

UNEMPLOYMENT BENEFIT STUDENT HARDSHIP APPLICATION FORM

TO GET THE UNEMPLOYMENT BENEFIT STUDENT HARDSHIP YOU MUST:

- be registered for work with Student Job Search (or if there's not a Student Job Search in your region, a Work and Income service centre) *and*
- be actively looking for full-time work *and*
- intend to study full-time after your study break *and*
- have received or will receive the Student Allowance. If you're in hardship and you don't qualify for the Student Allowance you may still be able to get the Unemployment Benefit Student Hardship. You'll also need to complete the Additional Hardship application form on pages 10 and 11.

You will have a stand-down, or waiting time, from when you qualify for the Unemployment Benefit Student Hardship, until the time you are entitled to your benefit. You won't get paid during this stand-down.

If you have a partner or a child and you're in hardship because your Student Allowance has stopped and you're waiting for your Unemployment Benefit Student Hardship to start, you may be able to get the Student Allowance Transfer Grant. You can apply for this by answering question 1 on page 12.

If you have not been in previous study or you are 16–17 years old and getting a Student Allowance your application may be processed as an Emergency Benefit. If this happens, you will get the same amount as you would have received if you got Unemployment Benefit Student Hardship.

IN THIS APPLICATION, YOU CAN ALSO APPLY FOR:

- Additional Hardship (Part 3)
- Extra Help (Part 4)
 - Student Allowance Transfer Grant
 - Accommodation Supplement
 - Disability Allowance
 - Temporary Additional Support.

YOU CAN POST YOUR COMPLETED APPLICATION AND VERIFIED DOCUMENTS TO:

StudyLink Student Support Centre
Freepost 113907
Private Bag 11070
Palmerston North 4442.

BEFORE YOU START – READ THIS PAGE

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

You need to apply as soon as possible. If you don't apply within 7 days after your course has ended you could miss out on some payments.

USE BLUE OR BLACK INK ONLY

When completing your application you must only use blue or black ink. If your application has been completed in any other colour we might get you to complete another one.

ANSWER ALL THE QUESTIONS

It's important 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.



YOU WILL NEED TO PROVIDE DOCUMENTS

When you apply for the Unemployment Benefit Student Hardship, you will need to provide at least one form of identification, such as a driver's licence or student ID card. You may need to provide certain other documents with your application – these are listed on page 1.

If you're providing a copy of an original document it needs to be verified by someone like a Justice of the Peace, an authorised staff member from your education provider, a member of standing within the community (such as a Doctor, Policeman, Clergyman, Solicitor or Kāumatua) or a StudyLink (or Work and Income) staff member. If you send an original document we will return it by courier.



SIGN AND DATE THE FORM

Remember to sign and date this application on page 28 – and make sure anyone else who needs to sign it has done so.

Your partner needs to sign and date this application too, on page 26.



STUDENT'S AND 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 Justice of the Peace, an authorised staff member from your education provider, a member of standing within the community (such as a Doctor, Policeman, Clergyman, Solicitor or Kāumatua), or a StudyLink (or Work and Income) staff member. If you send an original document we will return it by courier.

YOU NEED TO PROVIDE THE FOLLOWING DOCUMENTS

Every time you apply

- One other form of ID. For example, your driver's licence or Community Services Card**
- Proof that you have registered for full-time work. For example, your Student Job Search number**
- Parental consent if you are in a de facto relationship where either you or your partner is aged 16 or 17, and neither of you have dependent children**

If you are applying for the first time and StudyLink hasn't seen them before

- Your birth certificate or passport
- Proof of your immigration status – if you were 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 – if the name you're applying under is different from the name in the documents you're providing. For example, marriage certificate or deed poll papers
- Proof of your IRD number. For example, your IRD card or a notice or statement from Inland Revenue
- Full birth certificates for any children in your care
- Marriage certificate – if you are married
- Proof of your bank account. For example, a pre-printed deposit slip or statement with your name, bank, branch and account number

Income

If you have been or are currently working:

- We may ask for proof of your income. For example, your last payslip or letter from your employer

Other Income, including income from overseas

- We may ask for proof of any other income or cash assets. For example, a bank statement or letter from your bank showing your interest from investments or savings, or the net equity in any property or land not used as your home
- We may ask for proof of any overseas pension or income

For the Accommodation Supplement

- Proof of the regular payments you make for your home. For example, letters or statements showing these payments
- Proof of your necessary repairs and maintenance carried out in the last year. For example, receipts or a bank statement showing these payments

For the Disability Allowance

- Proof of payments you make because of this disability
- Disability Certificate from your General Practitioner or Specialist

For Temporary Additional Support

- Certificate of Entitlement from Inland Revenue
- Proof of any employment related costs you have listed
- Proof of any essential credit sales items you have listed

OFFICE USE ONLY

Evidence Received

Y / N

Student Partner

PART 1: PERSONAL DETAILS

The documents we need to see are listed on page 1. You will need to provide at least one form of identification, such as a driver's licence or student ID card.

THIS SECTION TELLS US ABOUT YOU. YOU MUST COMPLETE THIS.

1. What is your name?

First name	Middle name(s)	Surname or family name

2. What is your legal name as shown on your birth certificate? (If different from above)

First name	Middle name(s)	Surname or family name

3. Are you known by or have you at any time used any other name(s)?

Yes No

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

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

4. What is your date of birth?

Day Month Year



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

5. Are you:

Male Female

6. 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.

You need to let us know if anything changes in your personal situation because it could affect your payments.

7. Where will you live while getting the Unemployment Benefit Student Hardship?

Flat/House no.	Street address
Suburb	City

7a. Would you like your mail to be sent to a different place?

Yes No (Go to Q8)

If yes, please give us this address

Please note, this must be a New Zealand address.

Postal address		
Suburb	City	Country
		NEW ZEALAND

8. How can we contact you?

When we have completed processing your Unemployment Benefit Student Hardship application we will call you to let you know the outcome.

Phone	Mobile¹	Fax	Email¹

9. Were you born in New Zealand?

Yes (Go to Q10) No

9a. Where were you born?

9b. 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 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).

9c. If you are a permanent resident, were you granted permanent residency under sponsorship?

Yes No

9d. When did you come to New Zealand to live?

Day Month Year

10. Do you normally live in New Zealand?

Yes No (It's unlikely your application will be approved – call us on **0800 88 99 00** to discuss this)

11. 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 22 77 74**, 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).

¹ If you give us your mobile number or email address we may use these to send you text messages or emails. These messages will not contain personal information. We may use them to let you know about important changes or that it's time to reapply if you're continuing with your studies.

12. Please give us your bank account details so we can pay you (this account must be in your name):

Account holder's name			
Account 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"/>
Bank	Branch	Account	Suffix

Please note – if you give us an incorrect bank account number we can't pay you, please check it against your bank statement.



WE NEED TO SEE PROOF OF THIS ACCOUNT. PROOF COULD BE AN ORIGINAL OR VERIFIED COPY OF A PRE-PRINTED DEPOSIT SLIP OR STATEMENT WITH YOUR NAME, BANK, BRANCH AND ACCOUNT NUMBER (UNLESS STUDYLINK HAS ALREADY SEEN IT).

13. 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.

<input type="checkbox"/> NZ Pākehā/European	<input type="checkbox"/> Other European	<input type="checkbox"/> NZ Māori	<input type="checkbox"/> Samoan	<input type="checkbox"/> Cook Island Māori
<input type="checkbox"/> Tongan	<input type="checkbox"/> Niuean	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Fijian	<input type="checkbox"/> Pacific Island – other
<input type="checkbox"/> Southeast Asian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian	<input type="checkbox"/> Asian – other	<input type="checkbox"/> Middle Eastern
<input type="checkbox"/> Latin American	<input type="checkbox"/> African	<input type="checkbox"/> Other (please provide details)	<input type="text"/>	

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

Once you start getting the Unemployment Benefit Student Hardship you need to tell us about changes so we can make sure you're getting the right payments.

YOU MUST CALL US ON 0800 88 99 00 IF YOU OR YOUR PARTNER:

- start getting income or your income changes
- change address, phone or email address
- start or finish a relationship
- change bank accounts
- go, or intend to go overseas.



REMEMBER TO READ YOUR OBLIGATIONS (INCLUDING THE PRIVACY STATEMENT ON PAGE 27), THEN SIGN AND DATE YOUR DECLARATION ON PAGE 28.

PART 2: UNEMPLOYMENT BENEFIT STUDENT HARDSHIP

The documents we need to see are listed on page 1. You will need to provide at least one form of identification, such as a driver's licence or student ID card.

THIS SECTION TELLS US ABOUT YOUR CIRCUMSTANCES. YOU MUST COMPLETE THIS.

1. Are you available for full-time work during your study break?

Your payments may be calculated from this date so you need to tell us the actual date you were (or will be) available for work.

Yes No (Please call us on **0800 88 99 00** to discuss your application)

2. What date will you be available for full-time work from?

Day Month Year

3. Are you registered with Student Job Search or Work and Income to find full-time work?

You need to register with Student Job Search, or with Work and Income if there is no Student Job Search in your area.

Yes No (Go to Q4)

3a. What is your Student Job Search Number?

4. Do you intend to study full-time after your break?

Yes No (Please call us on **0800 88 99 00** to discuss this)

If yes, when does your course start?

Day Month Year

5. Have you already enrolled in this course?

Yes No

6. Have you applied for a Student Allowance for your next course?

Yes No (If you didn't get a Student Allowance for the course you just finished, you'll also need to complete the Additional Hardship application form on page 10)

If you haven't applied for your Student Allowance yet you need to do this as soon as possible. The easiest way to do this is using a MyStudyLink account at www.studylink.govt.nz.

7. Do you have a partner?

For the Unemployment Benefit Student Hardship, a partner is your spouse, civil union partner, or someone of the same or opposite sex with whom you have a de facto¹ relationship. If your partner is 16 or 17 years old, they can be included in your benefit if you are married, in a civil union or have a dependent child. If you are in a de facto relationship where you or your partner is aged 16 or 17 years old and neither of you have a dependent child, the parents or guardians of the 16 or 17 year old must give their consent for the de facto relationship.

Yes (Go to Q7a) No (Go to Q7c)

¹ A de facto relationship is a relationship between two people who are committed to each other, financially interdependent and not legally married or in a civil union but are living in the nature of marriage or civil union.

If yes, your partner must complete the Partner's form on page 20.

7a. Are you:

Married In a de facto relationship In a civil union

7b. What is the date your current relationship status started?

Day Month Year

(Go to Q8)

7c. Are you:

Single Living apart or separated Divorced Widowed

8. If you are under 20 years old do you live with your parent(s) or guardian(s)?

Yes No I'm not under 20 years old

9. Do you have any children in your care?

By children we mean anyone under 18 who lives with you and who you are primarily responsible for providing the care and financial support for – this includes stepchildren, children at boarding school, adopted or whangai children, grandchildren or mokopuna. It doesn't include children who are supporting themselves or working full-time, or anyone you are being paid a Work and Income Orphans or Unsupported Childs benefit, or a Child, Youth and Family payment for. Please note: this definition is different from that of the Student Allowance.

Yes No (Go to Q10)

If you have children you may qualify for Working for Families Tax Credits from Inland Revenue. To find out more contact Inland Revenue on 0800 22 77 73.

9a. Do you care for them more than 50% of the time?

Yes No (Go to Q10)

If yes, please give us their details:

Child's full name	Gender (male / female)	Date of birth
		/ /
		/ /
		/ /
		/ /

You could be eligible for the Childcare Subsidy or Out of School Care and Recreational Subsidy (OSCAR). For more information visit our website www.studylink.govt.nz.



WE NEED TO SEE AN ORIGINAL OR A VERIFIED COPY OF EACH CHILD'S FULL BIRTH CERTIFICATE (UNLESS STUDYLINK HAS ALREADY SEEN THEM).

10. Do you or your partner have any assets?

This could be money in a bank or savings account including term deposits, money lent to other people or organisations, money in Bonus Bonds, shares, debentures or Government stocks, leisure boats, caravans, land or buildings other than your home (for example a holiday home).

Yes No (Go to Q11)

If yes, please give us details of your assets:

Type of asset	Owner of asset (you, your partner or both)	Value	Money owing (if any)
		\$	\$
		\$	\$
		\$	\$
		\$	\$



WE MAY ASK FOR PROOF OF YOUR ASSETS.

To qualify, your cash assets must be under \$4,300 if you are single, or \$7,464 if you have a partner or child.

If you or your partner earn any income you need to let us know by the Friday of the week you earn it - if you don't you could be overpaid and you'll need to pay the money back. We could take legal action to recover this money.

11. Are you working now?

Yes No (Go to Q12)

11a. Is the job:

Full-time Part-time Voluntary Self-employment Casual

11b. When did you start this job?

Day Month Year

11c. Please give us details of your income per week before tax:

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

Weekly income before tax	Hours worked each week	Employer's name or income source
\$		
\$		

Employer's trading name (if different)	Business address	Suburb / City / Town
1.		
2.		



WE MAY ASK FOR PROOF OF YOUR INCOME.

12. Have you been in any other paid work at any time in the last 6 months?

Paid work also includes any indirect monetary benefits such as free board or shares in a business.

Yes No (Go to Q13)

12a. When did you start this job?

Day Month Year

12b. When did you leave this job and why?

If you left your job voluntarily you may not be able to get the Unemployment Benefit Student Hardship straight away.

Date you left last job	Reason for leaving this job
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> </div> <p style="margin-top: 5px;">Day Month Year</p>	

12c. Did you get any holiday or redundancy pay in the last 26 and 52 weeks?

Yes No (Go to Q13)

If yes, was it:

Holiday pay – how much before tax?
 Redundancy pay – how much before tax?

Last 26 weeks	Last 52 weeks
\$	\$
\$	\$



WE MAY ASK FOR PROOF OF THIS PAYMENT.

13. Do you get any other income?

Income is any money you or your partner 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.

Note for Temporary Additional Support assistance the following are also considered income: Student Allowances, the living costs component of the Student Loan, Working for Families tax credits, all Work and Income benefits except Unsupported Childs Benefit and Orphans Benefit.

Yes No (Go to Q14)

If yes, please give us details of your income per week before tax?

Type of income	Weekly income before tax
	\$
	\$

Remember to include any child support payments you get as income – but don't include your Student Allowance, Student Loan or Family Tax Credits.



WE MAY ASK FOR PROOF OF YOUR INCOME.

14. What was your average income per week before tax in the last 26 and 52 weeks?

For example, to calculate your average weekly income for the last 26 weeks, take your total income over the last 26 weeks and divide by 26 (remember to include any current income). If you had no income write \$0 or NIL.

Last 26 weeks	Last 52 weeks
\$	\$



WE MAY ASK FOR PROOF OF THIS INCOME.

15. What other sources of money have you got access to?

Help from parents Student Loan Savings None

Other (please explain)

PART 3: UNEMPLOYMENT BENEFIT STUDENT HARDSHIP

ADDITIONAL HARDSHIP APPLICATION FORM

COMPLETE THIS SECTION IF YOU DON'T QUALIFY FOR A STUDENT ALLOWANCE AND ARE APPLYING FOR THE UNEMPLOYMENT BENEFIT STUDENT HARDSHIP BECAUSE YOU'RE IN HARDSHIP.

1. How did you support yourself during the study year?

<input type="checkbox"/> Student Loan living costs per week \$ <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Scholarship(s) per week \$ <input style="width: 100px;" type="text"/>
<input type="checkbox"/> Work per week \$ <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Savings Total amount \$ <input style="width: 100px;" type="text"/>
<input type="checkbox"/> Help from parents per week \$ <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Overdraft Limit \$ <input style="width: 100px;" type="text"/>
<input type="checkbox"/> Personal loan per week \$ <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Other accounts or investments Total amount \$ <input style="width: 100px;" type="text"/>

2. Is the support you listed above available to you during the study break?

Yes No

If no, please tell us why not:

3. Why wasn't your Student Allowance application approved?

Your personal income was too high (Go to Q4) You've already had the Student Allowance for 200 weeks (Go to Q4)

Your parents' income was too high (Go to Q4) You haven't had permanent residency for 2 years (Go to Q4)

Other (please explain)

You didn't pass¹ more than half the work of the last tertiary course that you got a Student Allowance for

Please give us details of this study:

Year	Education Provider (full name)	Study Programme (full name)

3a. Have you since passed¹ more than half the work of a full-time tertiary course at your own expense?

This means passing more than half the work of a full-time tertiary course for which you have met your course costs and living expenses by any other means such as working, savings, scholarships or Student Loan.

Yes No (Go to Q4)

If yes, please give us details of this study:

Year	Education Provider (full name)	Study Programme (full name)	Full-time Yes/No	How many weeks?	Pass ¹ the course? Yes/No

Please explain how you have financially supported yourself while you have been studying:

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. You must pass more than half of the EFTS needed to be full-time to get another Student Allowance. For example, if your course is 52 weeks long it is full-time if it has an EFTS value of 0.8 or more. This means you only need to pass more than 0.4 EFTS to get another Student Allowance, even if your study has EFTS of more than 0.8. For more details visit www.studylink.govt.nz.

4. Will you be living with your parent(s) or guardian(s) during the study break?

Yes

No

5. Can your parent(s) or guardian(s) support you?

Yes (Go to Q6)

No

If no, please explain how your parents' financial circumstances affect their ability to support you:

6. What ongoing costs do you have during the study break?

For example, hire purchases, rental agreements.

7. What have you done to attempt to improve your financial situation?

8. Is there anything else you'd like to tell us about your personal situation that may support your application?

For example, your health or any family issues. Please give us a full and detailed explanation (you can continue on a separate page if required).



WE MAY ASK FOR PROOF OF THIS.



REMEMBER TO READ YOUR OBLIGATIONS (INCLUDING THE PRIVACY STATEMENT ON PAGE 27), THEN SIGN AND DATE YOUR DECLARATION ON PAGE 28.

OFFICE USE ONLY

Recommended by	Approved by	Decision
		<input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Pending
Signature	Signature	
Date	Date	Date
To be completed by Manager		
Reason for approval or decline:		

PART 4: EXTRA HELP

TO GO WITH YOUR UNEMPLOYMENT BENEFIT STUDENT HARDSHIP

The documents we need to see are listed on page 1.

AS A RETURNING STUDENT, YOU MAY BE ELIGIBLE FOR EXTRA FINANCIAL ASSISTANCE FROM THE MINISTRY OF SOCIAL DEVELOPMENT IF YOU ARE RECEIVING AN UNEMPLOYMENT BENEFIT STUDENT HARDSHIP.

It's important that you answer all the questions in this section, so that we can assess your full entitlement to extra help.

1. Do you want to apply for the Student Allowance Transfer Grant?

Student Allowance Transfer Grant can be paid when you are in hardship because your Student Allowance has stopped and you're waiting for Unemployment Benefit Student Hardship to start. The Student Allowance Transfer Grant is a one-off payment and you will only be eligible if you have a dependent partner or child.

Yes No (Go to Q2)

1a. If yes, what is, or will be, your income the week after you stop studying?

Type of income	Your weekly income before tax	Your partner's weekly income before tax
	\$	\$
	\$	\$
	\$	\$

You need to apply for this grant (and your benefit) before your course finishes or in the week after so you don't miss out on any payments.



WE MAY ASK FOR PROOF OF YOUR INCOME.

2. Do you want to apply for the Accommodation Supplement?

Accommodation Supplement can help with the cost of renting, boarding or owning a home. This assistance can only be paid for the place where you are actually living.

Note: if you are already getting the Accommodation Supplement then you don't need to reapply.

Yes No (Go to Q9)

3. Do you live alone?

Yes (Go to Q4) No

3a. If no, who else do you live with?

First name	Surname	Relationship to you

4. Do you or your partner have any non-cash assets?

Non-cash assets could be leisure boats, caravans, land or buildings other than your home, (for example a holiday home).

Yes No (Go to Q5)

If yes, please give us the details of your non-cash assets:

Type of asset	Owner of asset (you, your partner or both)	Value	Money owing (if any)
		\$	\$
		\$	\$
		\$	\$

5. While getting the Unemployment Benefit Student Hardship, will you be:

- Renting (Go to Q6) Boarding (Go to Q7) Living in a house you own (Go to Q8)

RENTING – COMPLETE THIS QUESTION ONLY IF YOU ARE RENTING.

6. Is the address you have given us in your Unemployment Benefit Student Hardship application a property owned or managed by Housing New Zealand?

- Yes No

If yes, you won't be able to get the Accommodation Supplement – don't continue with this section. You may qualify for income-related rent from Housing New Zealand instead. Go to the Housing New Zealand website: www.hnzc.govt.nz to find out more, or phone your local Housing New Zealand Neighbourhood Unit – you'll find their number on the website or in your phone book. (Go to Q9)

6a. What is the total rent for the property each week?

6b. How much of the rent do you pay for yourself and your family?

6c. Who do you pay rent to?

Name	Address	Phone



WE MAY ASK FOR PROOF OF YOUR RENT – FOR EXAMPLE A RENT BOOK OR TENANCY AGREEMENT.

BOARDING – COMPLETE THIS QUESTION ONLY IF YOU ARE BOARDING.

7. How much board do you pay each week (for you and your family)?

Include all expenses such as power, phone and food.

7a. Who do you pay board to?

Name	Address	Phone



WE MAY ASK FOR PROOF OF YOUR BOARD – FOR EXAMPLE A LETTER FROM YOUR LANDLORD.

OWN HOME – COMPLETE THIS QUESTION ONLY IF YOU LIVE IN A HOUSE YOU OWN.

8. Please give us details of the payments you make for your home:

	Name of provider	How often do you pay? e.g. weekly, fortnightly, monthly	Amount
First mortgage			\$
Second mortgage			\$
Ground lease			\$
Mortgage insurance			\$
House insurance (not including contents)			\$
Rates (including water)			\$



WE NEED PROOF OF ALL THE PAYMENTS YOU MAKE FOR YOUR HOME – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF A BANK STATEMENT SHOWING YOUR PAYMENTS (UNLESS STUDYLINK HAS ALREADY SEEN IT).

8a. Have you received a rates rebate?

No Yes Amount \$ Rating Year (1 July) 20__ to (30 June) 20__

8b. What was the total cost of necessary repairs and maintenance in the last year?



WE NEED TO SEE ORIGINAL OR VERIFIED COPIES OF RECEIPTS.

8c. If you have a Housing New Zealand mortgage, what is your interest rate? %

9. Do you want to apply for Disability Allowance?

Note: if you are already getting the Disability Allowance then you don't need to reapply. If you, or a family member, have an illness or disability, which is likely to continue for at least six months, you may be able to get extra help through a Disability Allowance. We may be able to help with costs including but not limited to ongoing visits to the doctor, medicines, medical alarms and travel. Your doctor or specialist will need to complete the Disability Certificate on page 15.

Yes No (Go to Q14 on page 17)

10. Who are you applying for?

You can apply for a Disability Allowance for each member of your immediate family including your partner¹ or child. If you wish to apply for a Disability Allowance for more than one person you will need your doctor or specialist to complete a separate Disability Certificate for each person. (You can photocopy the certificate on pages 15 and 16 if you need more than one.)

Yourself (Go to Q11) Your partner (Please give their full name below) Your dependent child (Please give their full name below)

First name	Surname	Relationship to you

If you are applying for a Disability Allowance for a dependent child, you could also apply for a Child Disability Allowance. For more information visit www.studylink.govt.nz.

11. Is the disability covered by private medical insurance?

No Yes (Please give the name of the insurance company and the person it applies to below)

12. Is the disability covered by ACC or War Disablement Pension?

No Yes (You may not be entitled to a Disability Allowance)

13. What additional expenses do you have as a result of the illness or disability?

All of these expenses must be directly related to the illness or disability and verified as necessary by a registered health professional.

Expense	How often do you pay? e.g. weekly, fortnightly, monthly	Amount	Who's cost is it? (e.g. yourself, your partner, your dependent child)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	



WE NEED PROOF OF ALL THE PAYMENTS YOU MAKE BECAUSE OF THIS DISABILITY – FOR EXAMPLE, INVOICES, RECEIPTS, QUOTES OR PRINTOUTS FOR EACH ADDITIONAL EXPENSE.

¹ A partner is your spouse, civil union partner, or someone of the same or opposite sex with whom you have a de facto relationship.

DISABILITY CERTIFICATE

CLIENT NUMBER BENEFIT TYPE

GENERAL PRACTITIONER OR SPECIALIST TO COMPLETE:

What is the client’s name?

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

For more information about Disability Allowance refer to the “Guide for Medical Practitioners – Disability Allowance” brochure.

The Disability Allowance is available for reimbursement of additional costs arising from an illness or disability where the following criteria is met:

1. The person has an illness or disability which is likely to continue for not less than six months; and
2. The illness or disability has resulted in a reduction of the person’s independent function to the extent that:
 - The person requires ongoing support to undertake the normal functions of life, or
 - The person requires ongoing supervision or treatment by a registered health professional.

For the purposes of qualifying for Disability Allowance, a disability means:

- physical disability or impairment
- physical illness
- psychiatric illness
- intellectual or psychological disability or impairment
- any other loss or abnormality of psychological, physiological, or anatomical structure or function (including sensory impairment)
- reliance on a guide dog, wheelchair, or other remedial means
- the presence in the body of organisms capable of causing illness.

1. Doctor’s or specialist’s name and address:

Doctor or specialist’s name	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Does the person have a disability that meets the Disability Allowance criteria above?

Yes No (Go to Q7)

3. What is the nature of the person’s disability? Please tick the major disabilities or specify below:

Psychological or psychiatric conditions

- Stress (160)
- Depression (161)
- Bipolar disorder (162)
- Schizophrenia (163)
- Other psychological/psychiatric conditions (165)

Cardio-vascular disorders

- Heart disease (130)
- Stroke (131)
- Other cardio-vascular disorders (132)

Immune system disorders

- HIV / Aids (140)
- Other immune system disorders (141)

Nervous system disorders

- Epilepsy (120)
- Multiple sclerosis (121)
- Parkinson’s disease (122)
- Muscular dystrophy (123)
- Other nervous system disorders (124)

Metabolic and endocrine disorders

- Diabetes (150)
- Other metabolic or endocrine disorders (151)

continued over page ...

Substance Abuse

- Alcohol (170)
- Drug (171)
- Other substance abuse (172)

Sensory disorders

- Blindness (180)
- Other visual / eye (181)
- Hearing / ear (182)
- Other sensory disorders (183)

Accident

- Burns (190)
- Fractures, dislocations, soft tissue injury (191)
- Poisoning, toxic effects (192)
- Internal injuries (193)
- Injury to the nervous system (194)
- Back pain / injury (195)

- Overuse injury [RSI] (196)
- Complications of medical or surgical care (197)
- Other injury (198)

Other disorders

- Congenital conditions (103)
- Intellectual disability (164)
- Cancer (104)
- Infectious / parasitic diseases (105)
- Musculo-skeletal system disorder (106)
- Respiratory disorders (107)
- Genito-urinary disorders (108)
- Blood and blood forming organs (109)
- Skin disorders (110)
- Digestive system disorder (111)
- Other (please explain below)

4. Please indicate the expected duration of the disability

- less than 6 months (there may be no entitlement to Disability Allowance)
- 6 to 12 months 1 to 2 years 2 to 3 years Permanent (never reassess)

5. Please list the type, cost and frequency of visits to general practitioners or specialists that are necessary and result from the stated disability:

Type of consultation	Cost	Frequency	GP / Specialist initials
	\$		
	\$		
	\$		
	\$		

6. Please list the pharmaceuticals, items, services or treatments that are necessary and of therapeutic value for the stated disability:

Item / Service / Treatment / Pharmaceutical	GP / Specialist initials

7. Registered Medical Practitioner Verification

Registered Medical Practitioner's stamp:

Medical Practitioner's signature

Medical Council registration number:

Day Month Year

*This information is required under the Social Security Act 1964.
 Privacy Act: The person has been advised and understands that this information is required for benefit assessment purposes.*

14. Do you want to apply for Temporary Additional Support?

Note: if you are already getting Temporary Additional Support then you don't need to reapply. If you are finding it hard financially, extra help with essential costs may be available through Temporary Additional Support. It's important that you take all necessary steps to get other assistance towards costs and take reasonable steps to increase income and reduce costs where possible. Your assets will need to be below a certain level to qualify. We may also need to contact you to arrange an appointment to discuss your eligibility with someone in person.

Yes No (Go to Partner's Form on page 20)

15. Do you and/or your partner receive Working for Families Tax Credits from Inland Revenue?

'Working for Families Tax Credits' include: family tax credit, in-work payment, minimum family tax credit, child tax credit, parental tax credit.

Yes (Please give details below and provide a Certificate of Entitlement from Inland Revenue) No

You	Your partner	How often (weekly, fortnightly etc)
\$	\$	

You can get a Certificate of Entitlement by calling Inland Revenue on 0800 257 720. Please have your IRD number ready.

 **WE NEED TO SEE AN ORIGINAL OR VERIFIED COPY OF A CERTIFICATE OF ENTITLEMENT FROM INLAND REVENUE.**

16. Do you and/or your partner have any essential employment costs?

Employment costs include: vehicle running costs or public transport to employment, childcare if the caregiver is working, and a telephone if it is a condition of employment.

Yes (Please provide details below and provide proof of these costs) No

Employment cost	Amount	How often (weekly, fortnightly etc)
	\$	
	\$	
	\$	

 **WE NEED TO SEE ORIGINAL OR VERIFIED COPIES OF THESE EMPLOYMENT COSTS.**

17. Do you and/or your partner have any essential credit sales (hire purchases) or regular costs?

Essential items that may be included: beds, dining suites, fridge/freezer, portable heaters, lounge suite, stove, television, vehicle repayments, washing machine (or laundrette costs), dryer (disability) and childcare costs (disability).

Yes (Please provide details below and provide proof of these costs) No (Go to Q18)

Item	Amount	How often (weekly, fortnightly etc)	Start / purchase date	End date
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /

Please talk to us if you, your partner or any dependent children have disability costs but have not applied for a Disability Allowance.

 **WE NEED TO SEE ORIGINAL OR VERIFIED COPIES OF THESE COSTS. IF THEY ARE A CONSUMER CREDIT SALE (HIRE PURCHASE) WE WILL NEED TO SEE YOUR ORIGINAL PURCHASE AGREEMENT AND THE LATEST BALANCE STATEMENT.**

17a. Tell us your reasons for purchasing the items you listed in Q17 and whether they are on a consumer credit contract (this is an agreement for a fixed payment amount over a fixed period of time) or revolving credit (such as a credit card or shop card).

We need to know that the cost was essential to meet your family's daily living needs and could not be readily avoided or varied when the expense occurred.

Item	Reason for purchase	Consumer credit (CC) or revolving credit (RC)

 **IF YOU PURCHASED YOUR ITEM ON A REVOLVING CREDIT PAYMENT WE WILL ALSO NEED TO SEE PROOF OF YOUR BALANCE PRIOR TO THE PURCHASE.**

18. Do you and/or your partner need a telephone for safety or security reasons, or because of special family circumstances?

Telephone costs for personal safety or security need to be verified by either the police, court orders, women's refuge, previous history held by Work and Income, Child, Youth and Family or any other relevant organisation.


Yes (Please provide details below)

No (Go to Q19)

Details of circumstances

Amount \$

How often (weekly, fortnightly etc)

 **WE NEED PROOF OF YOUR CIRCUMSTANCES AND YOUR TELEPHONE RENTAL COST (EXCLUDING TOLL OR CALL CHARGES AND MOBILE PHONES) IF WE DON'T HAVE THESE DETAILS ALREADY.**

PART 5: PARTNER'S FORM

THIS SECTION IS TO BE COMPLETED BY THE PARTNER OF THE PERSON APPLYING FOR THE UNEMPLOYMENT BENEFIT STUDENT HARDSHIP.

The documents we need to see are listed on page 1. You will need to provide at least one form of identification, such as a driver's licence.

1. What is your name?

First name	Middle name(s)	Surname or family name

2. What is your legal name as shown on your birth certificate? (If different from above)

First name	Middle name(s)	Surname or family name

3. Are you known by or have you used any other name(s)?

Yes
 No (Go to Q4)

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

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

4. What is your date of birth?

Day

 Month

 Year



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

5. Are you:

Male
 Female

6. 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.

--	--	--	--	--	--	--	--	--	--

7. Do you live with the student?

Yes (Go to Q7a)
 No

If no, where do you live?

Flat/House no.	Street address
Suburb	City

7a. Are you (or will you be) living in a property owned or managed by Housing New Zealand?

Yes
 No

You need to let us know if anything changes in your personal situation because it could affect your payments.

8. How can we contact you?

Phone	Mobile	Fax	Email

9. Were you born in New Zealand?

Yes (Go to Q10) No

9a. Where were you born?

9b. 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 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).**

9c. If you are a permanent resident, were you granted permanent residency under sponsorship?

Yes No

9d. When did you come to New Zealand to live?


Day Month Year

10. Do you normally live in New Zealand?

Yes No

11. 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 22 77 74**, 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).**

12. Please give us your bank account details so we can put your portion of the Unemployment Benefit Student Hardship into this account (this account must be in your name. If you would like to be paid into someone else's account please complete an Appointment of Agent form. You can download one at www.studylink.govt.nz):

Account holder's name

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

Please note – if you give us an incorrect bank account number we can't pay you, please check it against your bank statement.

 **WE NEED TO SEE PROOF OF THIS ACCOUNT. PROOF COULD BE AN ORIGINAL OR VERIFIED COPY OF A PRE-PRINTED DEPOSIT SLIP OR STATEMENT WITH YOUR NAME, BANK, BRANCH AND ACCOUNT NUMBER (UNLESS STUDYLINK HAS ALREADY SEEN IT).**

13. 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.

<input type="checkbox"/> NZ Pākehā/European	<input type="checkbox"/> Other European	<input type="checkbox"/> NZ Māori	<input type="checkbox"/> Samoan	<input type="checkbox"/> Cook Island Māori
<input type="checkbox"/> Tongan	<input type="checkbox"/> Niuean	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Fijian	<input type="checkbox"/> Pacific Island – other
<input type="checkbox"/> Southeast Asian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian	<input type="checkbox"/> Asian – other	<input type="checkbox"/> Middle Eastern
<input type="checkbox"/> Latin American	<input type="checkbox"/> African	<input type="checkbox"/> Other (please give details)	<input type="text"/>	

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

14. Do you have children under 6?

Yes (Go to Q15) No

14a. If no, when were you (or will you be) available for work?

Day Month Year

14b. Are you registered with Student Job Search (you don't need to do this if you are not a student), or Work and Income to find work?

Yes No (Go to Q15)

14c. If you are registered with Student Job Search, what is your Student Job Search Number?

15. Are you working now?

Yes No (Go to Q16)

15a. Is the job:

Full-time Part-time Voluntary Self-employment Casual

15b. When did you start this job?

Day Month Year

15c. Please give us details of your income per week before tax:

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

Weekly income before tax	Hours worked each week	Employer's name or income source
\$		
\$		

Employer's trading name (if different)	Business address	Suburb / City / Town
1.		
2.		



WE MAY ASK FOR PROOF OF THIS INCOME.

16. Have you been in any other paid work at any time in the last 6 months?

'Paid work' also includes any indirect monetary benefits such as free board or shares in a business.

Yes (Go to Q16a) No (Go to Q16c)

16a. When did you start this job?

Day Month Year

16b. When did you leave this job and why?

If you left your job voluntarily you may not be able to get the Unemployment Benefit Student Hardship straight away.

Date you left last job			Reason for leaving this job
<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	

16c. Did you get any holiday or redundancy pay in the last 26 and 52 weeks?

Yes No (Go to Q17)

If yes, was it:

Holiday pay – how much before tax?
 Redundancy pay – how much before tax?

Last 26 weeks	Last 52 weeks
\$	\$
\$	\$



WE MAY ASK FOR PROOF OF THIS PAYMENT.

17. Do you get any other income?

Income is any money you or your partner 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.

Note for Temporary Additional Support assistance the following are also considered income: Student Allowances, the Living Costs component of the Student Loan, Working for Families tax credits, all Work and Income benefits except Unsupported Childs Benefit and Orphans Benefit.

Yes No (Go to Q18)

If yes, please give us details of your income per week before tax?

Type of income	Weekly income before tax
	\$
	\$



WE MAY ASK FOR PROOF OF THIS INCOME.

18. What was your average income per week before tax in the last 26 and 52 weeks?

For example, to calculate your average weekly income for the last 26 weeks, take your total income over the last 26 weeks and divide by 26 (remember to include any current income). If you had no income write \$0 or NIL.

Last 26 weeks	Last 52 weeks
\$	\$

19. What other sources of money have you got access to?

Personal income Help from parents Student Loan Savings None
 Other (please explain)



WE MAY ASK FOR PROOF OF THIS INCOME.

20. Have you ever lived overseas?

This could include working holidays where you have paid tax to an overseas government, places where you have had a home and resided, or if you have lived in another country with a member of your family (who was working overseas). 'Lived' does not mean recreational holidays or where you have lived and been based in New Zealand but you travelled overseas to work for a short period and you paid New Zealand tax on those earnings.

Yes No

If yes, please give us details of your time overseas:

Name of country	Entry date	Exit date	Purpose (e.g. working holiday, immigration)
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

21. Do you get an overseas social security pension or benefit (or any similar payment from an overseas government)?

Yes No

If yes, please tick which payment(s):

Retirement or old age
 Disability or invalidity
 Widow or survivor
 War service
 War widow
 War restitution
 Superannuation
 Child or dependant
 War injury
 Other payments, please explain

21a. Please give us details of these payment(s):

Name of your pension, benefit or other payment(s)	Country it comes from	Amount (in overseas currency)	Before or after tax?	How often are you paid?	Overseas payment reference no



WE MAY ASK FOR PROOF OF THIS INCOME.



REMEMBER TO READ YOUR OBLIGATIONS (INCLUDING THE PRIVACY STATEMENT ON PAGE 25), THEN SIGN AND DATE YOUR DECLARATION ON PAGE 26.

If you have any questions about overseas benefits or pensions call Work and Income's International Services:

If you lived in:	Call International Services on:
Australia	0800 777 227
United Kingdom	0800 771 001
Jersey	0800 771 001
Guernsey	0800 771 001
Republic of Ireland	0800 771 001
Any other country	0800 777 117

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

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 prosecuted.

Here are your obligations.

When the student gets the Unemployment Benefit Student Hardship you also agree to:

- actively look for full-time work *and*
- take reasonable steps to find paid work *and*
- be willing and available to take up suitable work.

You won't have to do this if your youngest child is under 6. If your youngest child is 6–18 years old you need to look for part-time work (15 hours a week or more).

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, paid or unpaid).
- Intend to travel overseas.
- Have changes to your living situation, including:
 - starting or ending a relationship such as a marriage, a civil union or a de facto relationship with someone of the same or opposite sex
 - separation
 - a change in the number of children you support
 - a change in accommodation costs.
- Have changes to your income or financial circumstances.
- Have changes to your personal details (such as name, address or bank account number).
- Become self employed or start to run a business.
- Are imprisoned or held in custody on remand.
- Are admitted to or discharged from hospital.
- Have any other changes that may affect whether you can get income support or how much you get (for example, if you're no longer available for work).
- Start study.

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.



SIGN HERE

PARTNER'S DECLARATION

The information I have provided is true and I have not left anything out. I have read and understood the Privacy Statement and my obligations as set out above. I understand that if I make a false statement or don't tell StudyLink of a change in any circumstances my payments may stop. If this happens I understand that I will have to pay back any overpayments plus collection costs, and I could be prosecuted.

Partner's 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.

- 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.

YOU CAN POST YOUR COMPLETED APPLICATION AND VERIFIED DOCUMENTS TO:

StudyLink Student Support Centre
Freepost 113907
Private Bag 11070
Palmerston North 4442.

Student's declaration

STUDENT'S OBLIGATIONS

When you get financial help from us you need to meet all your obligations. If you don't, your payments could stop – and in some cases you could be prosecuted.

Here are your obligations.

When you get the Unemployment Benefit Student Hardship you agree to:

- be available for, and take reasonable steps to obtain suitable employment *and*
- accept any offer of suitable employment *and*
- attend and participate in an interview opportunity for any suitable employment to which you are referred.

If things change

You must tell us straight away if either you or your partner:

- Have a change in your work situation (such as starting part-time, casual or full-time work, paid or unpaid).
- 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 *or*
 - a change in accommodation costs.
- Have changes to your income or financial circumstances.
- Have changes to your personal details (such as name, address or bank account number).
- Become self employed or start to run a business.
- Are imprisoned or held in custody on remand.
- Are admitted to or discharged from hospital.
- Have any other changes that may affect whether you can get income support or how much you get (for example, if you're no longer available for work).
- Start study.

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 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 your partner's) eligibility.

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



SIGN HERE

STUDENT'S DECLARATION

THIS CONFIRMS YOUR APPLICATION. YOU MUST COMPLETE IT.

The information I have provided in this application is true and I have not left anything out. I have read and understood the Privacy Statement and my obligations as set out above. I understand that if I make a false statement or don't tell StudyLink of a change in any circumstances my payments may stop. If this happens I understand that I will have to pay back any overpayments plus collection costs, and I could be prosecuted.

I understand that if I am granted Temporary Additional Support, I and my partner must take all necessary steps to get other assistance towards costs and take reasonable steps to increase my income and reduce costs where possible.

Student's signature

SIGN HERE →

Day

Month

Year

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