

STUDENT ALLOWANCE / STUDENT LOAN / SCHOLARSHIP OVERSEAS STUDY APPLICATION FORM

To get a Student Allowance, Student Loan or scholarship when you're studying overseas your study programme must be approved by the Tertiary Education Commission, or the Ministry of Education.

Tertiary students must be enrolled at a tertiary education provider in New Zealand.

Secondary students must be studying through a recognised exchange organisation and must have attended a New Zealand secondary school prior² to commencing the exchange programme.

Your payments will be the same whether you're studying in New Zealand or overseas.

The overseas study providers that have approved recognised exchange programmes are:

- Rotary
- American Field Scholar (AFS)
- Student Travel Schools (STS)
- American Swedish Student Exchange (ASSE)
- Youth for Understanding.

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

It's a good idea to appoint an agent to act on your behalf while you're overseas, particularly if you won't have regular access to the internet. If you want to appoint an agent, you and your agent need to complete the Agent's Authority on pages 7 and 8.

The best way to keep up to date while you're overseas is with MyStudyLink at **www.studylink.govt.nz**.

Using a 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
- check out what financial assistance you may be able to get (from October 2009)
- view your mail online (from November 2009).

1 Usually you have to be studying full-time to qualify for a Student Allowance, Student Loan living costs or scholarship. But if you're not studying full-time you may qualify for limited full-time status if:

- 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,

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 (this could include a disability which stops you studying full-time), or
 - it's in your best interests to study less than full-time (best interest does not apply Bonded Merit Scholarship).

2 Or within a reasonable timeframe, as determined by StudyLink, when there is a delay between the end of the New Zealand secondary study and the start of the exchange programme.

If you need to contact us while you're studying overseas call us on +64-4-917 3107 or visit our website www.studylink.govt.nz

Find the best way to finance your future
www.studylink.govt.nz



STUDYLINK

Hoto Akoranga

A service of the Ministry of Social Development

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 your 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.

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.



SIGN AND DATE THE FORM

Remember to sign and date this form. An authorised staff member from your education provider in New Zealand, or from the recognised exchange organisation, must also complete and sign this form (unless you're living overseas and studying extramurally).

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

OFFICE USE ONLY

Processed by	Checked by	Decision
		<input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Pending
Signature	Signature	
Date	Date	Date

Comments	Certified by
	Signature
	Date

8. Are you enrolled at a:

- New Zealand tertiary education provider (Go to Q8a) recognised exchange organisation (Go to declaration)

8a. What is the name of your New Zealand tertiary education provider?

What is the name of your tertiary study programme?

Are you:

- on a recognised overseas programme. You'll also need a statement from an authorised staff member at your New Zealand tertiary education provider. (Go to the 'Student's Declaration' section on page 4.)
- a New Zealand Masters student studying overseas. You'll also need a statement from an authorised staff member at your New Zealand tertiary education provider. (Go to the 'Student's Declaration' section on page 4.)
- living overseas and studying extramurally. You don't need a statement from your tertiary education provider. (Go to the 'Student's Declaration' section on page 4.)
- on a recognised exchange programme. You'll also need a statement from an authorised staff member at your secondary school and a statement from an authorised staff member at your recognised exchange programme or rotary exchange course co-ordinator. (Go to the 'Student's Declaration' section on page 4.)
- on a short programme overseas as a part of your New Zealand course. You'll also need a statement from an authorised staff member at your New Zealand 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 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 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

CONFIRMATION FROM AN AUTHORISED SECONDARY OR TERTIARY EDUCATION PROVIDER STAFF MEMBER

THIS SECTION MUST BE COMPLETED BY AN AUTHORISED STAFF MEMBER FROM YOUR NEW ZEALAND SECONDARY OR TERTIARY EDUCATION PROVIDER.

If you are unsure who needs to complete this section, ask at your education provider.

AUTHORISED STAFF MEMBER'S DETAILS

First name	Middle name(s)	Surname or family name
Position	Daytime phone number	Education provider/Organisation stamp
Education provider		

Is the student studying full-time?

Yes

No

If the student studied at secondary school, what secondary school did the student attend prior to the exchange?

What period did the student attend your secondary school?

From

Day

Month

Year

To

Day

Month

Year

If the student is in tertiary study, what is the name of their programme?

What is the tertiary programme code?

What is the EFTS value of the tertiary programme?

Programme code	EFTS value

When does the overseas programme start and finish?

Start

Day

Month

Year

Finish

Day

Month

Year

When are the overseas programme holidays?

Holiday start date	Holiday end date	Number of weeks
/ /	/ /	
/ /	/ /	



SIGN HERE

NEW ZEALAND SECONDARY OR TERTIARY EDUCATION PROVIDER'S DECLARATION

I certify that the student named in this application is on a recognised overseas exchange or study programme.

Staff member's signature

SIGN HERE

Day

Month

Year

CONFIRMATION FROM A RECOGNISED EXCHANGE PROGRAMME

THIS SECTION MUST BE COMPLETED BY A RECOGNISED EXCHANGE PROGRAMME OR ROTARY EXCHANGE COURSE STAFF CO-ORDINATOR

If you're unsure who needs to complete this section, ask at your exchange programme provider.

AUTHORISED STAFF MEMBER'S DETAILS

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Daytime phone number	Organisation stamp
<input type="text"/>	<input type="text"/>	
Organisation name		
<input type="text"/>		<input type="text"/>

Is the student studying full-time?

Yes No

What is the name of the student's programme?

What are the programme start and finish dates?

Start

Day

Month

Year

Finish

Day

Month

Year

When are the overseas programme holidays?

Holiday start date	Holiday end date	Number of weeks
/ /	/ /	
/ /	/ /	



SIGN HERE

EXCHANGE PROGRAMME CO-ORDINATOR'S DECLARATION

I certify that the student named in this application is on a recognised overseas exchange or study programme.

Staff member's signature

SIGN HERE →

Day

Month

Year

10. What is your agent's postal address:

We can only send your mail to one address – either yours or the agent's. This must be a New Zealand address and it must be the same address you gave us in question 6 of the Overseas Study application.

Postal address	City	Country
		NEW ZEALAND

11. If you selected 'receive my Student Allowance and/or Student Loan payments' in question 9, please give us your agent's bank account details: All your payments will go into this account.

Bank	Branch	Account holder's name

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

OFFICE USE ONLY

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

SIGN HERE

STUDENT'S DECLARATION

The information I have provided is true and I have not left anything out. I agree to the appointment of this agent. I understand that the agent will be responsible for the areas I have indicated in question 4 and question 9, and that I still need to tell StudyLink of any changes in my circumstances that may affect my entitlement.

Student's signature

SIGN HERE Day Month Year

SIGN HERE

AGENT'S DECLARATION

The information I have provided is true and I have not left anything out. I agree to act as agent for the student and understand that I need to meet the responsibilities as indicated in question 4 and question 9 on behalf of the student. I also agree to tell StudyLink about any changes in the student's circumstances that may affect the student's entitlement. I understand that I will be asked identifying questions about myself and the student each time I contact StudyLink.

Agent's signature

SIGN HERE Day Month Year

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 Phone: 0800 88 99 00 Fax: 0800 88 33 88

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