

TEMPORARY ADDITIONAL SUPPORT APPLICATION FORM

COMPLETE THIS FORM IF YOU WANT TO APPLY FOR TEMPORARY ADDITIONAL SUPPORT.

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.

To get Temporary Additional Support you need to meet these criteria:

- be over 16 years old
- be a New Zealand citizen or permanent resident
- normally live in New Zealand and intend to stay here
- have essential living costs that you have no other way to meet
- are not already getting Special Benefit

If you are a full-time student, you must also:

- have a dependent child, or
- have disability costs for any family member that exceeds the maximum rate of Disability Allowance.

To work out if you can get this help we also look at:

- how much you and your spouse or partner earn
- any money or assets you or your spouse or partner have
- whether we can help you in other ways
- the types of costs you are paying for
- what you are doing to meet or reduce your costs

Don't return this page

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 you may not get paid on time.



YOU MAY NEED TO PROVIDE DOCUMENTS

You may need to provide certain documents with your application – these are listed on page 21.

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 www.connect.co.nz. Please remember to include your name and client number with any documents that you send to us. For more information visit www.connect.co.nz.

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 application on page 21 – and make sure anyone else who needs to sign it has done so.

HOW TO RETURN THIS FORM

The easiest and fastest way to return your completed form to us is online using www.connect.co.nz. Please remember to include your name and client number.

For more ways to contact us, visit our website www.studylink.govt.nz

PART 1: PERSONAL DETAILS

1. 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 the question blank.

Client number

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2. What is your name?

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

First name	Middle name(s)	Surname or family name

3. 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

4. Are you:

Male Female

5. Where do you live?

Flat/House no.	Street address

Suburb	City	Country
		New Zealand

5a. What is your mailing address (if different from above)?

If you live at a rural address please include your rural delivery details here:

Flat/House no.	Street address

Suburb	City	Country
		New Zealand

6. How can we contact you?

Home phone	Work phone	Mobile
Email		

7. What is your date of birth?

Day Month Year

8. Were you born in New Zealand?

Yes (Go to Q10) No

8a. What country were you born in?

8b. Are you a:

Residence class visa holder¹ Protected person² New Zealand citizen

Other (eg. Refugee)

9. 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).

9a. What date did you come to New Zealand to live?

Day Month Year

10. Do you usually 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. 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 provide details)

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

12. What is your Inland Revenue tax number?

13. What bank account do you want the benefit paid into?

Please note: This must be your bank account number, if you do not have your own bank account number then you will need to complete an Appointment of Agent form.

The account is in the name of:			
<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

1 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'.
2 As defined under sections 130 and 131 of the Immigration Act 2009.

14. Are you working or have you been working in the last 52 weeks?

Examples of income from other sources: wages or salary, accident compensation, farm or business income (include drawings), self employment, interest from savings or investments, dividends from shares, income from rents, redundancy or termination type payments, Child Support, maintenance payments, boarders, Student Allowance, scholarship or Student Loan living cost payments, any other income, eg family trusts, overseas payments. Give gross (before tax) amount.

Yes No (Go to Q18)

15. Are you still working?

Yes No (Go to Q18)

If yes, please specify.

Is the job: Full time Part time Casual
 Seasonal Voluntary Self-employment

16. Who are you working for?

Employer's name

Business site address		
Suburb	City	Country
		New Zealand

Work phone	Mobile	Fax
Email		

17. How much is your gross weekly wage?

Give gross (before tax) amount of wages and the value of any non-monetary benefits received, eg free board or any drawings, whether or not the business makes a profit.

\$

18. Do you expect to get other income in the next 52 weeks?

Yes (Provide details below) No

Income source (List jobs and other sources of income)	Frequency	Gross income (eg interest)
		\$
		\$
		\$

19. Are you receiving a social security pension or pension of a similar nature from the government of a country other than New Zealand?

Yes No

20. If 'Yes', what type of social security pension or pension of a similar nature are you receiving from another country or countries?

- | | | |
|--|--|---|
| <input type="checkbox"/> Retirement of old age | <input type="checkbox"/> War service | <input type="checkbox"/> Disability or invalidity |
| <input type="checkbox"/> War widow | <input type="checkbox"/> Widow or survivor | <input type="checkbox"/> War restitution |
| <input type="checkbox"/> Superannuation | <input type="checkbox"/> War injury | <input type="checkbox"/> Child or dependant |
| <input type="checkbox"/> Other payments | | |

If you ticked any of the boxes above, please give details about the type of payment you receive below:

Please provide any documents with your completed application form that confirm the payment(s), eg pension certificates. If you receive more than four payments, please provide a separate sheet showing the details.

Your payment details	Pension 1	Pension 2	Pension 3	Pension 4
Country the payment comes from:				
How much do you receive in each payment? (in overseas currency):				
Is this amount before or after tax?:				
How often do you receive this payment? (eg weekly, monthly, annually):				
Overseas payment reference number:				
Name of your pension, benefit or allowance:				

21. Are you a full-time student?

- Yes No

22. Do you receive a student allowance, scholarship or student loan living cost payments?

If you are unsure, please go to www.studylink.govt.nz for more information.

- Yes No

23. Do you have any dependent children in your care?

This means any children that you financially support and are living with you as a member of your family, including: stepchildren, children at boarding school, adopted children, grandchildren, mokopuna.

If you are caring for a child who is not your own you may be able to get other forms of assistance. Please ask us about this.

- Yes (Provide details below) No (Go to Q24)

Child's full name	
Relationship to you	Other parent's name

Child's date of birth

Day Month Year

Child's full name	
Relationship to you	Other parent's name

Child's date of birth

Day Month Year

Child's full name	
Relationship to you	Other parent's name

Child's date of birth

Day Month Year

Child's full name	
Relationship to you	Other parent's name

Child's date of birth

Day Month Year

Child's full name	
Relationship to you	Other parent's name

Child's date of birth

Day Month Year

24. Do you have a partner?

A partner is your spouse (husband or wife), your civil union partner, or a person of the same or opposite sex with whom you have a de facto relationship.

Yes No

If yes, your partner must complete Part 2: Partner's details on page 8.

PART 2: PARTNER'S DETAILS

THIS SECTION IS TO BE COMPLETED BY THE PARTNER OF THE PERSON APPLYING FOR TEMPORARY ADDITIONAL SUPPORT.

1. What is your name?

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

First name	Middle name(s)	Surname or family name

2. 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

3. Are you:

Male Female

4. What is your date of birth?

Day Month Year

5. Do you live with your partner?

Yes No

If no, where do you live?

Flat/House no.	Street address

Suburb	City	Country
		New Zealand

6. How can we contact you?

Home phone	Work phone	Mobile
Email		

7. Were you born in New Zealand?

Yes (Go to Q9) No

7a. What country were you born in?

7b. Are you a:

Residence class visa holder¹ Protected person² New Zealand citizen

Other (eg. Refugee)

8. 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).

8a. What date did you come to New Zealand to live?

Day Month Year

9. Do you usually live in New Zealand?

Yes No

10. 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?

11. What is your Inland Revenue tax number?

12. What bank account do you want the benefit paid into?

Please note: This must be your bank account number, if you do not have your own bank account number then you will need to complete an Appointment of Agent form.

The account is in the name of:

<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

13. Are you working?

Paid employment includes employment for which you receive non-monetary benefits, eg free board, payments in kind, or drawings from an unprofitable business.

Yes No (Go to Q16)

If yes, please specify.

Is the job:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Voluntary	<input type="checkbox"/> Self-employment

1 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'.

2 As defined under sections 130 and 131 of the Immigration Act 2009.

14. Who are you working for?

Employer's name		
Business site address		
Suburb	City	Country
		New Zealand
Work phone	Mobile	Fax
Email:		

15. How much is your gross weekly wage?

Give gross (before tax) amount of wages and the value of any non-monetary benefits received, eg free board or any drawings, whether or not the business makes a profit.

\$

16. Do you expect to get other income in the next 52 weeks?

Examples of income from other sources: wages or salary, accident compensation, farm or business income (include drawings), self employment, interest from savings or investments, dividends from shares, income from rents, redundancy or termination type payments, Child Support, maintenance payments, boarders, Student Allowance, scholarship or Student Loan living cost payments, any other income, eg family trusts, overseas payments. Give gross (before tax) amount.

Yes (Provide details below) No

Income source (List jobs and other sources of income)	Gross income (eg interest)
	\$
	\$
	\$

17. Are you receiving a social security pension or pension of a similar nature from the government of a country other than New Zealand?

Yes No

18. If 'Yes', what type of social security pension or pension of a similar nature are you receiving from another country or countries?

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

If you ticked any of the boxes above, please give details about the type of payment you receive below:

Please attach any documents to your completed application form that confirm the payment(s), eg pension certificates. If you receive more than four payments, please attach a separate sheet showing the details.

Your payment details	Pension 1	Pension 2	Pension 3	Pension 4
Country the payment comes from:				
How much do you receive in each payment? (in overseas currency):				
Is this amount before or after tax?:				
How often do you receive this payment? (eg weekly, monthly, annually):				
Overseas payment reference number:				
Name of your pension, benefit or allowance:				

19. Are you a full-time student?

Yes No

20. Do you receive a student allowance, scholarship or student loan living cost payments?

If you are unsure, please go to www.studylink.govt.nz for more information.

Yes No

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 of the same or opposite sex or
 - separation or
 - a change in the number of children you support
 - change in accommodation costs.
- Have changes to your personal details (such as name, address or bank account number).
- Become self employed or start to run a business.
- Have changes to my/our income or financial circumstances.
- Start or finish part-time or full-time study.
- Become imprisoned/held in custody on remand.
- Admitted to or discharged from hospital.
- Have been granted an overseas pension.
- Have any other changes that may affect my/our benefit entitlement or rate.

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 and/or entitlement.

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

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

PRIVACY STATEMENT

The Ministry of Social Development includes Work and Income, MSD Housing Assessment, Senior Services, StudyLink and other service lines. The legislation administered by the Ministry of Social Development allows us to check the information that you give us. This may happen when you apply for assistance and at any time after that. The Privacy Act 1993 requires us to tell you why we collect the information and what we will do with it.

Why we collect information

The information you give us or your Contracted Service Provider¹ is collected under the authority of the legislation administered by the Ministry of Social Development and will be held by the Ministry of Social Development and/or your Contracted Service Provider.

The information is collected for the purposes of the legislation administered by the Ministry of Social Development including:

- granting benefits and other assistance under the Social Security Act 1964
- granting student loans and student allowances under the Education Act 1989
- delivering superannuation services under the New Zealand Superannuation and Retirement Income Act 2001 and the Veterans' Support Act 2014
- assessing eligibility for social housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- care and protection needs of children under the Children, Young Persons and their Families Act 1989
- providing support and services for you and your family in relation to employment, education and housing
- assessing whether you and/or your partner (if you have one) may be entitled to an overseas pension, benefit or allowance.

MSD may also use the information for statistical and research purposes, and for providing advice to Government.

The Ministry of Social Development and your Contracted Service Provider will exchange information about you in order to provide you with your correct financial assistance and other services. Your Contracted Service Provider may collect information from other agencies where that information is relevant to the services that the Contracted Service Provider is providing you.

You are not required to give the Ministry of Social Development or your Contracted Service Provider information, but if you do not give them, or us, all the information we ask for, your application for benefits and other assistance may be declined.

¹The term Contracted Service Providers has the meaning given by section 125A(1), Social Security Act 1964, and references to Contracted Service Provider in this privacy statement only apply where one has been assigned to you.

We may use information for social housing

Information you give us when you apply for assistance, and at any time after that, may also be used for social housing purposes² under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for social housing or your income-related rent.

²Social housing is subsidised housing available to people in the greatest need of housing for the duration of their need. It is provided by Housing New Zealand and approved community housing providers.

We may contact health providers

The Ministry of Social Development or your Contracted Service Provider may contact health providers to check any health related information you give us.

We may compare the information you give us with information held by other agencies

The information you give us, or your Contracted Service Provider, may be compared with information held by other agencies such as Inland Revenue, the Ministry of Education, the Ministry of Justice, New Zealand Defence Force, Department of Corrections, New Zealand Customs Service, Department of Internal Affairs, Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health, New Zealand Qualifications Authority, Tertiary Education Commission, Student Job Search, education providers, and Immigration New Zealand. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia, the Netherlands and Malta).

We may share information with Inland Revenue

Under the Tax Administration Act 1994, if you have dependent children, the information you give us, or your Contracted Service Provider, 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 Ministry of Business, Innovation, and Employment, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
- disclose your personal information to your partner.
- We may give information to employers, childcare providers, service providers and social housing providers

The Ministry of Social Development or your Contracted Service Provider may:

- give employers (and recruitment agencies, immigration advisors and immigration consultants acting on behalf of employers) information about you to find you employment and contact the employer to discuss the result of any job interview that you are referred to
- share information with childcare centres to administer your entitlement to childcare assistance
- give information about you to the Tertiary Education Commission, Workbridge, training providers, education providers, career services or other agencies that have a formal agreement to provide services on behalf of the Ministry of Social Development.
- share information about you with social housing providers (such as Housing New Zealand) to administer your housing-related assistance.

We may use your information to give you a better service

Other information that you give us or your Contracted Service Provider (for example, on your skills, aspirations, family circumstances) that is not required to assess your entitlement to a benefit may be used by us or your Contracted Service Provider to provide a better service to you.

You have the right to see your information and ask for it to be corrected

Under the Privacy Act 1993 you have the right to ask to see all information we, or your Contracted Service Provider, hold about you and to ask them, or us, to correct that information.



PARTNER'S DOCUMENTS TO PROVIDE

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 www.connect.co.nz . Please remember to include your name and the student's name and client number with any documents that you send to us. For more information visit www.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 gross income and/or assets you get.
- Evidence of bank account details.
- A form or letter from Inland Revenue showing your IRD (tax) number.



SIGN HERE

PARTNER'S DECLARATION

The information I have given is true and complete. 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

PART 3: TEMPORARY ADDITIONAL SUPPORT APPLICATION

1. Do you and/or your partner have any cash assets?

Examples of cash assets: money in bank or savings organisation, money lent to other people or organisations, money in Bonus Bonds, shares, debentures or government stock.

Yes (Provide details below) No

Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

2. Do you and/or your partner have any non-cash assets?

Examples of non-cash assets: leisure boats, caravans, land or buildings other than your home, eg holiday homes.



PLEASE PROVIDE PROOF OF THESE DETAILS

Yes (Provide details below) No

Type of asset	You	Your partner	Jointly owned	Money owing
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

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

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

Yes (Provide details below and provide a Certificate of Entitlement from Inland Revenue. You can get a Certificate of Entitlement by calling Inland Revenue on 0800 257 200. Please have your IRD number available) No

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

4. 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, telephone if it is a condition for employment.

Yes (Provide details below) No

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



PLEASE PROVIDE PROOF OF THESE DETAILS

5. Do you and/or your partner have any health or disability costs (for a medical condition lasting less than 6 months?)

Yes (Provide details below) No

Cost type	Amount	How often (weekly, fortnightly, etc)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

6. Do you and/or your partner have any accommodation costs?

Yes No (Go to Q9)

7. Please give details of your costs.

If you don't have a cost, write 'nil'.



PLEASE PROVIDE PROOF OF THESE DETAILS

Name of company or person you pay	Your cost	How often (weekly, fortnightly, etc)
Rent	\$	
Board	\$	
First mortgage	\$	
Other mortgage	\$	
House insurance	\$	
Ground lease	\$	
Mortgage insurance	\$	
Rates	\$	
Water rates	\$	
Cost of essential repairs and maintenance for the last 12 months	\$	

8. Have you received a Rates Rebate?

Yes (Provide details below) No

8a. Amount

\$

8b. Rating year

From: July To: June

9. 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), childcare costs (disability).

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

10. 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.

 **YOU WILL NEED TO PROVIDE PROOF OF YOUR CIRCUMSTANCES AND YOUR TELEPHONE RENTAL COSTS (EXCLUDING TOLL OR CALL CHARGES AND MOBILE PHONES) IF WE DO NOT HAVE THESE DETAILS ALREADY.**

Yes No

If yes, please explain here:

10a. Amount

\$

10b. How often (weekly, fortnightly, etc)

11. Please indicate what steps you and/or your partner have taken to get other assistance, reduce costs or increase income:

Temporary Additional Support is last resort financial assistance. You and your partner must take all necessary steps to get other assistance towards costs and take reasonable steps to increase income and reduce costs where possible.

We may talk to you about what other steps you might be able to take.

PRIVACY STATEMENT

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- granting student loans and student allowances under the Education Act 1989
- delivering superannuation services under the New Zealand Superannuation and Retirement Income Act 2001 and the Veterans' Support Act 2014
- assessing eligibility for social housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- care and protection needs of children under the Children, Young Persons and their Families Act 1989
- providing support and services for you and your family in relation to employment, education and housing
- assessing whether you and/or your partner (if you have one) may be entitled to an overseas pension, benefit or allowance.

MSD may also use the information for statistical and research purposes, and for providing advice to Government.

The Ministry of Social Development and your Contracted Service Provider will exchange information about you in order to provide you with your correct financial assistance and other services. Your Contracted Service Provider may collect information from other agencies where that information is relevant to the services that the Contracted Service Provider is providing you.

You are not required to give the Ministry of Social Development or your Contracted Service Provider information, but if you do not give them, or us, all the information we ask for, your application for benefits and other assistance may be declined.

¹The term Contracted Service Providers has the meaning given by section 125A(1), Social Security Act 1964, and references to Contracted Service Provider in this privacy statement only apply where one has been assigned to you.

We may use information for social housing

Information you give us when you apply for assistance, and at any time after that, may also be used for social housing purposes² under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for social housing or your income-related rent.

²Social housing is subsidised housing available to people in the greatest need of housing for the duration of their need. It is provided by Housing New Zealand and approved community housing providers.

We may contact health providers

The Ministry of Social Development or your Contracted Service Provider may contact health providers to check any health related information you give us.

We may compare the information you give us with information held by other agencies

The information you give us, or your Contracted Service Provider, may be compared with information held by other agencies such as Inland Revenue, the Ministry of Education, the Ministry of Justice, New Zealand Defence Force, Department of Corrections, New Zealand Customs Service, Department of Internal Affairs, Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health, New Zealand Qualifications Authority, Tertiary Education Commission, Student Job Search, education providers, and Immigration New Zealand. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia, the Netherlands and Malta).

We may share information with Inland Revenue

Under the Tax Administration Act 1994, if you have dependent children, the information you give us, or your Contracted Service Provider, 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 Ministry of Business, Innovation, and Employment, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
- disclose your personal information to your partner.
- We may give information to employers, childcare providers, service providers and social housing providers

The Ministry of Social Development or your Contracted Service Provider may:

- give employers (and recruitment agencies, immigration advisors and immigration consultants acting on behalf of employers) information about you to find you employment and contact the employer to discuss the result of any job interview that you are referred to
- share information with childcare centres to administer your entitlement to childcare assistance
- give information about you to the Tertiary Education Commission, Workbridge, training providers, education providers, career services or other agencies that have a formal agreement to provide services on behalf of the Ministry of Social Development.
- share information about you with social housing providers (such as Housing New Zealand) to administer your housing-related assistance.

We may use your information to give you a better service

Other information that you give us or your Contracted Service Provider (for example, on your skills, aspirations, family circumstances) that is not required to assess your entitlement to a benefit may be used by us or your Contracted Service Provider to provide a better service to you.

You have the right to see your information and ask for it to be corrected

Under the Privacy Act 1993 you have the right to ask to see all information we, or your Contracted Service Provider, hold about you and to ask them, or us, to correct that information.

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.

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
 - change in accommodation costs.
- Have changes to your personal details (such as name, address or bank account number).
- Become self employed or start to run a business.
- Have changes to my/our income or financial circumstances.
- Start or finish part-time or full-time study.
- Become imprisoned/held in custody on remand.
- Admitted to or discharged from hospital.
- Have been granted an overseas pension.
- Have any other changes that may affect my/our benefit entitlement or rate.

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 and/or entitlement.

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

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



DOCUMENTS TO PROVIDE

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 www.connect.co.nz. Please remember to include your name and client number with any documents that you send to us. For more information visit www.connect.co.nz.

Documents you need to provide if you're 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 – 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.
- Full birth certificates for your children.
- Marriage or civil union certificate – if you have one.
- A form or letter from Inland Revenue showing your IRD (tax) number.
- Gross income details.
- Evidence of any accommodation costs.
- Evidence of bank account details.
- Evidence or quotes for any expenses relating to your disability.
- Evidence of any other essential ongoing costs (eg hire purchase agreements).



SIGN HERE

DECLARATION

All 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 my payments may be reduced or stopped if I make a false statement, or don't tell StudyLink of a change in any circumstances, or fail to meet my obligations. If this happens I will have to pay back any overpayments plus collection costs, and I could be prosecuted.

Signature

SIGN HERE 

Day

Month

Year

MyStudyLink – get it 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: www.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 www.connect.co.nz with your RealMe login
2. Upload your verified documents
3. Submit to StudyLink