



Student Allowance/Student Loan/Scholarship Limited Full-time Status application form

Complete this form if you would like to apply for limited full-time status because you are unable to study full-time.

Usually you need to be studying full-time to get a Student Allowance, Student Loan or scholarship. If you're unable to undertake the workload of a full-time course you may still be able to get financial help under limited full-time status if you have one of these circumstances:

- You're completing a recognised programme¹ that you have previously studied (but did not complete) and to do this, you're studying less than full-time but more than half of a full-time course.²

Or

- Your education provider considers you should study less than full-time for one of the following reasons:
 - you have an illness that prevents you from studying full-time or
 - there is sufficient cause outside your control³ that means you can't study full-time or
 - it's in your academic best interests⁴ to study less than full-time.

If you're approved under limited full-time, you'll be considered a full-time student by StudyLink and Work and Income. This may affect any assistance you're receiving from Work and Income.

You'll also need to complete a Student Allowance or Student Loan application (unless you've applied already). You can apply online at www.studylink.govt.nz

¹ Programme means a full-time course at secondary school or any courses, classes and work required for the completion of a degree, diploma, certificate or other qualification at a tertiary provider.

² An enrolment must have a certain EFTS (equivalent full-time student) value to be considered full-time depending on the length of the enrolment. For example, if your course is 52 weeks long, it is full-time if it has an EFTS value of 0.8 or more. To be considered "more than half of a full-time course" for a 52 week course, the EFTS value would need to be 0.4001 or more. If you are unsure of the EFTS value of your course, check with your education provider.

³ Sufficient cause outside your control could include a disability which stops you studying full-time.

⁴ Academic best interests means that the student would be likely to fail, for academic reasons, if he or she undertook a full-time course but would be likely to pass more than half of the course if he or she studied part-time.

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

You may need to provide certain documents as part of your application – these are listed on page 4 of this form.

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



Remember to sign and date this application on page 4 – and make sure anyone else who needs to sign it has done so.

How to return 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

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

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2. What is your full name?

First name	Middle name(s)	Surname or family name

3. What is your legal name as it appears on your birth certificate? (If different from above)

First name	Middle name(s)	Surname or family name

4. What date were you born?

		Day			Month				Year
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We need to see a verified copy of your birth certificate or passport (unless StudyLink has already seen it).

5. Where will you live while studying?

If you don't know where you will be living go to Question 6, 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	

6. Please give us details of the courses you need this limited full-time status for:

Education provider (full name)	Study programme (full name)	Student ID ¹ (important)	Campus name/ location	Extramural? Yes/No	Start date	End date
MASSEY UNIVERSITY <small>EXAMPLE</small>	BACHELOR OF SCIENCE	ADCD1234	ALBANY	NO	01/02/2020	31/10/2020
					/ /	/ /
					/ /	/ /
					/ /	/ /

7. Have you previously studied the programme(s) you gave above (in question 6)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Go to Q10)
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8. Will you be studying more than half of a full-time course?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Go to Q10)
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9. Do you expect to complete all requirements of that programme by the end date you gave above (in question 6)?

<input type="checkbox"/> Yes (Go to 'Student's declaration' on page 4)	<input type="checkbox"/> No (Go to Q10)
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¹ If you don't have a student ID it's very important 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.

10. Please explain in detail why you are not able to study full-time:

How we protect your privacy

Collecting your information

We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at workandincome.govt.nz/privacy

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

Using your information

We use the information you give us to make decisions about the best way to help you.

- These decisions may be about:
 - whether you're eligible for our services
 - running our operations and ensuring our services are effective
 - the services we'll provide in the future.

Sharing your information

Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.

- To do this, we may share your information with:
 - prospective employers to help you find work
 - contracted service providers that help us to help you
 - health providers if we need your medical information to assess your eligibility
 - other government agencies when we have an agreement with them
 - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

Respecting you and your information

We make sure we follow the Privacy Act to do what's right when we use your information.

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

Get in touch if you have a question

You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: workandincome.govt.nz/privacy



Documents to provide

All documents sent to StudyLink must be a verified copy. A verified copy is a copy of the original document which has been signed and dated by someone like a Solicitor/Lawyer, Notary Public, Court Registrar, an approved person at an education provider, school principal, StudyLink or Work and Income staff member or Justice of the Peace (listed in the Yellow Pages) who can confirm that the copy is the same as the original. They must print their name and title on each page and write that it is a true copy and sign it.

The best way to send your documents to us is online using www.connect.co.nz. Please remember to include your name and client number with any documents that you send to us. For more information visit www.connect.co.nz

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

If you're finishing a recognised programme that you have previously studied (but did not complete) and to do this you are studying less than full-time but more than half of a full-time course

- An authorised staff member from your education provider needs to confirm on page 5 that your study will complete a recognised programme.

With support from your education provider

- An authorised staff member from your education provider needs to confirm on page 5 that your study will complete a recognised programme.
- If you are ill or have a disability you need to provide a letter from a medical professional confirming your condition, why it prevents you studying full-time and if the condition is not permanent, how long it is likely to continue.
- If there is some other reason for sufficient cause outside your control, you will also need to provide a letter or statement from a professional (like a counsellor) confirming you can't study full-time and explaining the reasons why.

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 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

Day

Month

Year

Part 2: Statement from authorised staff member

This section must be completed by an authorised staff member from your education provider.

If you're unsure who needs to complete this section, ask at your education provider.

Authorised staff member's details

First name	Middle name(s)	Surname or family name
Position	Daytime phone number	Education provider/Organisation stamp
Education provider		

Student's name:

First name	Middle name(s)	Surname or family name

I confirm the student is:

- studying a programme which they have previously studied, and
 studying more than half a full-time course¹ to do this, and
 is expected to complete all programme requirements by Day Month Year

Or

I consider that the student should study less than full-time for one of the following reasons:

- the student has an illness that stops them from studying full-time, or
 there is sufficient cause outside their control² that means the student can't study full-time, or
 it's in the student's academic best interests³ to study less than full-time.

Please fully explain the reason why you think this student should not study full-time:



Staff member's signature

<input type="text"/>	<input type="text"/> Day	<input type="text"/> Month	<input type="text"/> <input type="text"/> Year
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² Sufficient cause outside their control could include a student who has a disability which stops them studying full-time.

³ Academic best interests means that the student would be likely to fail, for academic reasons, if he or she undertook a full-time course but would be likely to pass more than half of the course if he or she studied part-time.

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

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