



Student Allowance Transfer Grant application

The Student Allowance Transfer Grant is a one-off payment to help if you have a partner¹ and/or child(ren) who are dependent on you and you are in hardship during the stand-down imposed when you transfer from a Student Allowance to a main benefit².

You may be able to get it if ...

- you're transferring from Student Allowance to a main benefit, and
- you have a partner and your combined income in your stand-down week is under certain limits, or
- you have a child or children in your care, and
- you are considered to be in hardship, and
- you apply for the grant no later than 28 calendar days starting from the Monday after the week your course finishes.

Don't return this page

¹ A partner is your spouse, civil union partner, or someone with 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). For the Student Allowance, if either of you is under 24, at least one of you must have a child in your care to be in a recognised relationship. Note: to get the Student Allowance Transfer Grant your combined income must be under certain limits.

² A main benefit includes, Jobseeker Support, Sole Parent Support, Supported Living Payment, Emergency Benefit, Unsupported Child's Benefit, Youth Payment and Young Parent Payment.

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 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 documents with this form - these are listed on page 4.

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



Remember to sign and date this application form and make sure anyone else who needs to sign it has done so.

Where to send this form

Send your completed form to

StudyLink Student Support Centre
Private Bag 11070
Palmerston North 4442

Don't return this page

Part 1: Personal details

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 legal name as it appears on your passport or birth certificate?

First name	Middle name(s)	Surname or family name

3. What date were you born?

 Day Month Year

4. Where will you live while getting the main benefit?

Flat/House number	Street address		
Suburb	City	Post code	Country
			New Zealand

5. How can we contact you?

Phone	Mobile ¹	Fax	Email ¹

6. Do you have any children in your care?

By 'children' we mean anyone under 18 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 Orphan's or Unsupported Child's Benefit for or a Oranga Tamariki payment for. Please note that this definition is different from that used for the Student Allowance.

 Yes No

7. Do you have a partner?

A 'partner' is your spouse, civil union partner, or someone with 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). For the Student Allowance, if either of you is under 24, at least one of you must have a child in your care to be in a recognised relationship.

 Yes No

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.

8. What is, or will be, your income the week after you stop studying?

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 (private arrangement or through Inland Revenue), maintenance payments, paid parental leave, interest from savings and investments, dividends from shares, income from a family trust, farm or business, income from boarders or rent, superannuation, overseas benefits and pensions, weekly accident insurance payments, scholarships, any indirect monetary benefits you get such as free board or shares in a business, and any other income that you have or may deprive yourself of. Please don't count your Student Allowance, Student Loan or Family Tax Credit as part of your income.

Type of income	Your weekly income before tax	Your partner's weekly income before tax
	\$	\$
	\$	\$
	\$	\$

 **We need to see proof of this income – for example, or a verified copy of a letter or statement from your employer.**

9. Do you or your partner have any cash assets?

By 'cash assets' we mean anything you can readily convert into cash – this could be money in a bank or savings account, money lent to other people or organisations, money in bonds, shares, debentures or Government stocks, leisure boats, caravans, land or buildings other than your home (for example a holiday home). If you're unsure call us on **0800 88 99 00**.

Yes No

If yes, please give us details of your assets:

Type of asset	Owner of asset (you, your partner or both)	Value	Money owing (if any)
		\$	\$
		\$	\$
		\$	\$
		\$	\$

 **We may ask for proof of your cash assets.**

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 declaration

The information I have provided is true and I have not left anything out. I understand that if I have made a false statement or don't tell StudyLink of a change in my circumstances that I/we could lose the Student Allowance Transfer Grant. 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

Day

Month

Year

Partner's declaration

The information I have provided is true and I have not left anything out. I understand that if I have made a false statement or don't tell StudyLink of a change in my circumstances that I/we could lose the Student Allowance Transfer Grant. 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.

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

If you're unsure about what you need to provide, call us on **0800 88 99 00**.

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

Proof of your and/or your partner's income in the week after you stop studying. e.g. a payslip or letter from your employer

Student **Partner**

Proof of your and/or your partner's cash assets in the week you stop studying

How to contact us

Website: **studylink.govt.nz**

Phone: **0800 88 99 00**