

# STUDENT ALLOWANCE REASSESSMENT OF PARENTS' INCOME APPLICATION FORM

**COMPLETE THIS FORM IF YOU ARE THE PARENT(S)<sup>1</sup> OF A STUDENT WHO HAS A PARENTALLY INCOME TESTED STUDENT ALLOWANCE, AND YOU WOULD LIKE YOUR INCOME REASSESSED.**

If the student is under 24 years old without children, we test your combined<sup>2</sup> taxable income to calculate how much they get for the Student Allowance. This applies regardless of the student's relationship status.

We can reassess your combined<sup>2</sup> taxable income if it has dropped by 25% since the last time it was assessed.

You can't apply for a reassessment of your income if the student's application for Student Allowance is declined because your income was above the limit. If this is the case you need to complete a new Parents' form instead, and provide evidence of your reduced income. You should do this as soon as possible; in most cases the Student Allowance will only be approved from the date we receive your new information.

If either parent wishes to keep their details confidential they can each complete a separate form and send it to us.

If you need a Parents' form or another application for reassessment of your income, you can download one from our website [www.studylink.govt.nz](http://www.studylink.govt.nz).

- 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 If you are the student's only parent, and we have approved a One Parent application for the student, we will calculate the student's entitlement based on your income only.

**If only one parent's income has reduced both parents must still complete this form.**

# BEFORE YOU START – READ THIS PAGE

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

## 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 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 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 the student's 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.

## 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

**It's important that you apply for the reassessment as soon as possible so that the student gets the correct payments.**

### OFFICE USE ONLY

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

Comments	Certified by
	Signature
	Date

**1. Whose Student Allowance is this reassessment for?**

This form can be used for more than one student. Each student must have a Student Allowance.

Student's full name	Date of birth	What is their client number (if known)?	Will the student be living with a parent while they are studying? Yes / No
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		

**2. What is your legal name?**

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

**First parent**

First name	Middle name(s)	Surname or family name

**Second parent**

First name	Middle name(s)	Surname or family name

**We need to know if you are living in separate households while the student is studying. If you are, we'll disregard \$3,400 of your joint taxable income.**

**3. What is your street address?**

By street address we mean a physical address. We need this information to determine if you are living in separate households. By separate households we mean living at different addresses for the majority of the week. Separate households do not include addresses used for holiday periods. You need to let us know if this changes.

**First parent**

Flat/House no.	Street address	
Suburb	City	Country

**Second parent (if living at a different address)**

Flat/House no.	Street address	
Suburb	City	Country

**3a. What New Zealand address do you want your mail sent to (if different from the above address)?**

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

**First parent**

Postal address		
Suburb	City	Country
		NEW ZEALAND

**Second parent**

<b>Postal address</b>		
<b>Suburb</b>	<b>City</b>	<b>Country</b>
		NEW ZEALAND

**4. How can we contact you?**

**First parent**

<b>Phone</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>

**Second parent**

<b>Phone</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>

**5. Why has your income dropped?**


**6. When did the drop in income happen?**

Note: a reassessment of your income cannot be completed for an anticipated drop in income.

<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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**OFFICE USE ONLY**

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**WE NEED TO SEE PROOF OF THE DATE YOUR INCOME DROPPED – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF A LETTER FROM YOUR EMPLOYER OR STATEMENT FROM YOUR ACCOUNTANT.**

**7. Now that your income has dropped, do you receive any New Zealand taxable income?**

By taxable income we mean any taxable income you receive while the dependent student is studying – 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 Compensation Corporation payments, Student Allowance or any other source.

**First parent**

Yes                       No (Go to Q8)

**Second parent**

Yes                       No (Go to Q8)

**If yes, please give us details of your current income before tax:**

Tell us either your weekly or yearly income – whichever is most appropriate. If you're not getting any income now, please write 'nil' – do not leave the box blank.

	<b>Weekly</b>	<b>Yearly</b>	<b>OFFICE USE ONLY</b>
First parent	\$	\$	
Second parent	\$	\$	
Total income	\$	\$	



**WE NEED TO SEE PROOF OF THIS INCOME – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF RECENT PAYSLEIPS (YOU 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, SUCH AS YOUR INCOME TAX SUMMARY FROM INLAND REVENUE. YOU WON'T NEED TO PROVIDE THIS IF STUDYLINK HAS ALREADY SEEN IT.**

**8. Are you currently receiving any overseas taxable income that you don't pay New Zealand tax on?**

**First parent**

Yes

No (Go to Q9)

**Second parent**

Yes

No (Go to Q9)

**If yes, please give us details of your annual income from overseas before tax:**

**First parent**

Type of income	Country	Total Annual Income Before Tax	Currency	OFFICE USE ONLY
				\$
				\$
				\$

**Second parent**

Type of income	Country	Total Annual Income Before Tax	Currency	OFFICE USE ONLY
				\$
				\$
				\$



**WE NEED TO SEE PROOF OF THIS OVERSEAS INCOME – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF RECENT PAYSLEIPS (YOU NEED TO PROVIDE AT LEAST FOUR WEEKS WORTH 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 EVIDENCE OF THIS INCOME, FOR EXAMPLE, A TAX ASSESSMENT NOTICE OR LETTER FROM THE TAX DEPARTMENT OF THE COUNTRY OR COUNTRIES YOU GET INCOME FROM.**

**9. While supporting the student(s) named in question 1, will you be supporting any other full-time students 16–23 years old?**

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

Yes

No (Read the Privacy Statement on page 6, then go to the 'Parents' Declaration' on page 7)

**If yes, please give us their details:**

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



**WE NEED TO SEE ORIGINAL OR VERIFIED COPIES OF THE STUDENTS' BIRTH CERTIFICATES OR PASSPORTS (UNLESS STUDYLINK HAS ALREADY SEEN THEM).**

# 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

### PARENTS' 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.

#### First parent's signature

**SIGN HERE**   Day   Month    Year

#### Second parent's signature

**SIGN HERE**   Day   Month    Year



## PARENTS' 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 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 the date your income dropped. For example, a letter from your employer or statement from your accountant.
- Proof of any New Zealand taxable income you're getting now. For example, a letter or statement from your employer stating your current income before tax, or two current payslips, or a letter from your bank or any other organisation you get taxable income from.
- Proof of any overseas taxable income you're getting now. For example, a letter or statement from your employer stating your current income before tax, or two current payslips, or a letter or statement from your bank(s), social security or pension provider, or any other organisation you get taxable income from.
- Birth certificates or passports for other full-time students. You won't need to provide these if StudyLink has already seen them.

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

Phone: **0800 88 99 00**

Fax: **0800 88 33 88**

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