

STUDENT ALLOWANCE / STUDENT LOAN PAYMENT PERIOD EXTENSION APPLICATION FORM

COMPLETE THIS FORM IF YOU NEED AN EXTENSION BEYOND YOUR CURRENT STUDY END DATE FOR:

- **YOUR STUDENT LOAN PAYMENTS IF YOU ARE DOING FULL-TIME RESEARCH OR FIELDWORK THAT IS NEEDED AS PART OF YOUR COURSE; OR**
- **YOUR STUDENT LOAN OR STUDENT ALLOWANCE PAYMENTS IF YOU ARE DOING UNPAID PRACTICAL WORK THAT IS PART OF YOUR COURSE.**

TO QUALIFY FOR AN EXTENSION OF YOUR STUDENT LOAN OR STUDENT ALLOWANCE YOU MUST HAVE ENOUGH EFTS¹ TO BE CONSIDERED TO BE STUDYING FULL-TIME THROUGHOUT YOUR ENROLMENT AND YOUR EXTENSION.

If your extension is approved, your Student Loan or Student Allowance will stop after 52 weeks. So if you're still studying full-time after this 52-week period and want your Student Loan or Student Allowance to continue, you need to reapply.

The Head of Department or Practical Work Co-ordinator at your education provider also needs to complete a statement in this application. We also need your education provider to confirm the extension period via the verification of study (VoS) online system.

We need to receive this application form before the end of your course or it may be declined.

¹ EFTS stands for Equivalent Full-time Student. The EFTS value of your course is a measure of the amount of study or the workload involved and is used to decide if the course is full-time or part-time. If you're unsure whether your EFTS value will cover your extended study period, ask your education provider.

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 QUESTIONS

You need to answer every question in this 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.



Remember to sign and date this application on page 5. The Head of Department at your education provider must also complete part of this form and sign it.

WHERE TO SEND 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

Don't return this page

1. What do you want an extension for?

Student Allowance
 Student Loan
 Both

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. 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 this question blank.

5. Where are you living during your unpaid practical work or extended study?

Flat/House no.	Street address	
Suburb	City	Country
		NEW ZEALAND

6. Will you be living with your parents or partner during your unpaid practical work or extended study?

Yes
 No

7. How can we contact you?

Phone	Mobile ¹	Fax	Email ¹

8. Please give us full details of your course/s?

Education provider (full name)	Study programme (full name)	Start date	Student ID
		00/0 0/00	

9. How long do you need the extension for?

From: Day Month Year
 To: Day Month Year

10. Are you applying for the extension to complete unpaid practical work that is a requirement of your course?

Yes (Please give us your work details below)
 No

Employer	Start date	End date
	/ /	/ /
	/ /	/ /

11. Are you coming to the end of your entitlement limit for the Student Allowance?

If you're unsure call us on 0800 88 99 00.

Yes
 No
 I'm not getting a Student Allowance

If yes, you may qualify for an extension to your limit if special circumstances exist – you can download this form from our website www.studylink.govt.nz

¹ If you give us your mobile number or email address we may use this to send you text messages or emails. We may use them 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.

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.



SIGN HERE

STUDENT'S DECLARATION

The information I have provided is true and I have not left anything out. I understand that if I make a false statement or don't tell StudyLink of a change in my circumstances that my Student Allowance or Student Loan payments may stop. 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

SIGN HERE 

Day

Month

Year

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.

www.studylink.govt.nz

HOW TO CONTACT US

Website: **www.studylink.govt.nz**

Phone: **0800 88 99 00**