



Student Allowance Entitlement Limit Extension application form

Complete this form if you have already received or are reaching your entitlement limit for the Student Allowance and need some extra time to finish your studies because you have special circumstances.¹

The entitlement limits for Student Allowance are:

- 92 weeks for secondary study
- 200 weeks for tertiary study
- 120 weeks for tertiary study if you are aged 40 or over.

For more information on an extension of your Student Allowance visit www.studylink.govt.nz

You'll also need to complete a Student Allowance application (unless you've applied already).

The easiest way to apply for your Student Allowance is online by visiting our website at www.studylink.govt.nz

¹ Special circumstances generally means situations that were not expected and were beyond your control (such as an illness, injury or accident), that prevented you from completing your programme within your entitlement limit. It does not include situations where the Student Allowance regulations have changed.

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

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. An authorised staff member from your secondary school or education provider will also need to complete and sign the supporting statement on page 3.

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

We're happy to help you complete your application.

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? (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?

Day Month Year



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?

We need a New Zealand address, even if you live overseas.

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. What is the name of your current study programme and how many extra weeks do you need to complete it?

Name of programme	Number of weeks needed to complete
<input type="text"/>	<input type="text"/>

7. Please explain your special circumstances and why you need extra time to finish your studies.

Note: Please give us a full explanation of all relevant details to support your application. We need evidence of your circumstances or a statement from someone who supports your application – we may still ask for evidence.

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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.

Students' 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 I could lose my Student Allowance. If this happens I understand that I will have to pay back any overpayments plus collection costs, and could be prosecuted.



Student's signature

Day

Month

Year

Supporting statement

This section can be completed by an authorised staff member at your secondary school or education provider to provide information to support your application. You could also ask someone of standing in the community (such as a Minister, Doctor or Kāumatua) who is familiar with your circumstances to confirm your situation. If you already have evidence that supports your application you can send this to us instead.

Please explain the circumstances that prevented the student from completing their studies within their entitlement limit, give us your details and sign the declaration at the bottom of the page.

Please give us your details

First name	Middle name(s)	Surname or family name
Position/Occupation	Relation to student (e.g. doctor)	Education provider/Organisation stamp
Daytime phone number		

Declaration

The information I have provided is true and I have not left anything out.



Signature

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.

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