

STUDENT ALLOWANCE ONE PARENT APPLICATION FORM

COMPLETE THIS FORM IF YOU ARE THE PARENT¹ OF A STUDENT WHO NEEDS TO HAVE ONLY ONE PARENT'S INCOME TESTED FOR THE STUDENT ALLOWANCE. THE STUDENT WILL ALSO NEED TO COMPLETE A STUDENT ALLOWANCE APPLICATION. THE BEST WAY FOR THEM TO DO THIS IS ONLINE AT WWW.STUDYLINK.GOV.TZ. YOU WILL NOT NEED TO COMPLETE THE PARENTS' FORM IN THE STUDENT ALLOWANCE APPLICATION.

If a student is under 24 years old without children, we test their parents' combined taxable income to calculate how much they get for the Student Allowance. This applies regardless of the student's relationship status.

A student can have only one parent's income assessed if the student is considered independent of the other parent.

A ONE PARENT TEST MAY BE APPROVED IF YOUR PARENTS ARE LIVING APART AND:

- there is a breakdown in the relationship between the student and one of their parents, and contact with that parent would have a detrimental psychological effect on either the student or that parent, *or*
- the student is or has been subjected to severe mental cruelty by one of their parents, *or*
- a parent (or their spouse) has physically or sexually abused the student, *or*
- the other parent is in prison or in full-time care under the Mental Health (Compulsory Assessment and Treatment) Act 1992, and is unable to be responsible for the student, *or*
- only one parent is alive (the other parent is deceased), *or*
- they have other special circumstances that demonstrate that the relationship has so broken down that the student should be considered independent from the other parent – For example: the other parent's whereabouts are unknown.

If the student has other special circumstances please talk to us about it – in some cases they may still qualify for the Student Allowance.

If the reasons above don't apply and there are no other reasons why only one parent's income should be tested, both parents need to complete a Parents' form and provide evidence of their income.

A ONE PARENT TEST MAY NOT BE APPROVED IF:

- the other parent refuses to financially support the student
- the other parent lives overseas
- the supporting parent lives with a new partner
- the supporting parent states that he or she is not the only person responsible for the student's well-being or financial support, such as a relative or other person acting in the place of a parent.

1 A parent is a natural, adoptive or whāngai parent, a guardian, caregiver, step-parent, partner of a parent or any other person acting as a parent who is responsible for the student's well-being and financial support. It doesn't include someone who is getting a Work and Income Orphans or Unsupported Childs Benefit for the student.

2 A parental home means the home of a parent where the student is living with a parent, or a home provided or maintained by the parent of the student, whether or not the parent lives with the student. It doesn't include a property where the student is paying the market rent or is responsible for the payment of the outgoings for that home. A student who is living in a parental home is paying market rent if they are responsible for the payment of what is considered the full market rent for that home. If rooms are rented out (but not to the parent/s of the student), the student must still be responsible for ensuring the full market rent for the home is paid.

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

Did you know we have a brochure especially for parents? Visit our website www.studylink.govt.nz and download this brochure.

BEFORE YOU START – READ THIS PAGE

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

APPLYING FOR THE FIRST TIME

If you're applying for the one parent test for the first time, you need to get a witness to sign this form.

The witness must be 18 years old or over and have known your family situation for at least a year. They must also be living at a separate address from you and the student.

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 the student 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 7.

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 the student's 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. The witness will also need to sign this application if you're applying for the first time.

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

You could also enclose it with the student's main application form. 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 the student's 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 their date of birth?

<input type="text"/> <input type="text"/>	Day	<input type="text"/> <input type="text"/>	Month	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Year
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3. What is the student's client 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"/>

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

4. 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

5. Will the student be living with you while they are studying?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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6. What is your street address?

By street address we mean a physical address.

Flat/House no.	Street address

Suburb	City	Country

7. What is your New Zealand postal address?

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

Postal address

Suburb	City	Country
		NEW ZEALAND

8. How can we contact you?

Phone	Mobile	Fax	Email

9. What is your relationship with the student?

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10. Have you had a One Parent application approved for this student since 1999?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Go to Q11)
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If yes, have your (or the student's) circumstances changed since that application was approved?

For example, the student now has contact with the other parent.

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Go to Q14)
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If yes, please call us on 0800 88 99 00 before you go further with this application.

11. Why are you applying for the one parent test?

Note: the parent with whom the student has had a breakdown in their relationship with must not live with the other parent.

- There is a breakdown in the relationship between the student and their other parent, and contact now would have a detrimental psychological effect on either the student or that parent (Go to Q11a)
- The student is or has been subjected to severe mental cruelty by their other parent (Go to Q11a)
- The other parent (or their spouse) has physically or sexually abused the student (Go to Q11a)
- The other parent is in prison or in full-time care under the Mental Health (Compulsory Assessment and Treatment) Act 1992, and is unable to be responsible for the student (Go to Q12)
- I am the student's only living parent (the other parent is deceased) (Go to Q13)
- There are other special circumstances that demonstrate that the relationship has so broken down that the student should be considered independent from the other parent – For example: the other parents whereabouts are unknown. (Go to Q11a)

11a. Please give us a full and detailed explanation about your answer in question 11 (you can continue on a separate page if required):

12. What is the name of the student's other parent?

First name	Middle name(s)	Surname or family name

12a. What is their street address? (You don't need to provide an address if they are in prison or a psychiatric hospital.)
By street address we mean a physical address.

Flat/House no.	Street address

Suburb	City	Country

12b. Does the student have contact with this other parent?

- Yes No (Go to Q13)

If yes, please explain what contact they have:

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13. Are you the only person responsible for the student's well-being and financial support?

- Yes (Go to Q14) No

If no, please call us on 0800 88 99 00 before you go further with this application.

14. Do you currently have a partner – different from the person in question 12?

- Yes No (Go to Q15)

14a. Has the student ever lived with you and your partner?

- Yes No (Go to Q15)

If yes, for how long?

Years Months

14b. When did the student live with you and your partner?

From Month Year **To** Month Year

14c. What is the relationship between the student and your partner?

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15. Do you receive any New Zealand taxable income?

By taxable income we mean any taxable income you receive for the tax year the dependent student is studying in. This could include but is not limited to wages or salary (including a Work and Income benefit), holiday pay, interest from savings or investments, dividends from shares, income from a family trust, farm or business, maintenance payments, paid parental leave, income from boarders or rent, superannuation, weekly accident insurance payments or any other source.

Yes No (Go to Q16)

If yes, how much is your annual income before tax?

\$

OFFICE USE ONLY



WE NEED TO SEE PROOF OF THIS INCOME – FOR EXAMPLE, ORIGINAL OR VERIFIED COPIES OF RECENT PAYSLIPS (YOU WILL NEED TO PROVIDE AT LEAST FOUR WEEKS OF INCOME), A LETTER FROM YOUR EMPLOYER OR YOUR ACCOUNTANT STATING YOUR INCOME BEFORE TAX, A LETTER FROM YOUR BANK, OR ANY OTHER ORGANISATION YOU GET TAXABLE INCOME FROM. IF YOUR INCOME HASN'T CHANGED SINCE THE LAST COMPLETE FINANCIAL YEAR YOU CAN PROVIDE EVIDENCE OF THIS INCOME, FOR EXAMPLE, YOUR INCOME TAX SUMMARY FROM INLAND REVENUE.

16. Do you receive any overseas taxable income that you don't pay New Zealand tax on?

Yes No (Go to Q17)

If yes, please give us details of this income before tax:

Type of income	Country	Total income a year before tax	Currency	OFFICE USE ONLY
		\$		\$
		\$		\$
		\$		\$



WE NEED TO SEE PROOF OF THIS OVERSEAS INCOME – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF RECENT PAYSLIPS (YOU NEED TO PROVIDE AT LEAST FOUR WEEKS OF INCOME), A LETTER OR STATEMENT FROM YOUR OVERSEAS BANK(S), EMPLOYER(S), SOCIAL SECURITY OR PENSION PROVIDER, OR ANY OTHER ORGANISATION YOU GET TAXABLE INCOME FROM. IF YOUR INCOME HASN'T CHANGED SINCE THE LAST COMPLETE FINANCIAL YEAR YOU CAN PROVIDE PROOF OF THIS INCOME, FOR EXAMPLE, A TAX ASSESSMENT NOTICE OR LETTER FROM THE TAX DEPARTMENT OF THE COUNTRY OR COUNTRIES YOU GET INCOME FROM.

17. If you don't receive any taxable income please explain why, otherwise go to question 18:



WE NEED TO SEE PROOF OF YOUR NIL INCOME – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF A STATEMENT OR LETTER FROM INLAND REVENUE OR YOUR ACCOUNTANT.

OFFICE USE ONLY

18. While supporting the student, will you be supporting any other full-time dependent students 16–23 years old?

The other students must be aged **16–23 years old** at 1 January of the year the Student Allowance is applied for.

Yes No (Have your witness complete the witness details on page 6, then go to Parent's Declaration on page 7)

If yes, please give us their details:

Student's full name	Date of birth	Which education provider are they studying with?	OFFICE USE ONLY
	/ /		
	/ /		
	/ /		



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

WITNESS DETAILS – IF YOU’RE APPLYING FOR THE FIRST TIME

The witness must be 18 years old or over and have known you and the student for at least a year. They must also be living at a separate address from you and the student.

First name	Middle name(s)	Surname or family name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Flat/House no.	Street address		
<input type="text"/>	<input type="text"/>		
Suburb	City	Daytime phone number	Relationship to applicant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I confirm that I am 18 years old or over and have known the applicant and the student for at least a year. I believe it is reasonable for the student to depend solely on one parent for support. To the best of my knowledge and belief the information the parent has given on this form is true and correct.

Witness’ signature

SIGN HERE 

Day

Month

Year

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, the student’s application for financial assistance may be declined.



SIGN HERE

PARENT'S DECLARATION

The information I have provided is true and I have not left anything out. I understand I may be asked to provide further proof to support the income details I have given and that I could be prosecuted if I make a false statement.

Parent's signature

SIGN HERE →

Day

Month

Year



PARENT'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 Work and Income) staff member, Justice of the Peace or authorised staff member from the student's 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 the student's course or their Student Allowance application may be declined.

- Proof of any New Zealand taxable income you get annually. For example, four weeks of payslips or a letter or statement from your employer or Inland Revenue stating your income before tax, or a letter from your bank or any other organisation you get taxable income from
- Proof of any overseas taxable income you get annually. For example, four weeks of payslips, a letter from your employer, a tax assessment notice or letter from the tax department of the country or countries you get income from, or a letter or statement from your bank(s), employer(s), social security or pension provider, or any other organisation you get taxable income from
- Proof of your nil taxable income – if you don't have any income. For example, a letter or statement from Inland Revenue or your accountant
- Birth certificates or passports for other full-time students. You won't need to provide these if StudyLink has already seen them

If this is your first application, have the witness details on page 6 been completed? If not, your application may be returned to you. Your witness must be 18 years old or over and have known you and the student for at least a year. This cannot be someone who lives at the same address as you or the student.

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**

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