

# STUDENT ALLOWANCE/STUDENT LOAN/SCHOLARSHIP LIMITED FULL-TIME APPLICATION FORM

**COMPLETE THIS FORM IF YOU WOULD LIKE TO APPLY FOR LIMITED FULL-TIME STATUS BECAUSE YOU ARE UNABLE TO STUDY FULL-TIME.**

Usually you need to be studying full-time to get a Student Allowance, Student Loan or scholarship. If you're unable to undertake the workload of a full-time course you may still be able to get financial help under limited full-time status if you have one of these circumstances:

- You're finishing a recognised programme and to do this you need to study less than full-time but more than half of a full-time course<sup>1</sup>.

Or

- Your education provider supports your application to study less than full-time for one of the following reasons:
  - you have an illness that prevents you from studying full-time or
  - you can't study full-time where there is sufficient cause outside your control<sup>2</sup> or
  - it's in your best interest<sup>3</sup> to study less than full-time.

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.

2 Sufficient cause outside your control could include a disability which stops you studying.

3 Best interest could include a student who has completed a Certificate of University Preparation, who has been out of study for a number of years and undertaking tertiary study or who is a recipient of the Prime Minister's Athlete Scholarship. Best interest does not apply to Bonded Merit Scholarship.

**You'll also need to complete a Student Allowance or Student Loan application (unless you've applied already). You can apply or online at [www.studylink.govt.nz](http://www.studylink.govt.nz)**

# 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 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

You may need to provide certain documents as part of your application – these are listed on page 4 of this form.

If you're providing a copy of an original document it needs to be verified by someone like a StudyLink (or a 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.



## SIGN AND DATE THE FORM

Remember to sign and date this application.

An authorised staff member from your education provider must also complete and sign this form. If you're not sure who this person is, ask at your education provider.

## 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](http://www.studylink.govt.nz).

### OFFICE USE ONLY

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

Comments	Certified by
	Signature
	Date

If you haven't already applied for the Student Allowance or Student Loan, you can apply online at [www.studylink.govt.nz](http://www.studylink.govt.nz)

**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. Where will you live while studying?**

Flat/House no.	Street address
Suburb	City

**5. Please give us the details of the courses you need this limited full-time status for:**

Education provider (full name)	Study programme (full name)	Student ID <sup>1</sup> (important)	Campus name/ location	Summer School? Yes/No	Extra-mural? Yes/No	Start date	End date
MASSEY UNIVERSITY	BACHELOR OF SCIENCE	ADCD1234	ALBANY	No	No	00/00/00	00/00/00
						/ /	/ /
						/ /	/ /
						/ /	/ /

**6. Will you be finishing a recognised programme?**

You must be studying more than half of a full-time course.

Yes (Go to 'Student's Declaration')   
  No (Go to Q7)

**7. Please explain in detail why you are not able to study full-time:**


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.
- Other information that you give us on your skills, aspirations, family circumstances, and that is not required to assess your entitlement to financial assistance may be used to provide a better service to you by the Ministry of Social Development.
- 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 have made a false statement or don't tell StudyLink of a change in my circumstances that my Student Allowance or Student Loan payments may stop, or my Step Up Scholarship or Bonded Merit Scholarship may be affected. 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

If you're providing a copy of an original document it needs to be verified by someone like a StudyLink (or a 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.

### **If you're finishing a recognised programme and to do this you are studying less than full-time but more than half of a full-time course**

An authorised staff member from your education provider needs to confirm on page 3 that your study will complete a recognised programme.

### **With support from your education provider**

An authorised staff member from your education provider needs to confirm on page 3 that they support you studying less than a full-time course and explain the reasons why.

If you are ill or have a disability you will also need to provide a letter or statement from your doctor or medical professional confirming that your illness or disability stops you studying full-time.

If there is some other reason for sufficient cause outside your control, you will also need to provide a letter or statement from a professional (like a counsellor) confirming you can't study full-time and explaining the reasons why.

## MyStudyLink – get it all done online

### **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](http://www.studylink.govt.nz)

Phone: **0800 88 99 00**

Fax: **0800 88 33 88**

**StudyLink**  
**FreePost 207116**  
**PO Box 30300**  
**Lower Hutt 5040**