

STUDENT ALLOWANCE PARTNER'S APPLICATION FORM

THIS FORM IS TO BE COMPLETED BY THE PARTNER¹ OF THE PERSON APPLYING FOR THE STUDENT ALLOWANCE. THE STUDENT WILL ALSO NEED TO COMPLETE A STUDENT ALLOWANCE APPLICATION.

¹ A partner is someone you are in a recognised relationship with. A recognised relationship is when you are both 24 or over and in a relationship such as marriage, a civil union or a de facto relationship with someone of the same or opposite sex. If either of you is under 24 years old, at least one of you must have a child in your care to be in a recognised relationship.

You may be able to get help with your accommodation costs. For more information 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 FORM.

USE BLUE OR BLACK INK ONLY

When completing this form you must only use blue or black ink. If this form 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 form. 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 with this form – 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 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.

In most cases you won't have to provide any document that StudyLink has already seen.



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 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 the student's legal name?

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

First name	Middle name(s)	Surname or family name

2. What is their date of birth?

Day Month Year

3. What is their client number?

This is a number issued to them by StudyLink or Work and Income. This is on their Community Services Card if they have one. If they don't have a client number 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. Have you at any time used any other name(s)?

Yes No (Go to Q6)

If yes, please give us your other name(s):

First name	Middle name(s)	Surname or family name	Maiden name? Yes/No

6. What is your date of birth?

Day Month Year

OFFICE USE ONLY



WE NEED TO SEE AN ORIGINAL OR VERIFIED COPY OF YOUR BIRTH CERTIFICATE OR PASSPORT (UNLESS STUDYLINK HAS ALREADY SEEN IT).

7. Are you?

Male Female

8. 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.

9. Are you living in a property owned or managed by Housing New Zealand?

Yes No

If you are not living in a property owned or managed by Housing New Zealand, you may be able to get help with your accommodation costs. Visit our website www.studylink.govt.nz.

10. How can we contact you?

Phone	Mobile	Fax	Email

11. Were you born in New Zealand?

Yes (Go to Q12) No

11a. Where were you born?

11b. Are you a:

Permanent resident New Zealand citizen Other (eg. Refugee) →

If you are a permanent resident or New Zealand citizen, when were you granted permanent residency/citizenship?

Day Month Year



WE NEED TO SEE AN ORIGINAL OR VERIFIED COPY OF YOUR BIRTH CERTIFICATE OR PASSPORT TO PROVE YOUR RESIDENCY STATUS (UNLESS STUDYLINK HAS ALREADY SEEN IT).

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pp:
Date:

11c. What date did you come to New Zealand to live?

Day Month Year

12. Do you normally live in New Zealand?

This means that you consider New Zealand your home, you are a legal resident, normally live here and intend to stay permanently.

Yes No

13. What is your IRD number?

If you have an IRD number with less than nine digits, please insert zero(s) in front of your IRD number. If you don't have one, you need to get one from Inland Revenue by calling **0800 227 774**, or you can download a form at **www.ird.govt.nz**.



WE NEED TO SEE PROOF OF YOUR IRD NUMBER – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF YOUR IRD CARD OR A STATEMENT FROM INLAND REVENUE (UNLESS STUDYLINK HAS ALREADY SEEN IT).

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14. The following information is only needed for statistical purposes. It's up to you whether you answer this question. We'd appreciate it if you would tick the ethnic group(s) you belong to.

NZ Pākehā/European Other European NZ Māori Samoan Cook Island Māori
 Tongan Niuean Tokelauan Fijian Pacific Island – other
 Southeast Asian Chinese Indian Asian – other Middle Eastern
 Latin American African Other (please give details)

If you are NZ Māori, which iwi do you belong to?

15. Do you live with the student?

Yes (Go to Q16) No

If no, where do you live?

Flat/House no.	Street address	
Suburb	City	Country

16. Will you at any time be studying at the same time as the student?

Yes No (Go to Q17)

16a. Will you be studying more than half the work of a full-time course?

If you're unsure what that means, contact your education provider.

Yes No (Go to Q17)

If yes, you need to apply for your own Student Allowance.

16b. When does your course start and finish for this application?

Start

Day Month Year

Finish

Day Month Year

17. At the time the student starts studying, will you be getting any income?

Income is any money you 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 include your Student Allowance, Student Loan or Family Tax Credit as income.

Yes No

If yes, please give us details of your income per week before tax, including any income you don't pay tax on:

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

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

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

THE STUDENT ALLOWANCE IS ASSESSED BASED ON THE INCOME YOU AND THE STUDENT DECLARE WHEN THE STUDENT APPLIES. IF YOUR INCOME IN ANY WEEK IS DIFFERENT TO WHAT YOU DECLARED, YOU MUST LET US KNOW STRAIGHT AWAY AS IT COULD AFFECT THE STUDENTS PAYMENTS. STUDENT ALLOWANCE PAYMENTS FOR ANY WEEK ARE 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.



REMEMBER TO SIGN YOUR NAME ON PAGE 7.

Remember you must let us know every time your income changes.

Partner's declaration

PARTNER'S OBLIGATIONS

When the student gets financial help from us you also have obligations to meet. If you don't meet them, your and/or the student's payments could stop – and in some cases you and/or the student could be fined or even prosecuted.

Here are your obligations.

If things change

You must tell us straight away if you:

- Have a change in your work situation (such as starting part-time, casual or full-time work).
- Intend to travel overseas.
- Have changes to your living situation, including:
 - starting or ending a marriage, a civil union or a de facto relationship with someone of the same or opposite sex or separation or
 - a change in the number of children you support.
- Have changes to your income in any week or changes to your financial circumstances.
- Have changes to your personal details (such as name, address).
- Become self employed or start to run a business.
- Have any other changes that may affect whether your partner can get a Student Allowance.

Be honest with us

When you sign this form you are acknowledging that the information you give us is true and you have not left anything out. You understand that your and/or the student's payments may be reviewed and cancelled if you:

- make a false statement or
- don't answer all the questions fully or
- don't tell us about changes in your circumstances that could affect your (and the student's) eligibility.

If this happens, you understand that you and/or the student will have to pay back the total amount of any overpayment plus collection costs, and you and/or the student may be prosecuted.

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).

Privacy Statement continued over ...

Privacy Statement continued ...

- 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

PARTNER'S DECLARATION

The information I have provided is true and I have not left anything out. I have read and understood my obligations. I understand that I could be prosecuted if I make a false statement.

Partner's signature

SIGN HERE →

Day

Month

Year



PARTNER'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/your partner'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.

YOU NEED TO PROVIDE THE FOLLOWING DOCUMENTS

If the student is applying for the first time and StudyLink hasn't seen them before

- Your birth certificate or passport
- Proof of IRD number
- Proof of your immigration status – if not born here. For example your passport, residency documents, certificate of citizenship or letter from Immigration New Zealand
- Proof of any name change you've had. For example marriage certificate or deed poll papers
- Proof of any income you have. For example a payslip or letter from your employer

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Certifier #1	Certifier #2
Signature	Signature
Date	Date

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