



Student Allowance Partner's application form

This form is to be completed by the partner¹ of the person applying for the Student Allowance. The student will also need to complete a Student Allowance application.

Don't return this page

¹ A partner is someone you are in a recognised relationship with. A recognised relationship is when you are both 24 or over and in a relationship such as marriage, civil union or de facto relationship (where you live together as a couple in a relationship in the nature of marriage or civil union). For the Student Allowance, if you or your partner are under 24 years old, and you do not have children in your care, you do not need to complete this form. If you are in a de facto relationship where you or your partner is aged 16 or 17 years old, the parents of the 16 or 17 year old or a Family Court judge, must give their consent for the defacto relationship to be in a recognised relationship for Student Allowance purposes.

You may be able to get help with your accommodation costs. For more information visit our website
www.studylink.govt.nz

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 the student 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.

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 7.

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 the student's 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.

Don't return this page

Part 1: Personal details

1. What is the student's client number?

If they have received assistance from StudyLink or Work and Income before, write their client number here if you know it. This number can be found on their Community Services Card if they have one.

Client number | |

2. What is the student's legal name as it appears on their birth certificate?

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

3. What date was the student born?

Day Month Year

4. 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 | |

5. What is your full name?

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

6. 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"/>

7. Have you ever been known by any other name(s)?

Yes No

If yes, please write them 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"/>

8. 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).

9. Are you:

Male Female

10. What is your Inland Revenue (IRD) tax number?

If you have an IRD number with less than nine digits, please insert zero(s) in front of your IRD number. If you don't have one, you need to get one from Inland Revenue by calling **0800 22 77 74**, or you can download a form at www.ird.govt.nz.

 **We need to see evidence of your IRD number – for example, a verified copy of your IRD card or a statement from Inland Revenue (unless StudyLink has already seen it).**

11. Do you live with the student?

Yes No

If no, where do you live?

Postal address			
Suburb	City	Post code	Country
			NEW ZEALAND

12. Are you (or will you be) living in a social housing property?

Yes No (Go to Q13)

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

Yes No

If yes, you may not be able to get an Accommodation Benefit.

13. How can we contact you?

Phone	Mobile ²	Fax	Email ²

14. Were you born in New Zealand?

Yes (Go to Q15) No

14a. What country were you born in?


14b. Are you a:

Residence class visa holder³ Protected person⁴ New Zealand citizen

Other (Provide details eg. Refugee)

If you are a residence class visa holder or New Zealand citizen, when were you granted residency/citizenship?

Day Month Year

 **We need to see a verified copy of your birth certificate, passport or letter from Immigration New Zealand to prove your residence (unless StudyLink has already seen it).**

1 Social housing properties are provided by Housing New Zealand and registered community housing providers.

2 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.

3 A residence class visa holder is someone who is entitled to reside in New Zealand indefinitely and holds a residence class visa under the Immigration Act 2009 (holders of resident permits and returning resident's visas (RRVs) granted under the Immigration Act 1987 are deemed to hold a residence class visa under the Immigration Act 2009). If you are an Australian citizen or Australian permanent resident please choose 'residence class visa holder'.

4 As defined under sections 130 and 131 of the Immigration Act 2009.

14c. If you are a residence class visa holder, were you granted residency under sponsorship?

Yes No

14d. When did you come to New Zealand to live?

Day Month Year

15. Do you usually live in New Zealand?

This means you consider New Zealand your home, you are a legal resident, normally live here and intend to stay permanently.

Yes No

16. The following information is only needed for statistical purposes. It's up to you whether you answer this question. We'd appreciate it if you would tick the ethnic group(s) you most identify with.

<input type="checkbox"/> NZ European	<input type="checkbox"/> Other European	<input type="checkbox"/> NZ Māori	<input type="checkbox"/> Samoan	<input type="checkbox"/> Cook Island Māori
<input type="checkbox"/> Tongan	<input type="checkbox"/> Niuean	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Fijian	<input type="checkbox"/> Pacific Island – Other
<input type="checkbox"/> Southeast Asian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian	<input type="checkbox"/> Asian – other	<input type="checkbox"/> Middle Eastern
<input type="checkbox"/> Latin American	<input type="checkbox"/> African	<input type="checkbox"/> Other (please provide details)	<input type="text"/>	

If you are NZ Māori, which iwi do you belong to?

17. Are you studying now or are you intending to study at the same time as the student?

Yes No (Go to Q18)

17a. Will you be studying more than half the work of a full-time course?

If you're unsure what that means, contact your education provider.

Yes (You need to apply for your own Student Allowance) No (Go to Q18)

17b. When does your course start and finish?

Start

Day Month Year

Finish

Day Month Year

18. At the time the student starts studying, will you be getting any income?

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, 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 the obligations and declaration on page 7)

18a. What type of work do you do?

Full-time Part-time Voluntary Self-employed Casual

18b. When did you start this job?

Day Month Year

18c. Please give us details of your income per week before tax:


By 'per week' we mean from each Monday to 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.		

 **We may ask for evidence of your income.**

Remember to let us know every time your income changes.

 **Student Allowance is assessed based on the income you and the student declared at the time of application. If your income changes at any time, you must let us know straight away as it could affect your and your partner's payments. Student Allowance payments for any week are 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.**

Remember to read your obligations (including the privacy statement on page 8), then sign and date your declaration on page 7.

Partner'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 www.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 www.connect.co.nz

Documents you need to provide if the student is applying for the first time and StudyLink hasn't seen them before:

- Your birth certificate or passport.
- Evidence of your immigration status – if not born here. For example, your passport, residency documents, certificate of citizenship or letter from Immigration New Zealand.
- Evidence of any name change you've had. For example, marriage certificate or deed poll papers.
- Evidence of any income you have. For example, a payslip or letter from your employer.

Partner's obligations

When the student gets financial help from us you also have obligations to meet. If you don't meet them, your and/or the student's payments could stop – and in some cases you and/or the student could be prosecuted.

Here are your obligations.

If things change

You must tell us straight away if you:

- 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 of the same or opposite sex 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 your partner 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 and/or the student's 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 the student's) eligibility and/or entitlement.

If this happens, you understand that you and/or the student will have to pay back the total amount of any overpayment plus collection costs, and you and/or the student may be prosecuted.

Partner's declaration

The information I have provided is true and I have not left anything out. I have read and understood my obligations as set out above. I understand that I could be prosecuted if I make a false statement.



Partner's signature

Day

Month

Year

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.

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