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Client number 403 599 810

21 January 2013 07:19:05

Meryl George
62 Broderick Rd
Johnsonville
WELLINGTON 6037

Dear Meryl

We need more information for your Student Allowance application

Your application for financial assistance while you study is currently being processed but we need some more information before we can go any further.

You may have already provided information and/or evidence to support your application however, we need to see an original or a verified copy of the original.

You're welcome to call us on **0800 88 99 00** with any information you can provide over the phone or you may be able to update your details online by logging into MyStudyLink. You will need to have an e-account to use this service, if you do not have an e-account call StudyLink to have one set up. Please send any documents along with your pre-filled application to the address below. Please remember to include your name and client number. We recommend sending valuable documents by tracked courier.

StudyLink
PO Box 31622
Lower Hutt 5040

Evidence received from unknown fax numbers is not acceptable. Faxes should be sent from places like a StudyLink or Work and Income office.

We need:

- a statement from your parents of any income they have and how much it is. For study starting on or after 1 January 2012, the definition of parental income has been expanded. Please refer to attached parent's form for the types of income now included.
- proof of your parents' annual income before tax. This could be recent payslips - they need to provide at least 4 weeks of income, a letter from their employer or accountant stating their income before tax, a letter from their bank for any interest earned, or any other organisation they get income from.

If their income hasn't changed since the last complete financial year they can provide evidence of this income, for example, their income tax summary from Inland Revenue.

MyStudyLink . . . your information online: get it, change it at www.studylink.govt.nz

Phone 0800 88 99 00 • Fax 0800 88 33 88

FreePost 113907 • StudyLink Centre • Private Bag 11070 • Palmerston North 4442

If one parent has nil income then no evidence is required. However, if they are separated or if both parents have nil annual income, we need to see proof of this nil income. This could be their latest IRD Summary of Earnings, an IRD Personal Tax Summary or an original or verified copy of a statement or letter from Inland Revenue or their accountant verifying the nil income*.

*We need to see an original document or a verified copy. 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.

To complete your application you still need to:

get your parents to sign the 'parents' form'. In case you haven't already got one of these, we have attached one for you. If you have sent your parents' form to us recently, we'll contact them directly if we need any further information.

We need to have this information by the end of the course for which you have applied for this Student Allowance or your Student Allowance application will be declined. If you don't want your Student Allowance, please call us on **0800 88 99 00** and let us know.

Need help?

Our website **www.studylink.govt.nz** has more information and you can use our "Ask a question" service on the site. You can also call us on 0800 88 99 00. Please have your client number handy.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S O'Hagan', followed by a small dot.

Sarah O'Hagan
National Manager
Service Delivery
StudyLink