



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

Don't return this page

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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? (If different from above)

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

4. What date were you born?

<input type="text"/>	<input type="text"/>	Day	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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		
<input type="text"/>	<input type="text"/>		
Suburb	City	Post code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	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 <i>EXAMPLE</i>	BACHELOR OF SCIENCE	ADCD1234	ALBANY	NO	01/02/2015	31/10/2018
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /	/ /
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /	/ /
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /	/ /

7. Will you be completing a recognised programme of study that you have previously studied (but did not complete)?

You must be studying more than half of a full-time course.

Yes (Go to 'Student's declaration' on page 4) No (Go to Q8)

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.

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.



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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Daytime phone number	Education provider/Organisation stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>
Education provider	<input type="text"/>	

Student's name:

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

I confirm that:

the student is completing a recognised programme¹ of study that they have previously studied (but did not complete) and to do this, is studying less than full-time but more than half of a full-time course²

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 control³ that means the student can't study full-time or
- it's in the student's academic best interests⁴ to study less than full-time.

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

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>



Staff member's signature

<input type="text"/>	<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	Year
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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.

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³ Sufficient cause outside their control could include a student who has a disability which stops them 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.

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