



# Student Allowance Transfer Grant application

The Student Allowance Transfer Grant is a one-off payment to help if you have a partner<sup>1</sup> and/or child(ren) who are dependent on you and you are in hardship during the stand-down imposed when you transfer from a Student Allowance to a main benefit<sup>2</sup>.

## You may be able to get it if ...

- you're transferring from Student Allowance to a main benefit, and
- you have a partner and your combined income in your stand-down week is under certain limits, or
- you have a child or children in your care, and
- you are considered to be in hardship, and
- you apply for the grant no later than 28 calendar days starting from the Monday after the week your course finishes.

Don't return this page

<sup>1</sup> A partner is your spouse, civil union partner, or someone with whom you have a 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 either of you is under 24, at least one of you must have a child in your care to be in a recognised relationship. Note: to get the Student Allowance Transfer Grant your combined income must be under certain limits.

<sup>2</sup> A main benefit includes, Jobseeker Support, Sole Parent Support, Supported Living Payment, Emergency Benefit, Unsupported Child's Benefit, Youth Payment and Young Parent Payment.

# 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 has been 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 will need to provide documents

You may need to provide certain documents with this form - these are listed on page 4.

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](http://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](http://www.connect.co.nz)



Remember to sign and date this application form and make sure anyone else who needs to sign it has done so.

## Where to send this form

Send your completed form to

StudyLink Student Support Centre  
Private Bag 11070  
Palmerston North 4442

Don't return this page

# Part 1: Personal details

This section tells us about you. You must complete this.

## 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 legal name as it appears on your passport or birth certificate?

First name	Middle name(s)	Surname or family name

## 3. What date were you born?

 Day  Month  Year

## 4. Where will you live while getting the main benefit?

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

## 5. How can we contact you?

Phone	Mobile <sup>1</sup>	Fax	Email <sup>1</sup>

## 6. Do you have any children in your care?

By 'children' we mean anyone under 18 who you are primarily responsible for providing the care and financial support for – this includes stepchildren, children at boarding school, adopted or whangai children, grandchildren or mokopuna. It doesn't include children who are supporting themselves or working full-time or anyone you are being paid a Work and Income Orphans or Unsupported Childs benefit for or a Child, Youth and Family payment for. Please note that this definition is different from that used for the Student Allowance.

 Yes  No

## 7. Do you have a partner?

A 'partner' is your spouse, civil union partner, or someone with whom you have a 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 either of you is under 24, at least one of you must have a child in your care to be in a recognised relationship.

 Yes  No

<sup>1</sup> 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.

**8. What is, or will be, your income the week after you stop studying?**

Income is any money you or your partner 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, 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 count your Student Allowance, Student Loan or Family Tax Credit as part of your income.

Type of income	Your weekly income before tax	Your partner's weekly income before tax
	\$	\$
	\$	\$
	\$	\$

 **We need to see proof of this income – for example, or a verified copy of a letter or statement from your employer.**

**9. Do you or your partner have any cash assets?**

By 'cash assets' we mean anything you can readily convert into cash – this could be money in a bank or savings account, money lent to other people or organisations, money in Bonus Bonds, shares, debentures or Government stocks, leisure boats, caravans, land or buildings other than your home (for example a holiday home). If you're unsure call us on **0800 88 99 00**.

Yes       No

**If yes, please give us details of your assets:**

Type of asset	Owner of asset (you, your partner or both)	Value	Money owing (if any)
		\$	\$
		\$	\$
		\$	\$
		\$	\$

 **We may ask for proof of your cash assets.**

# 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 Provider<sup>1</sup> 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.

<sup>1</sup>The 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 purposes<sup>2</sup> under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for social housing or your income-related rent.

<sup>2</sup>Social 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.

## 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 I/we could lose the Student Allowance Transfer Grant. 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

## Partner'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 I/we could lose the Student Allowance Transfer Grant. If this happens I understand that I will have to pay back any overpayments plus collection costs, and I could be prosecuted.



### Partner's signature

Day

Month

Year



## 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](http://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](http://www.connect.co.nz)

If you're unsure about what you need to provide, call us on **0800 88 99 00**.

### You need to provide the following documents every time you apply:

Proof of your and/or your partner's income in the week after you stop studying. e.g. a payslip or letter from your employer

**Student**      **Partner**

Proof of your and/or your partner's cash assets in the week you stop studying

## How to contact us

Website: [www.studylink.govt.nz](http://www.studylink.govt.nz)

Phone: **0800 88 99 00**