

STUDENT ALLOWANCE / STUDENT LOAN UNPAID PRACTICAL WORK EXTENSION APPLICATION FORM

COMPLETE THIS FORM IF YOU ARE DOING FULL-TIME UNPAID PRACTICAL WORK AS PART OF YOUR COURSE AND NEED AN EXTENSION OF YOUR STUDENT ALLOWANCE OR STUDENT LOAN OUTSIDE THE NORMAL STUDY YEAR.

A NORMAL STUDY YEAR IS GENERALLY THE OFFICIAL ENROLMENT PERIOD OF YOUR COURSE. THIS MAY BE EXTENDED TO A MAXIMUM PERIOD OF UP TO 52 WEEKS FROM THE BEGINNING OF YOUR OFFICIAL ENROLMENT.

To qualify for an extension of your Student Allowance or Student Loan you must:

- have been getting the Student Allowance or Student Loan while you were studying *and*
- be doing full-time unpaid practical work that is a requirement of your course *and*
- be undertaking your unpaid practical work at the end of your course *and*
- have enough EFTS¹ to be considered to be studying full-time throughout your enrolment and unpaid practical work period.

You can't get the Student Allowance or Student Loan living costs component if you get a Work and Income benefit.

¹ The Tertiary Education Commission decides if a course is either full-time or part-time by applying what's called an EFTS (equivalent full-time student) value to each course. The EFTS value is determined by the content of your course. If you're unsure whether your EFTS value will cover your study and unpaid practical work period, ask your education provider.

IMPORTANT! If your extension is approved, your Student Allowance or Student Loan will stop after 52 weeks from the beginning of your official enrolment. So if your unpaid work takes you over this 52 week period you need to reapply.

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 has been completed in any other colour we might get you to complete another one.

ANSWER ALL QUESTIONS

You need to answer every question in this application. If a question doesn't apply to you, use 'N/A' or 'nil'. Don't leave the space blank as this could delay the process and you may not get paid on time.



SIGN AND DATE THE FORM

Remember to sign and date this application. The Practical Work Co-ordinator at your education provider must also complete part of this form and sign it.

WHERE TO SEND THIS FORM

Send your completed form to:

StudyLink
FreePost 207116
PO Box 30300
Lower Hutt 5040

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 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

2. What is your date of birth?

Day Month Year

3. 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.

<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"/>

4. Where will you live while doing your unpaid work?

Flat/House no.	Street address	
Suburb	City	Country
		NEW ZEALAND

5. Will you be living with your partner or parents while doing your unpaid work?

Yes No

Remember to tell us about any income you (or your partner) get. The fastest and easiest way to do this is using MyStudyLink at www.studylink.govt.nz.

6. How can we contact you?

Phone	Mobile ¹	Fax	Email ¹

7. Please give us full details of your course:

Education provider (full name)	Study programme (full name)	Start date	Student ID
		/ /	
		/ /	
		/ /	

8. Please give us full details of your unpaid practical work – this work must be a requirement of your course:

Employer	Start date	End date
	/ /	/ /
	/ /	/ /
	/ /	/ /

¹ If you give us your mobile number or email address we may use this 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.



SIGN HERE

STUDENT'S DECLARATION

The information I have provided is true and I have not left anything out. I understand that if I make a false statement or don't tell StudyLink of a change in my circumstances that my Student Allowance or Student Loan 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.

Student'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. This may happen when you apply for financial assistance and at any time after that.

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.

CONFIRMATION FROM PRACTICAL WORK CO-ORDINATOR

THIS SECTION MUST BE COMPLETED BY THE PRACTICAL WORK CO-ORDINATOR AT YOUR EDUCATION PROVIDER.

If you don't know who this person is, ask at your education provider.

PRACTICAL WORK CO-ORDINATOR'S DETAILS

First name	Surname or family name	
Position	Daytime phone number	Education provider/Organisation Stamp
Education provider/Organisation		



SIGN HERE

PRACTICAL WORK CO-ORDINATOR'S DECLARATION

I confirm that:

- the student will be engaged in full-time study for the period stated in question 8, *and*
- the work to be carried out is essential to the course of study, *and*
- during this time the student will have no study breaks longer than three weeks, *and*
- the student will need an extension of their Student Allowance or Student Loan to meet their practical work requirements.

Co-ordinator'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**

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PO Box 30300
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