



# Student Allowance additional application form

Complete this form if you have already received a Student Allowance this year and you are applying again in the same year because your course has finished and you're starting a new one.

The quickest way to apply for your Student Allowance is using MyStudyLink at [studylink.govt.nz](https://studylink.govt.nz).

Before you apply, check your application details in MyStudyLink. If you already have an application for the study dates you are applying for, you don't need to apply again.

If you are enrolled in a trimester three (summer school) course that starts after 1 January you need to complete a full Student Allowance application and apply for next year's Student Allowance at the same time.

If you received a Student Allowance last time you studied, you must have passed more than half<sup>1</sup> the work of that full-time tertiary course to continue to get a Student Allowance.

You need to apply as soon as possible to allow enough time for your application to be completed. For more information about the application process, or to apply for any financial assistance, visit [studylink.govt.nz](https://studylink.govt.nz).

<sup>1</sup> An enrolment must have a certain EFTS (equivalent full-time student) value to be considered full-time depending on the length of the enrolment. You must pass more than half of the EFTS needed to be full-time to get another Student Allowance. For example, if your course is 52 weeks long it is full-time if it has an EFTS value of 0.8 or more. This means you only need to pass 0.4001 EFTS or more to get another Student Allowance, even if your study has EFTS of more than 0.8. If you're unsure of the EFTS value of your course, check with your education provider.

## 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 your payments. 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.

## Use blue or black ink only

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

## Answer all the questions

It's important to answer every question in your application. If a question doesn't apply to you, use 'N/A' or 'nil'. Don't leave the space blank, unless indicated on the form, as this could delay the process and you may not get paid on time.

## You may need to provide documents

When you apply for the Student Allowance, you may need to provide certain documents with your application – these are listed on page 12.

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](https://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](https://connect.co.nz)

Information or documents required to complete your application can be sent to us later if you don't have them now. **You need to provide any information we need before your study ends or we may not be able to pay you.**

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 12.

## How to return this form

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

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

We're happy to help you complete your application.

# Part 1: Personal Details

## 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 or passport? (If different from above)

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

## 4. Do you enrol with your education provider(s) under a different name?

Yes  No (Go to Q5)

If yes, please give us the name(s) you used in your enrolment:

| Education provider 1 |                      |                        |
|----------------------|----------------------|------------------------|
| <input type="text"/> |                      |                        |
| First name           | Middle name(s)       | Surname or family name |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |

| Education provider 2 |                      |                        |
|----------------------|----------------------|------------------------|
| <input type="text"/> |                      |                        |
| First name           | Middle name(s)       | Surname or family name |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |

## 5. 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"/> |

## 6. Have you (or your partner) changed your name since the last time you got a Student Allowance?

Yes  No (Go to Q7)

If yes, who?

You  Your partner  Both

Please tell us your new name(s)

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

**7. What date were you born?**

Day  Month  Year

**8. Did the last course you received a Student Allowance for begin in this calendar year?**

Yes  No (You'll need to complete a full Student Allowance application instead of this form. You can also apply for your Student Allowance online at [studylink.govt.nz](http://studylink.govt.nz)).

**8a. Did you pass<sup>1</sup> more than half the work of this course?**

We check your study results with the Ministry of Education. If you answer 'yes' and the information they send us confirms you didn't pass<sup>1</sup> more than half of a full-time tertiary course, you may have to repay any payments you have received. If you don't know yet, please tick 'I'm not sure'. You can let us know when you have your study results.

Yes (Go to Q9)  No  I'm not sure (You need to tell us as soon as you know – Go to Q9)

**8b. Why didn't you pass<sup>1</sup> more than half?**

Please explain here:

|  |
|--|
|  |
|  |
|  |
|  |

 **We need to see evidence to support your explanation. For example, a verified copy of a letter from someone like your doctor, solicitor or minister. This evidence should confirm your circumstances and whether you are now capable of undertaking your study.**

**8c. Have you since passed<sup>1</sup> a full-time tertiary course at your own expense?**

This means passing more than half the work of a full-time tertiary course for which you have met your course costs and living expenses by any other means such as working, savings, scholarships or Student Loan.

Yes  No (You may not be eligible for Student Allowance – call us on **0800 88 99 00** to discuss this).

If yes, please give us details of this study

| Year | Education provider (full name) | Study programme (full name) | Full-time? Yes/No | Pass <sup>1</sup> the course? Yes/No | How many weeks on Student Allowance? (if none, write 'NIL') |
|------|--------------------------------|-----------------------------|-------------------|--------------------------------------|---|
| 2018 | Massey University              | Bachelor of Science         | Yes               | No                                   | 37  |
|      |                                |                             |                   |                                      |   |
|      |                                |                             |                   |                                      |   |

 **We need to see a verified copy of your birth certificate or passport (unless we've already seen it).**

**9. Are you in prison?**

Yes  No

If yes, you will not be eligible for a Student Allowance (unless you're on home detention) but you could be eligible for a Student Loan for compulsory fees and course-related costs. You can't get a Student Loan for living costs (unless you're on home detention). Visit our website [studylink.govt.nz](http://studylink.govt.nz) or call us on **0800 88 99 00** for more information.

**10. What tax code do you want for your Student Allowance?**

If you're not sure which tax code to use, visit Inland Revenue's website [ird.govt.nz](http://ird.govt.nz) or call them on **0800 227 774**.

**Please note:** you will be taxed at the highest rate until you tell us the code you want to use.

1 An enrolment must have a certain EFTS (equivalent full-time student) value to be considered full-time depending on the length of the enrolment. You must pass more than half of the EFTS needed to be full-time to get another Student Allowance. For example, if your course is 52 weeks long it is full-time if it has an EFTS value of 0.8 or more. This means you only need to pass 0.4001 EFTS or more to get another Student Allowance, even if your study has EFTS of more than 0.8. If you're unsure of the EFTS value of your course, check with your education provider.

**10a. Tell us the date you want to start using this tax code from.**

Day  Month  Year

**11. Do you want to change the bank account your Student Allowance goes into?**

Yes  No (Go to Q12)

**If yes, please give us your new details**

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.

**11a. Enter the date you want this account to be used for payments.**

Day  Month  Year



**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 we've already seen it).**

**12. Where will you live while getting Student Allowance?**

If you don't know where you will be living go to Q14, but you need to let us know as soon as you do. Please note, this must be a New Zealand address and not the address of your education provider.

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

You can view your Student Allowance and Student Loan mail online at MyStudyLink and we'll send you an email or text when you have new mail to view.

**12a. Please give us the date you started or will start living at this address.**

Day  Month  Year

**13. Is this a public housing property?¹**

Yes  No (Go to Q14)

**If yes, will your (or your partner's) name be on the tenancy agreement?**

Yes  No

If yes, you won't be able to get an Accommodation Benefit.

¹ Public housing properties are provided by Kāinga Ora and approved community housing providers.

**14. Will your mailing address be different from where you will live?**

If you are not currently living at your study address or you don't know it yet, you must give us a postal address.

Yes (Provide details below)     No (Go to Q15)

Please note, this must be a New Zealand address and not the address of your education provider.

| Postal address |      |           |             |
|----------------|------|-----------|-------------|
|                |      |           |             |
| Suburb         | City | Post code | Country     |
|                |      |           | New Zealand |

**14a. Enter today's date or the date you want your mail to start being sent to this address.**

Day     Month     Year

**15. How else can we contact you?**

| Phone | Mobile <sup>1</sup> | Fax | Email <sup>1</sup> |
|-------|---------------------|-----|--------------------|
|       |                     |     |                    |

**16. Have your living arrangements changed? For example, have you started living with your partner or parents?**

Yes     No (Go to Q17)

**If yes, what date did this change occur?**

Day     Month     Year

**Have you:**

Started living with a partner (your partner may need to complete a Partner's Application Form. You can download this from our website [studylink.govt.nz](http://studylink.govt.nz)).

Stopped living with a partner?

Is this because your relationship has ended?

Yes     No

If your partner has moved, what is their new address?

Started living in a hostel or hall of residence.

| Which hostel/hall of residence? | Is your room single/double? |
|---------------------------------|-----------------------------|
|                                 |                             |

Gone flatting

Started living with your parent(s), in your parent(s) home.

Started living in a home provided or maintained by your parent(s), where your parent(s) are not living.

Will you be paying market rent<sup>1</sup> or be responsible for the outgoings relating to that home while studying?

Yes, I pay the market rent for the property/my share of the property (Go to Q17).

Yes, I'm responsible for the payment of the outgoings relating to the home (Please complete the table below).

No (Go to Q17)

<sup>1</sup> 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.

Please give us details of the payments you make for the home:

|  | Name of provider | How often do you pay? e.g. weekly, fortnightly, monthly | Amount |
|--|------------------|---|--------|
| First mortgage                           |                  |   | \$     |
| Other mortgage                           |                  |   | \$     |
| Ground lease                             |                  |   | \$     |
| Mortgage insurance                       |                  |   | \$     |
| House insurance (not including contents) |                  |   | \$     |
| Water rates                              |                  |   | \$     |
| Body corporate fees                      |                  |   | \$     |
| Rates                                    |                  |   | \$     |

**We need evidence that shows you are paying market rent<sup>1</sup> for the property. If you are responsible for payments of the outgoings for the home, we need to see evidence of these payments.**

**17. Have your circumstances changed in any other way? For example, your partner has started studying or their study details have changed.**

Yes  No (Go to Q18)

**If yes, what date did this change occur?**

Day   Month     Year

**Please explain how your circumstances have changed:**

|  |
|--|
|  |
|  |
|  |
|  |

**We may need to see evidence of your new situation.**

You can earn up to a certain amount a week before tax before your Student Allowance payments are affected. If you have a partner, any income you or your partner earn may affect your Student Allowance payments. More information about how income affects a Student Allowance is on our website [studylink.govt.nz](http://studylink.govt.nz)

**18. Will you or your partner be getting any income while studying?**

Income is any money you 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, 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. Please don't include your Student Allowance, Student Loan or Family Tax Credit as income.

Yes  No (Go to Q19)

<sup>1</sup> By market rent we mean what you might reasonably expect to pay for rent for the portion of the house you occupy, in comparison with rent levels for similar properties in your area. Outgoings can include payments for mortgage, rates, house insurance payments and essential repairs and maintenance. Expenses such as phone, power or internet payments are not considered to be outgoings.

## Your income

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

By per week we mean from each Monday to the following Sunday.

| Type of income | Weekly income before tax | Hours worked each week | Start date | End date | Employer's name or income source |
|----------------|--------------------------|------------------------|------------|----------|----------------------------------|
|                | \$                       |                        | / /        | / /      |                                  |
|                | \$                       |                        | / /        | / /      |                                  |

| Employer's trading name (if different) | Business address | Suburb/City/Town |
|--|------------------|------------------|
| 1.                                     |                  |                  |
| 2.                                     |                  |                  |

 Your Student Allowance is assessed based on the income you and your partner declare when you apply. If your income in any week is different to what you declared, you must let us know straight away as it could affect your and your partner's payments. Your Student Allowance for any week is affected by the income you earn in that week. We may ask for evidence of your income at any time in the future. We may also check your income with Inland Revenue.

## Your partner's income

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

By per week we mean from each Monday to the following Sunday.

| Type of income | Weekly income before tax | Hours worked each week | Start date | End date | Employer's name or income source |
|----------------|--------------------------|------------------------|------------|----------|----------------------------------|
|                | \$                       |                        | / /        | / /      |                                  |
|                | \$                       |                        | / /        | / /      |                                  |

| Employer's trading name (if different) | Business address | Suburb/City/Town |
|--|------------------|------------------|
| 1.                                     |                  |                  |
| 2.                                     |                  |                  |

If you earn any income you need to let us know by the Friday of the week you earn it – if you don't you could be overpaid and you'll need to pay the money back. The easiest way to do this is using MyStudyLink at [studylink.govt.nz](https://studylink.govt.nz)

### 19. Have any children come into your care or left your care since the last time you got a Student Allowance?

By children we mean anyone under 24 years old who lives with you at least 50% of the time and who you support – this includes stepchildren, children at boarding school, adopted or whāngai children, grandchildren or mokopuna. It doesn't include any children who are on a Student Allowance or Work and Income benefit, or who earn more than \$80 per week before tax, or anyone who you are being paid a Work and Income Orphan's or Unsupported Child's Benefit for. Please note: this definition is different from that of the Jobseeker Support Student Hardship.

Yes  No (Go to Q20)

If yes, which:

A child(ren) left my care  A child(ren) came into my care

19a. Please give us details of these children:

| Child's full name | Date of birth | Came into care Y/N | Left care Y/N | Date of birth |
|-------------------|---------------|--------------------|---------------|---------------|
|                   | / /           |                    |               | / /           |
|                   | / /           |                    |               | / /           |

19b. Will you have a shared custody arrangement for any of the above children during your study break?

Yes  No (Go to Q20)

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](http://studylink.govt.nz).

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

If you have any children you may qualify for Working for Families Tax Credits from Inland Revenue. To find out more visit Inland Revenue's website [ird.govt.nz](http://ird.govt.nz), or call them on 0800 227 773.

20. Do you know what your new study details are?

Yes  No (Apply now and let us know as soon as you decide what and where you'll be studying.)

If yes, please give us full details of your new studies – you must let us know if any of these details change during the year:

If you are studying overseas you will need to complete an Overseas Study application form as well. You can download this form from our website [studylink.govt.nz](http://studylink.govt.nz).

Please note: If you are studying a postgraduate programme you may not qualify for a Student Allowance.

| Education provider (full name)   | Study programme (full name) | Student ID <sup>1</sup> (important) | Campus name/ location | Extramural? Yes/No | Start date | End date   |
|----------------------------------|-----------------------------|-------------------------------------|-----------------------|--------------------|------------|------------|
| Massey University <i>EXAMPLE</i> | Bachelor of Science         | ADCD1234                            | Albany                | No                 | 01/02/2015 | 31/10/2018 |
|                                  |                             |                                     |                       |                    | / /        | / /        |
|                                  |                             |                                     |                       |                    | / /        | / /        |

<sup>1</sup> If you don't have a student ID it's very important that you ring us as soon as you do. Please note that some education providers don't give out student IDs. If you're unsure contact your education provider.

# Part 2: Accommodation details for sole parents

This section needs to be completed if you are a sole parent and have accommodation costs while studying.

The documents we need to see are listed on page 12.

**1. Did your study start on or after 1 July 2015?**

This application only applies to study that started on or after 1 July 2015. If your study started before this date, you cannot receive this assistance

Yes  No (Go to Student's Obligations and Declaration on pages 11 and 12)

**2. Do you have a partner?**  Yes (Go to Student's Obligations and Declaration on pages 11 and 12)  No

**3. Do you live with anyone over the age of 18?**  Yes  No

If yes, who else do you live with?

| First name | Surname | Relationship to you |
|------------|---------|---------------------|
|            |         |                     |
|            |         |                     |
|            |         |                     |
|            |         |                     |

**4. Do you have any cash assets?**

By 'cash assets' we mean anything you own that can be easily converted to cash, such as savings, shares, stocks, loans to others, or the net equity of property you own but don't live in.

Yes  No (Go to Q5)

If yes, please give us the details of your cash assets:

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

**5. While studying, will you be:**

Renting (Go to Q7)  Boarding (Go to Q8)  Living in a house you own (Go to Q9)  Living in a hostel

**Hostel** – complete this question only if you are living in a hostel.

**6. What is the name of the hostel you will be living in?**

**Renting** – complete this question only if you are renting.

**7. Will you be living in a public housing property?**  Yes  No (Go to Q7a)

If yes, will your name be on the tenancy agreement?

Yes (Go to Student's Obligations and Declaration on pages 11 and 12)  No (Go to Q7a)

If yes, you won't be able to get an Accommodation Benefit.

7a. What is the total amount of rent paid each week for the property?

7b. How much of this total amount do you pay for you and your family?

7c. Do you pay water rates?  Yes  No (Go to Q7G)

7d. How much do you pay?

7e. How often is the payment? e.g. weekly, fortnightly, monthly

7f. Name of company?

7g. Who do you pay rent to?

| Name | Address | Phone |
|------|---------|-------|
|      |         |       |

 We may ask for evidence of your rent – for example a rent book or tenancy agreement.

**Boarding** – complete this question only if you are boarding.

8. What is the total amount of board you pay each week for you and your family?

Include all expenses such as power, phone and food.

8a. Who do you pay board to?

| Name | Address | Phone |
|------|---------|-------|
|      |         |       |

 We may ask for evidence of your board – for example a letter from your landlord.

**Own home** – complete this question only if you live in a house you own.

9. Please give us details of the payments you make for your home:

Only include mortgages you used to buy or alter your home. Include both interest and principal. List any other mortgages such as second mortgage or revolving mortgage. Do not include contents insurance.

|                     | Name of provider | How often do you pay? e.g. weekly, fortnightly, monthly | Amount |
|---------------------|------------------|---|--------|
| First mortgage      |                  |   | \$     |
| Other mortgage      |                  |   | \$     |
| Mortgage insurance  |                  |   | \$     |
| Rates               |                  |   | \$     |
| Ground lease        |                  |   | \$     |
| Water rates         |                  |   | \$     |
| Body corporate fees |                  |   | \$     |

9a. Have you received a rates rebate?

Yes Amount  Rating Year (1 July) 20 \_\_\_\_ to (30 June) 20 \_\_\_\_  No

9b. What was the total cost of necessary repairs and maintenance to your home in the last 12 months?

 We need evidence of all the payments you make for your home – for example, a verified copy of a bank statement showing your payments or verified copies of receipts (unless StudyLink has already seen it).

# 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](https://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](https://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 either you or your partner:

- have a change in your study situation (such as withdrawing from a course or dropping a paper)
- 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 or
  - separation or
  - a change in the number of children you support
- have changes to your income in any week or changes to your 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 any other changes that may affect whether you can get a Student Allowance.

## 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 overpayment plus collection costs, and you may be prosecuted.

The easiest way to tell us about your changes is using MyStudyLink at [www.studylink.govt.nz](http://www.studylink.govt.nz).

# Student's checklist

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](https://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](https://connect.co.nz)

You need to provide any information we need before the end of your course or your Student Allowance application may be closed.

## We only need to see these if your situation has changed since the last time you applied for a Student Allowance.

- Your birth certificate or passport.
- Evidence of the latest name change you or your partner had – if the name you're applying under is different from the name in the other documents you've provided. 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.
- A statement from your parents – if you live in a parental home, and pay market rent.
- Evidence of the outgoings for your home – if you live in a parental home, and are responsible for the outgoings for that home.

## Student's declaration

The information I have provided in this application is true and I have not left anything out. I have read and understood my obligations as set out on page 11. I understand that if I make a false statement or don't tell StudyLink of a change in any circumstances my Student Allowance 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

Day

Month

Year

### Appointing an agent

If you want to give someone else authority to enquire about your application you'll need to complete an Agent's Authority. Visit our website [studylink.govt.nz](https://studylink.govt.nz) to download this form.

The earliest we can pay you is in the second week of your course.

# Seven steps to student finances

Exams finish



Course starts

## STEP 1 – Apply at [studylink.govt.nz](https://studylink.govt.nz) for financial assistance

## STEP 2 – We will start processing the application

We'll check the information that's given to us and get things underway. Nothing needs to be done at this point unless we make contact.

## STEP 3 – We will make contact

We'll send a letter advising what we need next. The letter needs to be signed and returned (if required) and any documents we've asked for need to be sent to us.

## STEP 4 – Use MyStudyLink to track the application:

- check to see if documents have been received
- check the Student Allowance and Student Loan status
- view and accept the Student Loan Contract
- view and update personal details
- apply for course-related costs
- view mail.

Please note: MyStudyLink only displays payments and information relating to Student Loan, Student Allowance and scholarships.

## STEP 5 – We check study details with the education provider

Enrolment needs to be fully completed before this can happen.

## STEP 6 – We will finish processing the application

We'll send a letter advising what we have assessed entitlement for and when the payments will start.

## STEP 7 – Payments can start

The earliest that payments can start is in the second week of the course. This is because we make payments in arrears.

If an application for Student Allowance has been made, we'll send a letter advising what happens next. Enough time needs to be allowed for all seven steps to be completed, so the application needs to be made as soon as possible. If the application is not made on time or we don't receive all the information we need, we can't make payments on time.

Save time – Get it done online [studylink.govt.nz](https://studylink.govt.nz)



**MINISTRY OF SOCIAL  
DEVELOPMENT**  
TE MANATŪ WHAKAHIATO ORA



**STUDYLINK**  
Hoto Akoranga  
A service of the Ministry of Social Development

# 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](https://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](https://connect.co.nz) with your RealMe login
2. Upload your verified documents
3. Submit to StudyLink