



Disability Allowance application form

Complete this form if you want to apply for Disability Allowance. You can also apply online at **studylink.govt.nz**

If you, or a family member has a health condition, injury or disability lasting more than six months, you may be able to get extra help through a Disability Allowance.

We may be able to help with costs such as ongoing visits to the doctor, medicines, medical alarms and travel.

Your health practitioner or specialist will need to complete the Disability Certificate.

To be able to receive a Disability Allowance you must:

- meet an income test
- have a disability which is likely to last at least 6 months
- have ongoing, additional costs arising from that disability
- be a New Zealand citizen, or hold a Residence Class Visa (not be in New Zealand unlawfully, here on a temporary entry class visa or a temporary permit) and,
- generally be ordinarily resident in New Zealand.

You must give us all the information we need.

If you do not have all the information we need, talk with us and we may be able to help.

If we find out later that any information you give us is not true, or that you knew information you should have told us and did not tell us, we may stop paying your benefit. You might need to pay money back, we may impose a penalty, and you could be prosecuted.

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

You will need to provide documents

When you apply for Disability Allowance, 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 31.

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

Sign and date the form

Remember to sign and date this application on page 30 – and make sure anyone else who needs to sign it has done so.

If you have a partner they need to sign and date this application, on page 27.

How to return your form

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

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

We're happy to help you complete your application.

Part 1: Personal details

The documents we need to see are listed on page 31. 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 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

2. What is your full name?

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

3. 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"/>

4. 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"/>

5. 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).

6. Are you:

Male Female Gender diverse

7. 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.

8. What bank account do you want your payments to be paid into?

This account must be in your name or you must complete an Appointment of Agent form.

Account name:

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 evidence of this account. Evidence could be a verified copy of a pre-printed deposit slip or statement with your name, bank, branch and account number (unless StudyLink has already seen it).

9. Where will you live while getting the Disability Allowance?

Flat/House number	Street address		
<input type="text"/>	<input type="text"/>		
Suburb	City	Post code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	NEW ZEALAND

9a. Will your mailing address be different from where you will live?

Yes (Provide details below)

No (Go to Q10)

Please note, this must be a New Zealand address.

Postal address			
<input type="text"/>			
Suburb	City	Post code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	NEW ZEALAND

10. How else can we contact you?

When we have processed your Disability Allowance application we will call you to let you know the outcome.

Phone	Mobile ¹	Fax	Email ¹
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Were you born in New Zealand?

Yes (Go to Q12)

No

11a. What country were you born in?

11b. Are you a:

Residence class visa holder²

Protected person³

New Zealand citizen

Other (Provide details eg. Refugee)


¹ 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.

² 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'.

³ As defined under sections 130 and 131 of the Immigration Act 2009.

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).

11c. If you are a residence class visa holder, were you granted residency under sponsorship?

Yes No

11d. When did you come to New Zealand to live?

Day Month Year

12. 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)

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 most identify with.

NZ 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?

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

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 Q12)

14a. What type of work do you do?

Full-time Part-time Voluntary Self-employed Casual Seasonal

14b. Please give us details of your income per week before tax:

By 'per week' we mean from each Monday to 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 evidence of your income.

15. 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)

15a. How long did you work there?

Date you started work?

Day Month Year

Date of last day at work?

Day Month Year

15b. Why did this work end?

Reason for leaving this job

15c. Did you get any holiday, redundancy or termination-type 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?
- Termination pay – how much before tax?

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

 **We may ask for evidence of this payment.**

16. 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 Child’s Benefit and Orphan’s 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 evidence of your income.**

17. 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 evidence of this income.**

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

- Help from parents
 Student Loan
 Savings
 None

Other (please explain)

19. 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)
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

20. Do you receive or qualify for a social security pension or benefit (or any similar payment) from an overseas government?

- Yes
 No

If yes, please tick the box that best describes your pension or benefit:

- Retirement or old age
 Disability or invalidity
 Widow or survivor
 War related
 Superannuation
 Child or dependant
 Other payments (please explain)

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.

If you have any questions about overseas benefits or pensions call Senior Services International on 0800 777 227.



We may ask for evidence of your income. Remember to read your obligations (including the privacy statement on page 25), then sign and date your declaration on page 30.

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 studylink.govt.nz for more information.

- Yes
 No

23. 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 Child's benefit, or a Oranga Tamariki payment for. Please note: this definition is different from that of the Student Allowance.

Yes No (Go to Q10)

If yes, please give us their details:

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

23a. Will you have a shared custody arrangement for any of the above children during your study break?

Yes No (Go to Q10)

If yes, please give us details of the shared custody arrangement:

Child's full name	Days per fortnight	Name of person you have shared custody with	Address of person you have shared custody with

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

 **We need to see a verified copy of each child's full birth certificate (unless we have already seen them).**

24. Do you have a partner?

For Disability Allowance, a partner is your spouse, civil union partner, or someone whom you have a de facto relationship (where you live together as a couple in a relationship in the nature of marriage or civil union). If your partner is 16 or 17 years old, they can be included in your benefit if you are married or in a civil union. If you are in a de facto relationship where you or your partner is aged 16 or 17 years old, the parents or guardians of the 16 or 17 year old, or a Family Court judge, must give their consent for the de facto relationship.

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

If yes, your partner must complete the Partner's form on page 19.

24a. Who are you applying for?

Yourself Your partner Your dependent child

If yes, please write them below:

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

25. Is this disability covered by private medical insurance?


Yes (Provide details below) No

26. Is this disability covered by ACC or War Disablement Pension?

Yes (Provide details below) No

If 'Yes', you may not be entitled to a Disability Allowance

27. What additional expenses are paid for as a result of the disability?

 **You must provide invoices, receipts, quotes or printouts for each additional expense before they can be considered as an ongoing cost for disability allowance. These must be attached to this form when you have completed it.**

All of these expenses must be directly related to the disability and verified as necessary by a health practitioner.

Do not include costs that are covered by a war disablement pension.

List pharmaceuticals/items/services/treatments (eg medical costs, gardening, transport, medical alarms)	Cost	How often (weekly, fortnightly, etc)	Verification provided (please tick)
	\$		
	\$		
	\$		
	\$		

Part 2: Partner's form

This section is to be completed by the partner of the person applying for the Disability Allowance.

The documents we need to see are listed on page 31.

1. 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

2. What is your full name?

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

3. 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"/>

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

Yes No

If yes, please write them out 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"/>

5. 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).

6. Are you:

Male Female Gender diverse

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

7. 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.

8. What bank account do you want your payments to be paid into (this account must be in your name or you must complete an Appointment of Agent form)?

Account name:

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 evidence of this account. Evidence could be a verified copy of a pre-printed deposit slip or statement with your name, bank, branch and account number (unless StudyLink has already seen it).**

9. Do you live with the student?

 Yes

 No

If no, where do you live?

Flat/House number	Street address		
<input type="text"/>	<input type="text"/>		
Suburb	City	Post code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	NEW ZEALAND

9a. Are you (or will you be) a tenant living in a social housing property?¹

 Yes

 No

10. How can we contact you?

Phone	Mobile²	Fax	Email²
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Were you born in New Zealand?

 Yes (Go to Q 12)

 No

11a. What country were you born in?

11b. Are you a:

 Residence class visa holder³

 Protected person⁴

 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 Social housing properties are provided by Kainga Ora and registered 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.

11c. If you are a residence class visa holder, were you granted residency under sponsorship?

Yes No

11d. When did you come to New Zealand to live?

Day Month Year

12. Do you usually live in New Zealand?

Yes No

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 most identify with.

NZ 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?

14. Do you have children under 3?

Yes 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 Q16)

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

15. Are you studying now or are you intending to study in the next academic year?

Yes No

15a. If yes, when did/does your course start?

Day Month Year

If you haven't applied for a Student Allowance or Student Loan you can apply online at [studylink.govt.nz](https://www.studylink.govt.nz)

16. Are you working now?

Yes No (Go to Q17)

16a. What type of work do you do?

Full-time Part-time Voluntary Self-employed Casual

16b. When did you start this job?

Day Month Year

16c. Please give us details of your income per week before tax:

By 'per week' we mean from each Monday to 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 evidence of your income.**

17. 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 Q17a) No (Go to Q17c)

17a. How long did you work there?

Date you started work?

Date of last day at work?

Day Month Year
 Day Month Year

17b. Why did this work end?

Reason for leaving this job

17c. Did you get any holiday, redundancy or termination-type pay in the last 26 and 52 weeks?

Yes No (Go to Q18)

If yes, was it:

Holiday pay – how much before tax?

Redundancy pay – how much before tax?

Termination pay – how much before tax?

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

 **We may ask for evidence of this payment.**

18. 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 Child's Benefit and Orphan's Benefit.

Yes No (Go to Q19)

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 evidence of your income.

19. 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 evidence of this income.

20. 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 evidence of this income.

21. 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)
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

22. Do you receive or qualify for a social security pension or benefit (or any similar payment) from an overseas government?

- Yes
 No

If yes, please tick the box that best describes your pension or benefit:

- Retirement or old age
 Disability or invalidity
 Widow or survivor
 War related

- Superannuation
 Child or dependant

Other payments (please explain)

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.

If you have any questions about overseas benefits or pensions call Senior Services International on 0800 777 227.



We may ask for evidence of your income. Remember to read your obligations (including the privacy statement on page 25), then sign and date your declaration on page 27.

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.

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

- 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

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

You need to provide the following documents if the student is applying for the first time and we haven't seen them before:

- Your birth certificate or passport.
- Evidence 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.
- 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.
- Evidence of your bank account. For example, a pre-printed deposit slip or statement with your name, bank, branch and account number.
- Evidence of any gross income and/or assets you get.

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 my payments or my partner's 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 understand that I will have to pay back any overpayments plus collection costs, and I could be prosecuted.

Partner's signature

Day Month Year

Part 3: Health practitioner to complete

Client number

Benefit type

1. What is the client's name?

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

The Disability Allowance is available for reimbursement of additional costs arising from a Disability where the following criteria are met:

- The person has a disability which is likely to continue for not less than six months; and
- The 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.

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

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)

Nervous system disorders

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

Cardio-vascular disorders

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

Immune system disorders

- HIV / Aids (140)
- Other immune system disorders (141)
- Metabolic and endocrine disorders
- Diabetes (150)
- Other metabolic or endocrine disorders (151)

Substance Abuse

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

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)

Sensory disorders

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

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 how often visits to doctors, specialists or nurse practitioners are necessary and result from the stated disability:

Type of consultation	Cost	How often (e.g. daily, weekly, monthly)	Health Practitioner's 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	Health Practitioner's initials



7. Health Practitioner's Verification

HPI number |

Health Practitioner's stamp

Health Practitioner's signature

Day Month Year

This information is requested under Section 298 of the Social Security Act 2018.
 Privacy Act: The person has been advised and understands that this information is required for benefit assessment purposes.

Part 4: Disability statement – counselling

Applicant to complete

1. What is your name?

First name	Middle name(s)	Surname or family name

2. Where do you live?

Flat/House number	Street address		
Suburb	City	Post code	Country
			NEW ZEALAND

3. I wish to apply for assistance to help with the cost of counselling. Please tick one.

First application for counselling assistance Application for additional sessions

4. Have you applied for help with the cost of counselling from another agency?

Yes (Please tick one) No (Please sign below)

Health Special education Oranga Tamariki ACC

Other

5. Does the agency meet the full costs?

Yes (You will not qualify to have counselling costs included in your Disability Allowance. You do not need to complete the rest of this form.)

No – How much does this agency help you with your counselling costs per visit? \$

Declaration

I understand that I must advise StudyLink if:

- I stop attending counselling; or
- the frequency or cost of my counselling session changes.



Applicant's signature

Day Month Year

Part 5: Counsellor's statement

Counsellor to complete

1. Start date for counselling

Day Month Year

Please note: If you are applying for extra counselling sessions, the maximum amount we StudyLink can cover is up to 20 additional sessions. Please ensure the date used is the start of the extra sessions.

2. Visits

Cost per visit \$

Number of visits recommended Weekly Fortnightly Monthly



3. Counsellor's Verification

Counsellor's full name		
Professional member of		
Registration number		
Practice name		
Practice address		
Phone	Mobile	
Email		

Counsellor's stamp

Counsellor's signature

Day Month Year

This information is required under the Social Security Act 2018.

Privacy Act: The person has been advised and understands that this information is required for benefit assessment purposes.

Criteria for counselling

Disability Allowance can be paid for counselling FEES if the:

- need for counselling is directly related to the person's disability
- full cost of counselling is not met by another agency (for example: Health, Oranga Tamariki, ACC)
- the counselling is provided by a counsellor, psychotherapist or psychologist who is a member (or an applicant or a provisional member) of one of the counselling organisations listed on our website.

Note

- Assistance can also be provided for the cost of transport to counselling if the need for counselling is directly related to the person's disability.
- Disability Allowance assistance for counselling is limited to a maximum of 10 sessions in the first instance.
- Assistance for up to a further 20 additional counselling sessions can be considered on the recommendation of the person's registered medical practitioner.
- Assistance with counselling is generally limited to a maximum of 30 sessions. This can be extended if a client is assessed as needing further counselling sessions.

Part 6: Health practitioner's statement – counselling

Health practitioner to complete

1. Nature of disability

- I certify that counselling is necessary and of a therapeutic value to the client because of the stated disability.
- I consider that the additional counselling sessions are necessary and of therapeutic value to the client because of the stated disability.



2. Health Practitioner Verification

HPI number |

Health Practitioner's stamp

Health Practitioner's signature

Day Month Year

This information is required under the Social Security Act 2018.

Privacy Act: The person has been advised and understands that this information is required for benefit assessment purposes.

Criteria for counselling

Disability Allowance can be paid for counselling FEES if the:

- need for counselling is directly related to the person's disability
- full cost of counselling is not met by another agency (for example: Health, Oranga Tamariki, ACC)
- the counselling is provided by a counsellor, psychotherapist or psychologist who is a member (or an applicant or a provisional member) of one of the counselling organisations listed on our website.

Note

- Assistance can also be provided for the cost of transport to counselling if the need for counselling is directly related to the person's disability.
- Disability Allowance assistance for counselling is limited to a maximum of 10 sessions in the first instance.
- Assistance for up to a further 20 additional counselling sessions can be considered on the recommendation of the person's registered medical practitioner.
- Assistance with counselling is generally limited to a maximum of 30 sessions. This can be extended if a client is assessed as needing further counselling sessions.

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

- 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

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.

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

You need to provide the following documents every time you apply:

One other form of ID (unless you've had an approved Student Loan with StudyLink). For example, your driver's licence or Community Services Card.

Written parental consent or an order from a Family Court judge if you are in a de facto relationship where either you or your partner is aged 16 or 17.

You need to provide the following documents if you are applying for the first time and we haven't seen them before:

Your birth certificate or passport.

Evidence 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.

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 any children in your care.

Evidence of your bank account. For example, a pre-printed deposit slip or statement with your name, bank, branch and account number.

Gross income details

Evidence or quotes for any expenses relating to your disability

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. 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 understand that I will have to pay back any overpayments plus collection costs, and I could be prosecuted.

Student's signature

<input type="text"/>	<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	Year
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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**

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** with your RealMe login
2. Upload your verified documents
3. Submit to StudyLink