



# Jobseeker Support Student Hardship partner's form

This form is to be completed by the partner of the person applying for the Jobseeker Support Student Hardship. The student will also need to complete a Jobseeker Support Student Hardship application.

Don't return this page

**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 this form.

## Use blue or black ink only

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

## Answer all 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

You may need to provide certain other documents with your application – these are listed on page 10.

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](http://www.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 [www.connect.co.nz](http://www.connect.co.nz)

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 9 .

## How to return your form

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

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

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 or passport?

First name	Middle name(s)	Surname or family name

## 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

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

First name	Middle name(s)	Surname or family name

## 7. 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

## 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

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

**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 [www.ird.govt.nz](http://www.ird.govt.nz).

**We need to see evidence of your IRD number – for example, a verified copy of your IRD card or a statement from Inland Revenue (unless StudyLink has already seen it).**

**11. 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).**

**12. 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	

**12a. Are you (or will you be) a tenant living in a social housing property?¹**

Yes

No

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

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

**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 holder³

Protected person⁴


New Zealand citizen

Other (Provide details eg. Refugee)

1 Social housing properties are provided by Housing New Zealand 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.

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).

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?

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. Do you have children under 3?

Yes  No

17a. If no, when were you (or will you be) available for work?

Day  Month  Year

17b. 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 Q18)

17c. If you are registered with Student Job Search, what is your Student Job Search Number?

18. Are you studying now or do you intend to study in the next academic year?

Yes  No

18a. 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 [www.studylink.govt.nz](http://www.studylink.govt.nz)

19. Are you working now?

Yes  No (Go to Q20)

**19a. What type of work do you do?**

Full-time    
  Part-time    
  Voluntary    
  Self-employed    
  Casual

**19b. When did you start this job?**

Day    
   Month    
     Year

**19c. 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.**

**20. 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 Q20a)    
  No (Go to Q20c)

**20a. How long did you work there?**

Date you started work?

Date of last day at work?

Day    
   Month    
     Year    
   Day    
   Month    
     Year

**20b. Why did this work end?**

Reason for leaving this job

**20c. Did you get any holiday, redundancy or termination-type pay in the last 26 and 52 weeks?**

Yes    
  No (Go to Q21)

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.**

**21. 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.

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 Q22)

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.**

**22. 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.**

**23. 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.**

**24. 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)
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

**25. 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 7), then sign and date your declaration on page 9.**



# 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 Provider<sup>1</sup> 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 public housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- 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.

<sup>1</sup> The term Contracted Service Provider 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 public housing

Information you give us when you apply for assistance, and at any time after that, may also be used for public housing purposes<sup>2</sup> under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for public housing or your income-related rent.

<sup>2</sup> Public 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, 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, Immigration New Zealand, New Zealand Qualifications Authority, Tertiary Education Commission, Student Job Search and education providers. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia, 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, Ministry of Justice, Accident Compensation Corporation, and Ministry of Education
- disclose your personal information to your partner.

## We may give information to employers, childcare providers, service providers and public 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 public housing providers (such as Housing New Zealand Corporation) to administer your housing-related assistance.

## We may use your information to give you a better service

Other information 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 obligations

When the student gets financial help from us you also have obligations to meet. If you don't meet them, your and/or the student's payments could stop – and in some cases you and/or the student could be prosecuted.

## Here are your obligations

When the student gets the Jobseeker Support Student Hardship you (the student's partner) must:

- be available for, and take reasonable steps to obtain suitable employment and
- accept any offer of suitable employment, including full-time, part-time or temporary work, or work that is seasonal or subsidised and
- attend and participate in an interview opportunity for any suitable employment to which you're referred and
- take and pass any drug test potential employers or training providers require and
- attend and participate in any interview with StudyLink when required to and
- undertake preparation for employment when required by StudyLink and
- take part in any other activities that StudyLink ask you to (including rehabilitation, but not medical treatment) such as work experience, work assessments, seminars or programmes that will improve your work readiness or prospects for employment and
- let StudyLink know how you're meeting your work obligations as often as StudyLink reasonably requires.

If your youngest child is under 3, you must take reasonable steps to prepare for work. If your youngest child is 3–13 years old you need to look for part-time work (20 hours a week or more). If you do not have any children in your care or your youngest child is aged 14 years or older, you will generally be expected to look for work of at least 30 hours per week.

## If things change

You must tell us or your Contracted Provider (where you have one assigned) straight away if you:

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

## Obligations for parents and caregivers with dependent children

You understand that while you are getting this benefit you are expected to take reasonable steps to meet certain obligations as a parent or a caregiver. These are to ensure your dependent child(ren) (including any child you get Orphan's or Unsupported Child's Benefit for) are:

- enrolled with a medical centre that is a Primary Health Organisation or General Practitioner (GP)
- from the age of three until they start school, enrolled in and attending:
  - an approved early childhood education programme or

- Te Aho o Te Kura Pounamu - The Correspondence School or
- an approved parenting and early childhood home education programme
- up to date with Well Child/Tamariki Ora checks
- attending school from the age of five or six (depending on when they start school).

You understand that you may be required to meet with StudyLink to discuss how you are meeting your obligations as a parent or a caregiver.

### Working with a Contracted Service Provider

Where you have been asked to work with a Contracted Service Provider you will have an obligation to co-operate with them and to:

- attend and participate in any interview with them
- report to them on how you are meeting the obligations above
- complete assessments with them.

### Not meeting your obligations to take and pass drug tests

You understand that if you fail your work obligation to take and to pass a drug test when required by a potential employer or training provider, without a good and sufficient reason, that:

- the first time you do this, you will have to agree to stop using drugs so that you can pass a drug test
- the second time you do this, you will have to agree to provide a clean drug test to StudyLink within 25 working days.

You understand that if you don't provide a clean drug test within 25 working days your benefit will be stopped for 13 weeks. If your benefit has been stopped, and you agree to take part in an approved activity for at least six weeks and you are still entitled to your benefit, it will be restarted.

You understand that if you fail a pre-employment drug test with a potential employer you will need to pay for the test from your benefit.

You also understand that if you have to provide a clean drug test within 25 working days you will need to pay for the test.

### 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 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

# 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.

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

## **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 StudyLink hasn'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 IRD number. For example, your IRD card or a notice or statement from Inland Revenue.
- 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.

## **We may ask for evidence of your income if you have been or are currently working:**

- For example, your last payslip or letter from your employer.

## **We may ask for evidence of other income, including income from overseas or cash assets**

- For example, we may ask for a bank statement or letter from your bank showing your interest from investments or savings, or the net equity in any property or land not used as your home.
- We may ask for evidence of any overseas pension or income. Evidence of your necessary repairs and maintenance carried out in the last year. For example, receipts or a bank statement showing these payments.

## **You need to provide the following documents if you are applying for the Accommodation Supplement**

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

## **You need to provide the following documents if you are applying for the Disability Allowance**

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

## **You need to provide the following documents if you are applying for Temporary Additional Support**

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

# 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: [www.studylink.govt.nz](http://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](http://www.connect.co.nz) with your RealMe login
2. Upload your verified documents
3. Submit to StudyLink