

STUDENT ALLOWANCE ONE PARENT APPLICATION FORM

COMPLETE THIS FORM IF YOU ARE THE PARENT¹ OF A STUDENT WHO NEEDS TO HAVE ONLY ONE PARENT'S INCOME TESTED FOR THE STUDENT ALLOWANCE. THE STUDENT WILL ALSO NEED TO COMPLETE A STUDENT ALLOWANCE APPLICATION. THE BEST WAY FOR THEM TO DO THIS IS ONLINE AT www.studylink.govt.nz. YOU WILL NOT NEED TO COMPLETE THE PARENTS' FORM IN THE STUDENT ALLOWANCE APPLICATION.

If a student is under 24 years old without children, we test their parents' combined taxable income to calculate how much they get for the Student Allowance. This applies regardless of the student's relationship status.

A student can have one parent's income assessed if they have only one living parent or if the student is considered independent of the other parent.

A ONE PARENT TEST MAY BE APPROVED IF A STUDENT'S PARENTS ARE LIVING APART AND:

- there is a breakdown in the relationship between the student and one of their parents, and contact with that parent would have a detrimental psychological effect on either the student or that parent, *or*
- the student is or has been subjected to severe mental cruelty by one of their parents, *or*
- a parent (or their spouse) has physically or sexually abused the student, *or*
- the other parent is in prison or under an inpatient order under the Mental Health (Compulsory Assessment and Treatment) Act 1992, and is unable to be responsible for the student, *or*
- there are other special circumstances that demonstrate that the relationship has so broken down that the student should be considered independent from the other parent – for example: the other parent's whereabouts are unknown.

If the student has other special circumstances please talk to us about it – in some cases they may still qualify for the Student Allowance.

If the reasons above don't apply and there are no other reasons why only one parent's income should be tested, both parents need to complete a Parents' form and provide evidence of their income.

A ONE PARENT TEST MAY NOT BE APPROVED IF:

- the other parent refuses to financially support the student
- the other parent lives overseas
- the supporting parent lives with a new partner²
- the supporting parent states that he or she is not the only person responsible for the student's well-being or financial support, such as a relative or other person acting in the place of a parent.

¹ Parent includes: a natural parent, a step parent and any person acting in place of a parent of that student.

- Step-parent includes: a person who is married to, or in a civil union or in a de facto relationship with, the mother or father of the student or a person who is married to, or in a civil union or de facto relationship with, a person acting in place of the parent of the student.
- A person considered to be 'acting in place of a parent' if they are responsible for the student's well-being and financial support. This could include grandparents, other relatives (including whangai) and foster parents if they are acting in place of the student's parent(s).

Note: This may include a caregiver who receives an Orphan's Benefit or Unsupported Child's Benefit only if they are acting in place of a parent. A caregiver who receives home for life assistance from Child, Youth and Family will generally be a parent for Student Allowance purposes. A caregiver appointed by the Chief Executive of Child, Youth and Family or an agent recognised by the Children, Young Person's and Their Families Act 1989 is not regarded as a parent.

² A partner refers to someone you are in a marriage, civil union or de facto relationship with.

Visit our website www.studylink.govt.nz for more information.



BEFORE YOU START – READ THIS PAGE

HERE ARE SOME IMPORTANT THINGS YOU NEED TO KNOW BEFORE YOU COMPLETE THIS APPLICATION.

APPLYING FOR THE FIRST TIME

If you're applying for the one parent test for the first time, you need to get a witness to sign this form.

The witness must be 18 years old or over and have known your family situation for at least a year. They must also be living at a separate address from you and the student.

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

You need to answer every question in this application. If a question doesn't apply to you, use 'N/A' or 'nil'. Don't leave the space blank 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 as part of your application – these are listed on page 9.

If you're providing a copy of an original document it needs to be verified. A **verified copy** is a copy of the original document which has been signed and dated by someone like a StudyLink or Work and Income staff member, officer of a tertiary education provider, school principal, Solicitor/Lawyer, Notary Public, Court Registrar 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 the copy and write that it is a true copy and sign it.

If you send an original document we will return it to you by courier.

You won't have to provide any document that StudyLink has already seen.



SIGN AND DATE THE FORM

Remember to sign and date this application on page 7. The witness will also need to sign this application on page 6. If you're applying for the first time.

WHERE TO SEND THIS FORM

Send your completed form (and any documents we need to see) to:

StudyLink
FreePost 207116
PO Box 30300
Lower Hutt 5040

You could also enclose it with the student's main application form. If you need more information visit our website www.studylink.govt.nz.

OFFICE USE ONLY

Processed by	Authenticated by	Checked by
Signature	Signature	Signature
Date	Date	Date

Comments	Certified by
	Signature
	Date

1. What is the student's legal name?

This is the student's legal name as it appears on their Passport or Birth Certificate.

First name	Middle name(s)	Surname or family name

2. What is their date of birth?

<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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3. What is the student's 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"/>	<input type="text"/>	<input type="text"/>
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This is a number issued to the student by StudyLink or Work and Income. This is on their Community Services Card if they have one. If the student doesn't have one or you don't know it, leave this question blank.

4. What is your legal name?

This is your legal name as it appears on your Passport or Birth Certificate.

First name	Middle name(s)	Surname or family name

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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6. What is your street address?

By street address we mean a physical address.

Flat/House no.	Street address

Suburb	City	Country

7. What is your New Zealand postal address?

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

Postal address

Suburb	City	Country
		NEW ZEALAND

8. How can we contact you?

Phone	Mobile	Fax	Email

9. What is your relationship with the student?

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10. Have you had a One Parent application approved for this student since 1999?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Go to Q11)
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If yes, have your (or the student's) circumstances changed since that application was approved?

For example, the student now has contact with the other parent.

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Go to Q13)
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If yes, please call us on 0800 88 99 00 before you go further with this application.

11. Why are you applying for the one parent test?

Note: the parent with whom the student has had a breakdown in their relationship with must not live with the other parent.

- ☐ There is a breakdown in the relationship between the student and their other parent, and contact now would have a detrimental psychological effect on either the student or that parent (Go to Q11a)
- ☐ The student is or has been subjected to severe mental cruelty by their other parent (Go to Q11a)
- ☐ The other parent (or their spouse) has physically or sexually abused the student (Go to Q11a)
- ☐ The other parent is in prison or under an inpatient order under the Mental Health (Compulsory Assessment and Treatment) Act 1992, and is unable to be responsible for the student (Go to Q12)
- ☐ I am the student's only living parent (Please provide the deceased parent's name in Question 12. Then go to Q13)
- ☐ There are other special circumstances that demonstrate that the relationship has so broken down that the student should be considered independent from the other parent – For example: the other parents whereabouts are unknown. (Go to Q11a)

11a. Please give us a full and detailed explanation about your answer in Question 11 (you can continue on a separate page if required):

12. What is the name of the student's other parent?

First name	Middle name(s)	Surname or family name

12a. What is their street address? (You don't need to provide an address if they are in prison or a psychiatric hospital.)
By street address we mean a physical address.

Flat/House no.	Street address

Suburb	City	Country

12b. Does the student have contact with this other parent?

- ☐ Yes ☐ No (Go to Q13)

If yes, please explain what contact they have:

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13. Are you the only person responsible for the student's well-being and financial support?

- ☐ Yes ☐ No

If no, please call us on 0800 88 99 00 before you go further with this application.

14. Do you currently have a partner¹ – different from the person in Question 12?

- ☐ Yes ☐ No (Go to Q15)

If yes, it is unlikely this One Parent application will be approved – call us on 0800 88 99 00 to discuss this.

¹ A partner refers to someone you are in a marriage, civil union or de facto relationship with.

TELL US ABOUT YOUR INCOME

For more information, including examples, on each of these income types, please refer to the glossary section on our website.

15. Are you currently receiving a Work and Income benefit?

We don't need to see evidence of your Work and Income benefit.

☐

Yes

☐

No

If yes, what is your client number?

This is a number issued to you by StudyLink or Work and Income. This is 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.

16. Do you receive any income from wages or salary?

Including paid parental leave payments, weekly accident insurance payments, and overseas wages and salaries, please state this in \$NZ.

☐

Yes

☐

No

If yes, please give us the gross amount.

17. Do you receive any business income?

This is income earned from goods and services you sell, less the business expenses. (If you operate your business via a Company or Trust, do not include the income here; include it under the 'other income' section)

☐

Yes

☐

No

If yes, please give us the gross amount.

Note: Losses incurred or brought forward cannot be used to reduce other income. Write 'NIL' if there were losses

18. Do you receive any other income?

(For more information, including examples, on each of these income types, please refer to the glossary section on our website.)

Other income could include interest, dividends, rents, other payments that exceed \$5,000 a year, tax exempt income, Pensions and Annuities, Attributable trustee income, Attributable fringe benefits, PIE income, Income equalisation scheme deposits (excludes 'adverse events' deposits), distributions from superannuation and retirement savings schemes, overseas pensions, income held in a closely held company. The Government Superannuation Fund is a private superannuation fund and therefore half of any payments received from this fund are parental income for Student Allowance purposes.

☐

Yes

☐

No

If yes, please use the worksheet on page 8 to calculate the amount and type of each 'other income' you have and give the total figure below.



WE NEED TO SEE EVIDENCE OF YOUR INCOME – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF RECENT PAYSLEIPS (YOU NEED TO PROVIDE AT LEAST FOUR WEEKS OF INCOME), A LETTER OR STATEMENT FROM YOUR EMPLOYER(S) (A COMPUTER GENERATED PAYSLEIP MUST BE SIGNED BY YOUR EMPLOYER), INLAND REVENUE OR A TAX ASSESSMENT NOTICE OF THE COUNTRY OR COUNTRIES YOU RECEIVED INCOME FROM STATING YOUR INCOME BEFORE TAX, 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.

19. If you don't receive any income please explain why, otherwise go to Question 20:



WE NEED TO SEE EVIDENCE OF YOUR NIL INCOME – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF A STATEMENT OR LETTER FROM INLAND REVENUE OR YOUR ACCOUNTANT. WE ALSO NEED A STATEMENT DETAILING HOW YOU SUPPORT YOURSELF ON NIL INCOME.

OFFICE USE ONLY

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20. While supporting the student, will you be supporting any other full-time dependent students aged 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.

☐

Yes

☐

No (Have your witness complete the witness details on page 6, then go to Parent's Declaration on page 7)

If yes, please give us their details:

Student's full name	Date of birth	Which education provider are they studying with?	OFFICE USE ONLY
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WE NEED TO SEE ORIGINAL OR VERIFIED COPIES OF EACH STUDENT'S BIRTH CERTIFICATE OR PASSPORT (UNLESS STUDYLINK HAS ALREADY SEEN THEM).

WITNESS DETAILS – IF YOU'RE APPLYING FOR THE FIRST TIME

The witness must be 18 years old or over and have known you and the student for at least a year. They must also be living at a separate address from you and the student.

Student's first name	Middle name(s)	Surname or family name

Your first name	Middle name(s)	Surname or family name

Flat/House no.	Street address

Suburb	City	Daytime phone number	Relationship to applicant

I confirm that I am 18 years old or over and have known the applicant and the student for at least a year. I believe it is reasonable for the student to depend solely on one parent for support. To the best of my knowledge and belief the information the parent has given on this form is true and correct.

Witness' signature

SIGN HERE

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 Day

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 Month

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 Year

PRIVACY STATEMENT

The legislation administered by the Ministry of Social Development allows us to check the information that you give us in this form.

The Privacy Act 1993 requires us to tell you that:

- The information you give us is collected under the authority of the legislation administered by the Ministry of Social Development.
- The information will be held by the Ministry of Social Development.
- The information is collected for the purposes of the legislation administered by the Ministry of Social Development (including StudyLink, Work and Income, Child Youth and Family and other service lines of the Ministry), and in particular for:
 - granting financial assistance and other assistance under the Social Security Act 1964 and Education Act 1989 (and any Regulations under those Acts)
 - statistical and research purposes
 - providing advice to Government
 - care and protection needs of children
 - providing support and services to you and your family
 - providing education related services
 - providing employment related services.
- The information may be checked and/or shared with Inland Revenue.
- The information you give us may be compared with information held by the Ministry of Justice, the Department of Corrections, the New Zealand Customs Service, the Department of Internal Affairs, the Accident Compensation Corporation, Housing New Zealand, Statistics New Zealand, the Ministry of Health, Immigration New Zealand, the Ministry of Education, the New Zealand Qualifications Authority, the Tertiary Education Commission, Student Job Search and education providers. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia and the Netherlands).
- Under the Tax Administration Act 1994, if you have dependent children, the information you give us 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 Department of Labour, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, the Ministry of Education and New Zealand Customs Service.
- disclose your personal information to your partner.
- Under the Privacy Act 1993 you have the right to ask to see all information we hold about you, and to ask us to correct that information.
- You are not required to give us information; but if you do not give us all the information we ask for, the student's application for financial assistance may be declined.



SIGN HERE

PARENT'S DECLARATION

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

Parent's signature

SIGN HERE

Day

Month

Year

OTHER INCOME WORKSHEET

Use this worksheet to calculate the amount and type of each 'other income' you have. **You only need to complete the categories that you have income for.**

For more information, including examples, on each of these income types please refer to the glossary section on our website. Once you have completed this worksheet please put the total figure into the 'other income' box on page 5.

Note: Losses incurred or brought forward cannot be used to reduce other income. Write 'NIL' if there were losses

Interest This includes money you earn from an interest bearing bank account.	\$
Dividends Dividends are part of a company's profits that it passes on to its shareholders. Unit trusts are treated as companies for income tax purposes and unit trust distributions are treated as dividends.	\$
Rents or income from boarders This includes rental income received from renting out property.	\$
Other payments that exceed \$5,000 a year These are payments received from any other person(s) or entities that were used to pay for the family's usual living expenses, ie, the payment received was used for something the family would otherwise have paid for themselves.	\$
Tax exempt income This includes salary and wages that are exempt from income tax under specific international agreements in New Zealand. It includes employees of international organisations such as the United Nations or the Organisation for Economic Co-operation and Development (OECD), or under the Diplomatic Privileges and Immunities Act 1968.	\$
Pensions and Annuities This includes overseas pensions (please state this in NZ\$), 50% of the amount of any pension or annuity payments from life insurance policies or superannuation fund (excluding NZ Super), distributions from superannuation and retirement savings schemes etc (taxable or not).	\$
Attributable Trustee Income Attributable trustee income is all income for the year of a trust that hasn't been distributed as beneficiary income.	\$
Attributable fringe benefits The value of any attributable fringe benefits is required to be declared by all shareholder employees if they, or their associates, hold voting interest of 50% or more in a company.	\$
PIE income This includes an amount of income attributed by a portfolio investment entity (PIE) to the principal caregiver or their spouse or partner, except if the PIE is a superannuation fund or a retirement savings scheme (e.g. KiwiSaver).	\$
Income equalisation scheme deposits (excludes 'adverse events' deposits) This includes any deposits made by you, your trust or a company controlled by you to an agricultural, fishing or forestry business income equalisation scheme at Inland Revenue.	\$
Income held in a closely held company	\$
Total Please put the total income figures from these boxes into the 'other income' box on page 5 of the form.	\$



PARENT'S CHECKLIST

DOCUMENTS TO PROVIDE

If you're providing a copy of an original document it needs to be verified. A **verified copy** is a copy of the original document which has been signed and dated by someone like a StudyLink or Work and Income staff member, officer of a tertiary education provider, school principal, Solicitor/Lawyer, Notary Public, Court Registrar 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 the copy and write that it is a true copy and sign it. If you send an original document we will return it to you by courier.

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

- ☐ Evidence of any income you receive. For example, four weeks of payslips (computer generated payslips must be signed by your employer), a letter or statement from your employer, Inland Revenue or a tax assessment notice or letter from the tax department of the country or countries you get income from, or a letter or statement from your bank(s), social security or pension provider, or any other organisation you get taxable income from.
- ☐ 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.
- ☐ Birth certificates or passports for other full-time students. You won't need to provide these if StudyLink has already seen them.

If this is your first application, have the witness details on page 6 been completed? If not, your application may be returned to you. Your witness must be 18 years old or over and have known you and the student for at least a year. This cannot be someone who lives at the same address as you or the student.

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

MyStudyLink – get it all done online

- check out what financial assistance you may be able to get
- apply for student finances
- check Student Allowance and Student Loan application status
- view and update personal details
- change the amount of living cost payments and apply for course-related costs
- view details of next payment details and previous transactions
- view mail online
- view and accept a Student Loan Contract

www.studylink.govt.nz

HOW TO CONTACT US

Website: **www.studylink.govt.nz**

Phone: **0800 88 99 00**

Fax: **0800 88 33 88**

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Lower Hutt 5040