



Student Allowance Parents' form

This form is to be completed by the two main parents¹ of students who are under 24 years old without dependent children. This includes students who are married or in a de facto or civil union relationship. The student will also need to complete a Student Allowance application.

For a student to get the Student Allowance, their parents' combined income must be less than:

- \$119,202.07 if the student lives away from a parental home to study, or
- \$110,928.72 if the student lives in a parental home.

If you are the student's only parent don't complete this application. You will need to complete a One Parent application form instead.

If either parent wishes to keep their details confidential they can each complete a separate form and send it to us.

If you need a One Parent application form, or another Parents' form, you can download one from our website studylink.govt.nz

For more information, visit our website studylink.govt.nz

¹ If the student has more than two parents, they must nominate the two parents who are the major contributors to their support. StudyLink does not have to accept the nomination if there is information that suggests the nominated parent(s) are not the major contributors to the student's support. For our definition of parent, go to the 'Information for parents' on page 9.

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 this form you must only use blue or black ink. If this form is completed in any other colour we might get you to complete another one.

Answer all the questions

It is important to answer every question in this form. 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 the student may not get paid on time.


You may need to provide documents

You may need to provide certain documents with this form – these are listed on page 8.

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**. Please remember to include the student's name and client number with any documents that you send to us. For more information visit **connect.co.nz**

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 8 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 **connect.co.nz**. Please remember to include the student's name and client number.

For more ways to contact us, visit our website **studylink.govt.nz**

Students' details

1. Whose Student Allowance is this application for?

This form can be used for more than one student. Each student must have applied for a Student Allowance.

| Student's full legal name | Will the student be living with a parent while they are studying? | Date of birth | What is their client number (if known) |
|---------------------------|---|---------------|--|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | / / | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | / / | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | / / | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | / / | |

Parents' details

2. What is your legal name as it appears on your birth certificate or passport?

First parent

| First name | Middle name(s) | Surname or family name | Relationship to student |
|------------|----------------|------------------------|-------------------------|
| | | | |

Second parent

| First name | Middle name(s) | Surname or family name | Relationship to student |
|------------|----------------|------------------------|-------------------------|
| | | | |

3. Will the student be living with you while they are studying?

First parent

Yes

No

Second parent

Yes

No

We need to know if you are living in separate households while the student is studying. If you are, we'll disregard \$3,400 of your joint income.

3a. What is your street address?

By street address we mean a physical address. We need this information to determine if you are living in separate households. By separate households we mean living at different addresses for the majority of the week. Separate households do not include addresses used for holiday periods. You need to let us know if this changes.

First parent

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

Second parent

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

3b. What New Zealand address do you want your mail sent to (if different from the above address)?

If you live overseas, please provide a contact address in New Zealand. If you don't live with the student and want to use their address, please include C/O in front of the address.

First parent

| | | | |
|--------------------------|-----------------------|------------------|----------------|
| Flat/House number | Street address | | |
| | | | |
| Suburb | City | Post code | Country |
| | | | NEW ZEALAND |

Second parent

| | | | |
|--------------------------|-----------------------|------------------|----------------|
| Flat/House number | Street address | | |
| | | | |
| Suburb | City | Post code | Country |
| | | | NEW ZEALAND |

4. How can we contact you?

First parent

| | | | |
|--------------|---------------|------------|--------------|
| Phone | Mobile | Fax | Email |
| | | | |

Second parent

| | | | |
|--------------|---------------|------------|--------------|
| Phone | Mobile | Fax | Email |
| | | | |

5. Are you or have you been paid an Orphan's Benefit, Unsupported Child's Benefit or a Foster Care Allowance for the student?

First parent

Yes No

Second parent

Yes No

5a. Do you or have you had a Transition Support Living Arrangement through Oranga Tamariki for the student?

First parent

Yes No

Second parent

Yes No

5b. While supporting the student, will you be supporting any other full-time dependent students 16–23 years old?

The other students must be aged at least 16 years old on 31 December in the year prior to the application and not older than 23 years old on 1 January in the year of the application.

First parent

Yes No

Second parent

Yes No

If yes, please give us their details:

| Student's full name | Date of birth | Which education provider are they studying with |
|---------------------|---------------|---|
| | / / | |
| | / / | |
| | / / | |
| | / / | |

 We need to see verified copies of each student's birth certificate or passport (unless we have already seen them).

Tell us about your income

6. Are you currently receiving a Work and Income Benefit, New Zealand Superannuation or Student Allowance?

We don't need to see evidence of these payments.

First parent

 Yes

 No (Go to Q7)

Second parent

 Yes

 No (Go to Q7)

If yes, 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. If you don't have a client number or don't know it, leave this question blank.

First parent

 | |

Second parent

 | |

7. What is your current annual gross income?

Please complete the table below and provide us with your current annual gross income from all sources. If your income has not changed since the last complete tax year, we can accept those details as your current income.

Please state what tax year your income declaration is for:

From

Day

Month

Year

To

Day

Month

Year

All income amounts (including all foreign sourced income) must be in New Zealand Dollars (NZ\$).

Where the following table is completed by your accountant or tax agent and they have provided their details and signed the declaration page, evidence is not required.

Note: Losses are generally treated as NIL income and cannot be offset against other income sources. Where a loss has been incurred please write "LOSS" in the appropriate field in the income source table below and complete the 'Income offsets' section in this form.

Please refer to the 'Information for parents' on pages 9 and 10 of this form for more information about the below income sources.

| Income source table | First parent | Second parent |
|---|--------------|---------------|
| Salary and wages Any gross yearly salary/wages from an employer, including overtime and other taxable allowances. | \$ | \$ |
| Ministry of Social Development payments This includes any main benefits (for example, Jobseeker Support, Sole Parent Support, Supported Living Payments), Student Allowance or New Zealand Superannuation. | \$ | \$ |
| Shareholder salaries Any gross salary payments received from a company you have shareholdings in. | \$ | \$ |
| Interest Gross interest earned from any source. | \$ | \$ |
| Dividends Distributions received from a private or publicly listed company. | \$ | \$ |
| Accident compensation The amount you receive from Accident Compensation Corporation (ACC), a private insurer or employer (this does not include compensation for a loss other than a loss of income or any lump sum compensation under the Accident Compensation Act 2001). | \$ | \$ |
| Net rental income All gross profit made from all rental properties you own, less expenses incurred. | \$ | \$ |
| Business net income (sole trader) All gross income received by the business, less all expenses incurred. | \$ | \$ |
| Partnership net income Your proportion of gross income received by the partnership, less all expenses incurred by the partnership. | \$ | \$ |

| Income source table | First parent | Second parent |
|--|--------------|---------------|
| Income of major shareholder held in a closely held company The greater of either zero or the amount calculated using the following formula: (persons (parents') interest + attributed interest) x (income-dividends) | \$ | \$ |
| Director fees Fees distributed from a company to a director for services performed. | \$ | \$ |
| Trust beneficiary income All income distributed from a trust to a beneficiary. | \$ | \$ |
| Attributable trustee income (settlers only) All income for the year of a trust that has not been distributed as beneficiary income. | \$ | \$ |
| Trustee fees All fees distributed from a trust to a trustee for services performed. | \$ | \$ |
| Personal drawings Any payments withdrawn from any entity for personal use in addition to the salary and profit. This excludes any payments that are from a parent's capital ownership of an investment activity or business that are: <ul style="list-style-type: none"> not payments by a trustee and are received on capital account and not a loan. | \$ | \$ |
| Other payments that exceed \$5,000.00 Payments received from any other source and used for your family's usual living expenses or to replace loss or diminished income. | \$ | \$ |
| Income from boarders Taxable income from boarders as defined by Inland Revenue. | \$ | \$ |
| Tax exempt income Salary and wages exempt from income under specific agreements in New Zealand. | \$ | \$ |
| Pensions and annuities, distributions from superannuation/retirement savings schemes The full amount of any overseas pensions (taxable and non-taxable) and 50% of the amount of any New Zealand pension or annuity payments from life insurance or distributions from a private superannuation fund/retirement savings schemes (not including New Zealand Superannuation). | \$ | \$ |
| Attributable fringe benefits Fringe benefits provided by a company you hold voting interest of 50% or more and/or market value interests of 50% or more (if market value circumstances exist). | \$ | \$ |
| Salary exchanged for private use of an employer-provided motor vehicle The amount of the reduction in your salary when agreeing to a lower salary in exchange for use of a company motor vehicle. | \$ | \$ |
| Employer provided short-term charge facilities The amount of short-term charge facilities where it is not already included in your taxable income. | \$ | \$ |
| Portfolio Investment Entity income (PIE) Includes taxable and non-taxable income attributed by a Portfolio Investment Entity. | \$ | \$ |
| Income equalisation scheme deposits Includes any deposits made to Inland Revenue as a part of an income equalisation scheme and any interest earned on those deposits. Withdrawals from certain schemes are not considered income. | \$ | \$ |
| Income equalisation scheme withdrawals Includes any withdrawals from adverse events income equalisation schemes and forest thinning operations income equalisation scheme. Deposits to these schemes are not considered income. | \$ | \$ |
| Other sources of income If there are any further income sources not included above (i.e. non-NZ tax resident overseas taxable income) please state here. This includes where you might have directly or indirectly deprived yourselves of income (which would result in the student getting a Student Allowance or payment at a higher rate). | \$ | \$ |
| TOTAL INCOME: The total of ALL income in this Income source table | \$ | \$ |

Income offsets

For Student Allowance parental income purposes, offset of losses between entities generally cannot occur. Where any offsets have occurred as part of calculations above, please explain why this is allowable under section MB 3(3) of the Income Tax Act 2007.

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8. If you don't receive any income please explain why.

First parent

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Second parent

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First parent Declaration for Accountant/Tax Agent

If you have completed/provided the income information on this worksheet and you are the accountant/tax agent of the parent/s, please provide your details and sign below.

| First name | Surname or family name | Business name (if applicable) |
|------------|------------------------|-------------------------------|
| | | |

| Phone | Email |
|-------|-------|
| | |



Accountant's/Tax Agent's signature

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Day

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Month

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|---|---|--|--|
| 2 | 0 | | |
|---|---|--|--|

Year

Second parent Declaration for Accountant/Tax Agent

If you have completed/provided the income information on this worksheet and you are the accountant/tax agent of the parent/s, please provide your details and sign below.

| First name | Surname or family name | Business name (if applicable) |
|------------|------------------------|-------------------------------|
| | | |

| Phone | Email |
|-------|-------|
| | |



Accountant's/Tax Agent's signature

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Day

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Month

| | | | |
|---|---|--|--|
| 2 | 0 | | |
|---|---|--|--|

Year

Parents' checklist

Make sure the Total income has been included on the Income source table on pages 5 and 6.

First parent Second parent

If your accountant or tax agent has completed the Income source table on your behalf, make sure they have also completed the declaration on page 7.

Documents to provide

Where the Income source table is completed by your accountant or tax agent and they have provided their details and signed the declaration page, evidence is not required.

If you have completed the table yourself we require evidence to support your declarations.

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. Please remember to include the student's name and client number with any documents that you send to us. For more information visit connect.co.nz

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

First parent Second parent

Evidence of any income you receive. For example, recent payslips (you need to provide at least four weeks of income and computer generated payslips must be signed by your employer), a letter or statement from your employer, a detailed statement from your accountant or Inland Revenue (this can be printed from your myIR but must show the web address), details of rental income and expenses, taxable boarder income, or a tax assessment notice of the country or countries you receive income from stating your income before tax, or a letter from your bank(s), social security or pension provider, or any other organisation you get income from. If your income hasn't changed since the last complete financial year you can provide evidence of this income.

Evidence of your nil taxable income – if you don't have any income. For example, a letter or statement from Inland Revenue or your accountant, as well as a statement detailing how you support yourself on nil income. If you receive financial help from someone else, they need to complete a written statement confirming that they have been financially supporting you, and the amount of financial assistance you have received from them - this statement must also state if the assistance received is a gift or a loan that needs to be repaid.

Birth certificates or passports for other full-time students. You won't need to provide these if StudyLink has already seen them.

Parents' declaration

The information I have provided is true and I have not left anything out. I understand I may be asked to provide further evidence to support the income details I have given and that I could be prosecuted if I make a false statement.

 First parent's signature

 Day Month Year

 Second parent's signature

 Day Month Year

If your child is approved a Student Allowance and you're receiving child support or Working for Families Tax Credits for them, you need to contact Inland Revenue straight away as your entitlement may be affected.

You can contact Child Support on **0800 221 221** and Working for Families Tax Credits on **0800 227 773**.

If you're receiving any assistance from Work and Income, you need to contact them straight away too. You can contact Work and Income on **0800 559 009**.

Information for parents

Definition of a parent

A parent includes a natural or adoptive parent, step-parent¹, partner² of a parent, some caregivers, and any other person acting in place of a parent³ who is financially responsible for the student.

Caregivers who are not parents

A person (including their spouse or partner) who is, or has been, a caregiver of a student is not considered a parent if they:

- are receiving or have received a Foster Care Allowance, Orphan's Benefit or Unsupported Child's Benefit for the student, or
- are providing or have provided a Transition Support Living Arrangement through Oranga Tamariki for the student.

Income definitions

For more information on Parental income, please refer to 'Parents' income – Student Allowance definition' in the glossary section on the StudyLink website: studylink.govt.nz

Offsetting income losses – MB 3 of Income Tax Act 2007

For Student Allowance parental income purposes, where a loss has occurred, it is generally regarded as nil income: an exception does exist to this rule. Where a parent has multiple business or investment activities of a kind that are normally associated with each other, a loss from one activity may be able to be offset against the profit from the other activity.

Ministry of Social Development payments

This is the gross amount of any income from a main benefit that you receive from Work and Income, New Zealand Superannuation or from a Student Allowance.

Note: A main benefit includes, Jobseeker Support, Sole Parent Support, Supported Living Payment, Emergency Benefit, Youth Payment and Young Parent Payment. Any supplementary assistance you receive (e.g. Accommodation Supplement) is not included as income.

Salary/Wages

This is the total amount of any salary or wages (taxable or non-taxable) you are paid by an employer. This includes paid parental leave and overseas salary and wages. This does not include non-taxable allowances or any wages you draw from a business, partnership or company you operate.

Shareholder salaries

This is the gross salary or remuneration distributed from a company to a shareholder for services performed. This is paid before the final net profit is determined. This is listed as an expense from the company.

Interest

Gross interest earned from any source. This includes any money earned from an interest bearing bank account.

Dividends

Dividends are part of a company's profit that is passed on to its shareholders. These are paid to shareholders according to the proportion of the company they own. Unit trusts are treated as companies for tax purposes and unit trust distributions are treated as dividends.

Accident compensation

Any ongoing gross payments paid to you as a result of an accident/injury. This does not include compensation for a loss other than for a loss of income or any lump sum compensation under the Accident Compensation Act 2001.

Net rental income

This is the net income (gross income less expenses) made from all rental properties that you own. Income from rental properties that are part of a business or trust must be included in any business or trust income declared.

Business net income (Sole Trader)

This is the gross amount of any income that is received as a result of business activity less all expenses.

Partnership net income

Your proportion of net income (gross income less expenses) received by the partnership.

Director fees

All fees distributed from a company to a director for services performed.

Continued ...

¹ A step parent is a person who is married, or in a civil union or de facto relationship with, the parent of the student.

² A partner is a person who is married, or in a civil union or de facto relationship with, the parent of the student.

³ A person acting in place of a parent can include grandparents, other relatives (including whāngai), and some current and former caregivers and guardians of the student.

Income of major shareholders held in a closely held company

A closely held company is a company where at any time there are five or fewer people whose voting interests in the company is more than 50% or, if market value circumstances exist for the company, there are five or fewer people whose market value interest in the company is more than 50%.

If a parent is a major shareholder in a closely held company, the income is the greater of either zero or the amount calculated using the following formula:

(parents' interest + attributed interest) x (income – dividends)

Attributable trustee income

(MB 7 of the Income Tax Act 2007)

All income for the year of a trust that has not been distributed as beneficiary income is income attributed to the settlors of the trust. Generally a settlor is a person who transfers value in cash or kind to the trust for the benefit of the beneficiaries. You are also a settlor if you provide financial assistance to a trust (or for the benefit of the trust) with an obligation to pay you back on demand, and you don't ask the trust to pay you back or you defer making the request for repayment.

Trust beneficiary income

All income distributed from a trust to a beneficiary.

Trustee fees

This is any income paid to you from a trust as trustee for services performed.

Personal Drawings

Any payments withdrawn from any entity for personal use in addition to the salary and profit paid to you.

Other payments exceeding \$5,000.00 a year

(MB 13 of the Income Tax Act 2007)

Payments received from any other person used for your family's usual living expenses or to replace diminished income can be considered income. These are payments that were used for something you and your family would otherwise have paid for yourselves.

Note: There are exclusions that are outlined under MB 13 (2) of the Income Tax Act 2007.

Income from boarders

The Inland Revenue website outlines what amount of any declared boarding payments are deemed to be taxable. This amount will depend on the costs incurred and payments received. Please see Inland Revenue's website for more information ird.govt.nz.

Tax exempt income

(MB 1(2) of the Income Tax Act 2007)

This includes salary and wages exempt from income under specific international agreements in New Zealand. It includes employees of international organisations such as the United Nations or the Organisation for Economic Cooperation and Development (OECD) or under the Diplomatic Privileges and Immunities Act 1968.

Pensions and Annuities

(MB 5, 6 and 10 of the Income Tax Act 2007)

This includes overseas pensions (state NZ\$). Also, 50% of the amount of income, pensions or annuities from a life insurance policy or private superannuation fund. This may also include certain distributions from retirement saving schemes or private superannuation schemes before the retirement age (65 years old). Please see Inland Revenue's website for more information ird.govt.nz.

Attributable fringe benefits

(MB 8 of the Income Tax Act 2007)

The value of any attributable fringe benefits received and the fringe benefit tax paid by the company is required to be declared by all shareholder-employees if you hold voting interest of 50% or more in a company.

Salary exchanged for private use of an employer-provided motor vehicle

(MB 7B of the Income Tax Act 2007)

From 1 April 2014, if you agreed to a lower salary in exchange for private use of a company motor vehicle, the amount of your salary reduction is treated as part of your income. If the use of the vehicle just comes with the job then do not include the value.

Employer-provided short term charge facilities

(MB 7B of the Income Tax Act 2007)

As of 1 April 2014, if your employer is providing you with a short-term charge facility that allows you to buy, hire, or charge goods or services at a discounted rate this can be treated as income. It would be considered income if the benefits are either more than 5% of your salary and wages, or \$1,200.

Portfolio Investment Entity Income (PIE)

(MB 1(5) of the Income Tax Act 2007)

This includes an amount of taxable or non-taxable income attributed by a PIE fund to you, except if the PIE fund is a 'locked-in' superannuation fund or retirement savings scheme (e.g. KiwiSaver).

Income equalisation scheme deposits

(MB 9 of the Income Tax Act 2007)

The income equalisation scheme allows you to deposit income from farming, fishing or forestry to Inland Revenue. The amount deposited into the income equalisation scheme is considered income and any interest earned on those deposits.

Withdrawals from the scheme are not considered income.

Adverse events and forest thinning operations income equalisation schemes.

Withdrawals from adverse events income equalisation schemes and forest thinning operations income equalisation schemes are parental income as they are taxable.

Deposits are not parental income.

Note: Generally refunds (excluding interest) are not considered income.

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

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**

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