

Limited Full-time Study

What is Limited full-time study?

Limited full-time study allows you to study part-time while remaining eligible for StudyLink funding. If your application is approved, StudyLink may treat you as a full-time student for funding purposes, even though you are studying less than a full-time workload.

What are the criteria for Limited Full-time Study?

- You are finishing an approved qualification that you've already started and your course load is less than full-time but more than half of a full-time course, **or**
- You have a serious medical condition or disability/impairment **and**
- It is in your academic best interest to study less than full time

When do I need to apply:

For living costs and/or course related costs if you are studying less than:

48 points/0.4 EFTS if you are studying for ONE trimester (half a year)

96 points/0.8 EFTS if you are studying for a FULL year

36 points/0.3 EFTS if you are ONLY studying for trimester 3

To receive StudyLink loan for course fees only:

You need to apply for limited full time if you are studying less than 30 points in a year.

To find out more information on full-time requirements please click the link below:

<https://www.studylink.govt.nz/about-studylink/glossary/full-time-definition.html>

Before You Start

Download and complete the StudyLink Limited Full-time Study application form:

<https://www.studylink.govt.nz/documents/forms/limited-fulltime-application.pdf>

Tips for completing the form

Question 6

- Use the first day of your first trimester of study as the start date.
- Use the last day of your final trimester of study as the end date.

Question 10

Provide a brief explanation of why you are applying. For example:

- "I have a disability/medical condition and have been advised to study less than full-time."
- "Studying less than full-time will support my academic success."
- "I am finishing my qualification and do not have enough remaining courses to study full-time."

How do I apply

If you have a medical condition / a reason you can't control (disability)?

1. Complete the application form for limited full-time study.
2. Obtain a letter of support from a doctor/counsellor or other health professional. That letter can be very short like your answer to Q.10
3. Email your completed form and supporting evidence to your Titoko Student Success Adviser. If you do not know who your adviser is, email info@vuw.ac.nz. The Titoko Student Success team will review your application and arrange the required approval.
4. Once you receive the approved form, upload it to StudyLink using www.connect.co.nz.

If you are struggling with a full-time workload (academic best interest)

1. Complete the application form for limited full-time study.
2. Meet with your Titoko Student Success Adviser and complete a Student Success Plan as supporting evidence.
3. Submit your completed form and Student Success Plan to your Titoko Student Success Adviser.
4. The Titoko Student Success team will review your application and arrange the required approval.
5. Once you receive the approved form, upload it to StudyLink using www.connect.co.nz.

If you are 'finishing an approved qualification?

You can apply under these grounds if you are finishing an approved qualification that you've already started and your remaining required courses are less than full time.

NOTE: You will need to be studying more than half of a full-time workload to qualify for this.
Over 24 points/0.2 EFTS if you are studying for ONE trimester (half a year)
Over 48 points/0.4 EFTS if you are studying for a FULL year
Over 18 points/0.15 EFTS if you are ONLY studying for trimester 3

Steps:

1. Complete the application form for limited full-time study.
2. Email your completed form to your Titoko Student Success Adviser.
3. The Titoko Student Success team will review your application and arrange the required approval.
4. Once you receive the approved form, upload it to StudyLink using www.connect.co.nz.

StudyLink may take a couple of weeks to process the application which could mean your allowance/loan would stop temporarily then get re-instated and backdated. If this will cause you financial difficulties, you can apply for financial assistance through the University's Hardship Fund <https://www.wgtn.ac.nz/students/money/hardship-fund>

If you need further support with this, contact your Titoko Student Success Adviser or email info@vuw.ac.nz