



# Student Allowance Partner's application form

This form is to be completed by the partner<sup>1</sup> of the person applying for the Student Allowance. The student will also need to complete a Student Allowance application.

Don't return this page

<sup>1</sup> 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, civil union or de facto relationship (where you live together as a couple in a relationship in the nature of marriage or civil union). For the Student Allowance, if you or your partner are under 24 years old, and you do not have children in your care, you do not need to complete this form. If you are in a de facto relationship where you or your partner is aged 16 or 17 years old, a Family Court judge must give consent for the defacto relationship to be a recognised relationship for Student Allowance purposes.

You may be able to get help with your accommodation costs. For more information visit our website [studylink.govt.nz](https://studylink.govt.nz)

# Before you start – Read this page

Here are some important things you need to know before you complete your application.

## Use blue or black ink only

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

## Answer all the questions

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, unless indicated on the form, as this could delay the process and the student may not get paid on time.



## You may need to provide documents

All documents sent to StudyLink must be a verified copy. A verified copy is a copy of the original document which has been signed and dated by someone like a Solicitor/Lawyer, Notary Public, Court Registrar, an approved person at an education provider, school principal, StudyLink or Work and Income staff member or Justice of the Peace (listed in the Yellow Pages) who can confirm that the copy is the same as the original. They must print their name and title on each page and write that it is a true copy and sign it.

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



Remember to sign and date this application on page 7.

## How to return this form

The easiest and fastest way to return your completed form to us is online using [connect.co.nz](https://connect.co.nz) Please remember to include the student's name and client number.

For more ways to contact us, visit our website [studylink.govt.nz](https://studylink.govt.nz)

We're happy to help you complete your application.

Don't return this page

# Part 1: Personal details

## 1. What is the student's client number?

If they have received assistance from StudyLink or Work and Income before, write their client number here if you know it. This number can be found on their Community Services Card if they have one.

**Client number**    |    |

## 2. What is the student's legal name as it appears on their birth certificate?

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

## 3. What date was the student born?

Day   Month     Year

## 4. What is your client number?

If you have received assistance from StudyLink or Work and Income before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

**Client number**    |    |

## 5. What is your full name?

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

## 6. What is your legal name as it appears on your birth certificate? (If different from above)

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

## 7. Have you ever been known by any other name(s)?

Yes  No

If yes, please write them below:

First name	Middle name(s)	Surname or family name	Maiden name? Yes/No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 8. What date were you born?

Day   Month     Year

 We need to see a verified copy of your birth certificate or passport (unless StudyLink has already seen it).

## 9. Are you:

Male  Female  Gender diverse

**10. What is your Inland Revenue (IRD) tax 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 [ird.govt.nz](http://ird.govt.nz).

**11. Will you be living with the student when they start studying?**

Yes  No

If no, where do you live?

Postal address			
Suburb	City	Post code	Country
			New Zealand

**12. Are you (or will you be) living in a public housing property<sup>1</sup>?**

Yes  No (Go to Q13)

If yes, will your name be on the tenancy agreement?

Yes  No

If yes, you may not be able to get an Accommodation Benefit.

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

Phone	Mobile <sup>2</sup>	Fax	Email <sup>2</sup>

**14. Were you born in New Zealand?**

Yes (Go to Q15)  No

**14a. What country were you born in?**


**14b. Are you a:**

Residence class visa holder<sup>3</sup>  Protected person<sup>4</sup>  New Zealand citizen

Other (Provide details eg. Refugee)

If you are a residence class visa holder or New Zealand citizen, when were you granted residency/citizenship?

Day  Month   Year

 **We need to see a verified copy of your birth certificate, passport or letter from Immigration New Zealand to prove your residence (unless StudyLink has already seen it).**

1 Public housing properties are provided by Kāinga Ora and approved community housing providers.  
 2 If you give us your mobile number or email address we may use these to send you text messages or emails to let you know about important changes, appointment reminders or that it's time to reapply if you're continuing with your studies. This must be your own mobile number or email address. Do not give the contact details of your education provider.  
 3 A residence class visa holder is someone who is entitled to reside in New Zealand indefinitely and holds a residence class visa under the Immigration Act 2009 (holders of resident permits and returning resident's visas (RRVs) granted under the Immigration Act 1987 are deemed to hold a residence class visa under the Immigration Act 2009). If you are an Australian citizen or Australian permanent resident please choose 'residence class visa holder'.  
 4 As defined under sections 130 and 131 of the Immigration Act 2009.

**14c. If you are a residence class visa holder, were you granted residency under sponsorship?**

Yes  No

**14d. When did you come to New Zealand to live?**

Day  Month  Year

**15. Do you usually live in New Zealand?**

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

Yes  No

**16. 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 most identify with.**

<input type="checkbox"/> NZ 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?

**17. Are you studying now or are you intending to study at the same time as the student?**

Yes  No (Go to Q18)

**17a. 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 (You need to apply for your own Student Allowance)  No (Go to Q18)

**17b. When does your course start and finish?**

**Start**

Day  Month  Year

**Finish**

Day  Month  Year

**18. 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 (private arrangement or through Inland Revenue), 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 (Go to the obligations and declaration on page 7)

**18a. What type of work do you do?**

Full-time  Part-time  Voluntary  Self-employed  Casual

**18b. When did you start this job?**

Day  Month  Year

**18c. Please give us details of your income per week before tax:**


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

Type of income	Weekly income before tax	Hours worked each week	Start date	End date	Employer's name or income source
	\$		/ /	/ /	
	\$		/ /	/ /	

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

 **We may ask for evidence of your income.**

Remember to let us know every time your income changes.

 **Student Allowance is assessed based on the income you and the student declared at the time of application. If your income changes at any time, you must let us know straight away as it could affect your and your partner's payments. Student Allowance payments for any week are affected by the income you earn in that week. We may ask for evidence of your income at any time in the future. We may also check your income with Inland Revenue.**

Remember to read your obligations (including the privacy statement on page 8), then sign and date your declaration on page 7.

## Partner's checklist

All documents sent to StudyLink must be a verified copy. A verified copy is a copy of the original document which has been signed and dated by someone like a Solicitor/Lawyer, Notary Public, Court Registrar, an approved person at an education provider, school principal, StudyLink or Work and Income staff member or Justice of the Peace (listed in the Yellow Pages) who can confirm that the copy is the same as the original. They must print their name and title on each page and write that it is a true copy and sign it.

The best way to send your documents to us is online using [connect.co.nz](https://connect.co.nz) Please remember to include the student's name and client number with any documents that you send to us. For more information visit [connect.co.nz](https://connect.co.nz)

**Documents you need to provide if the student is applying for the first time and StudyLink hasn't seen them before:**

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

# 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.

## 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 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 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 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 and/or entitlement.

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.

# Partner's declaration

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



## Partner's signature

Day

Month

Year

# How we protect your privacy

## Collecting your information

**We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)**

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

## Using your information

**We use the information you give us to make decisions about the best way to help you.**

- These decisions may be about:
  - whether you're eligible for our services
  - running our operations and ensuring our services are effective
  - the services we'll provide in the future.

## Sharing your information

**Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.**

- To do this, we may share your information with:
  - prospective employers to help you find work
  - contracted service providers that help us to help you
  - health providers if we need your medical information to assess your eligibility
  - other government agencies when we have an agreement with them
  - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

## Respecting you and your information

**We make sure we follow the Privacy Act to do what's right when we use your information.**

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

## Get in touch if you have a question

**You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.**

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)



# MyStudyLink

## get it all done online

- check out what financial assistance you may be able to get
- apply for your student finances
- check your Student Allowance and Student Loan application status
- view and update your personal details
- change the amount of your living cost payments and apply for your course-related costs
- view details of your next payment and previous transactions
- view your mail
- view and accept your Student Loan Contract.

## How to contact us

Website: **[studylink.govt.nz](https://studylink.govt.nz)**

Phone: **0800 88 99 00**

## Using Connect

A quick and easy way to send us your documents

1. Create an account at **[connect.co.nz](https://connect.co.nz)** with your RealMe login
2. Upload your verified documents
3. Submit to StudyLink