No	Start date	End date
MASSEY UNIVERSITY	BACHELOR OF SCIENCE	ADCD1234	ALBANY	N	N	00/00/00	00/00/00
						/ /	/ /
						/ /	/ /
						/ /	/ /

¹ If you don't have a student ID it's very important you ring us as soon as you do. Please note that some education providers don't give out student IDs – if you're unsure contact your education provider.

PRIVACY STATEMENT

The legislation administered by the Ministry of Social Development allows us to check the information that you give us in this form.

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, the Ministry of Health, Immigration New Zealand, the Ministry of Education, the 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 my Student Allowance payments may stop. If this happens I understand that I will have to pay back any overpayments plus collection costs, and I could be prosecuted.

Student's signature

SIGN HERE 

Day

Month

Year



STUDENT'S CHECKLIST

DOCUMENTS TO PROVIDE

We only need to see these if your situation has changed since the last time you applied for a Student Allowance

If you're providing a copy of an original document it needs to be verified by someone like a StudyLink (or Work and Income) staff member, Justice of the Peace or authorised staff member from your education provider. If you send an original document, we will return it to you by courier.

You need to provide any information we need before the end of your course or your Student Allowance application may be declined.

- Full birth certificates for any children who recently came into your care.
- Proof of the latest name change you or your partner had – if the name you're applying under is different from the name in the other documents you've provided. For example, marriage certificate or deed poll papers.
- Proof of your new bank account if changed. For example, a pre-printed deposit slip or statement with your name, bank, branch and account number.
- A statement from your parents – if you live in a parental home, and pay market rent.
- Proof of the outgoings for your home – if you live in a parental home, and are responsible for the outgoings for that home.

The Student Allowance process – what you can expect

If you have any questions you can visit our website www.studylink.govt.nz.

Once you have submitted your application for a Student Allowance you can check your application status using a MyStudyLink account at www.studylink.govt.nz.

Step 1:

You apply for the Student Allowance:
The easiest way to apply is online at www.studylink.govt.nz. If you can't apply online call StudyLink on 0800 88 99 00 to get an application form.

You need to apply at least 21 days before your course starts, or you may not get paid on time. You can apply for your Student Allowance before you enrol for study but you will need to be fully enrolled before we can pay you. Make sure you give us all the details we need – this speeds things up.

Step 2:

We will process your application and check the information you give us.

We will send you a letter asking for more information if we need it. We need to have all the information before the end of the course for which you have applied for a Student Allowance or it will be declined. We also send you a letter if you don't qualify for a Student Allowance.
If you applied online you may be sent a paper declaration to sign. If you are under 24 or have a partner, we will also send forms for your parents or partner to complete.

Step 3:

We will send you a pre-approval letter showing how much you're likely to get.

This letter doesn't mean your Student Allowance is approved. We still need to check your study details with your education provider before we can approve your application.

Step 4:

We check your details with your education provider closer to the time your course starts. We'll check:
– the dates of your course
– if you're full-time or part-time.

Make sure you've fully enrolled or your education provider won't be able to confirm your details and you may not get paid on time.

Step 5:

We will assess your Student Allowance based on your study details.

We send you a letter to tell you if your Student Allowance is approved. If your application has been declined, we send you a letter explaining why. From November 2009 you will be able to sign up to view your mail online at MyStudyLink.

Step 6:

Your payments can start.

You can use MyStudyLink to check on when your payments start.

If you don't apply on time or don't give us all the information we need, *we can't pay you on time.*

MyStudyLink – get it all done online

Using your MyStudyLink account you can:

- 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.

New services coming soon:

- visit our redesigned website and use the improved online application service (from October 2009)
- check out what financial assistance you may be able to get (from October 2009)
- view your mail online (from November 2009).

HOW TO CONTACT US

Website: www.studylink.govt.nz

Phone: **0800 88 99 00**

Fax: **0800 88 33 88**

StudyLink Student Support Centre
FreePost 113907
Private Bag 11070
Palmerston North 4442