

Children's Bursary

APPLICATION FORM



This application form is for a child of a veteran, who served in Viet Nam or before 1 April 1974, who is studying full-time at a secondary school or at least part-time with a tertiary education organization.

The Children's Bursary payment is a tax-free lump sum payment for the year of study in which it is applied for.

A child is eligible to apply for a Children's Bursary each year up to the year in which the child turns 23 years old. It is paid for the year in which it was applied. It cannot be applied for retrospectively.

The application form should be completed by the person responsible for the care of the child, if the child is not yet 16 years of age; or if the child is 16 years of age or more but suffering from any mental or physical infirmity. If the bursary is granted, payment will be made to the person responsible for the care of the child; unless Veterans' Affairs considers payment should be made to another person or to trustees.

In all other cases the child must complete and sign the application form themselves. If the bursary is granted, payment will be made to the child.

To apply, you must fully complete this application form and provide any supporting information or evidence required by Veterans' Affairs.

If your application is incomplete it will be returned to you unprocessed.

More information can be found on our website:

<https://www.va.mil.nz/a-z/childrens-bursary/>

If a Children's Bursary has been granted and there is a change in circumstances, please complete the Update of Circumstances form on our website:

www.va.mil.nz/forms

Eligibility (section 81, Veterans' Support Act 2014)

A child of a Scheme One veteran is entitled to a Children's Bursary if:

- they are undertaking full-time study at a secondary school or full-time or part-time study with a tertiary education organization; and
- they are entitled to a Children's Pension or are the child of a veteran who is receiving Weekly Income Compensation or the Veteran's Pension.

The rate at which the Children's Bursary is paid will vary, it is dependent on the child's circumstances.

Definition (section 7, Veterans' Support Act 2014)

The Veterans' Support Act 2014 defines the child of a veteran as:

- natural child of the veteran; or
- an adopted child of the veteran; or
- a child of whom the veteran is or has been a guardian; or
- a grandchild or a whāngai of the veteran in relation to whom the veteran acts or has acted as a parent or a guardian; or
- any other child who would ordinarily be regarded as a child of the veteran because the veteran is or was the spouse or partner of one of the child's parents; and acted as a parent or a guardian.

Offences (sections 270, Veterans' Support Act 2014)

It is an offence to make a false statement or provide misleading information to Veterans' Affairs and anyone who does so commits an offence against this section and is liable on conviction to a term of imprisonment not exceeding 3 months or a fine not exceeding \$5,000.

Completing your application

If the child is not yet 16 years of age; or if the child is 16 years of age or more but suffering from any mental or physical infirmity the application form must be completed and signed by:

- the person responsible for the care of the child ("the applicant").
- any person requested by the applicant to complete the form (the applicant must complete the Signature & Acknowledgement); or
- the holder of a Power of Attorney or other recognised authority (refer to page 4).

In all other cases the child ("the applicant") must complete and sign the application form themselves. If the bursary is granted, payment will be made to the child.

Step 1:

- Read page 3 regarding documentation required and completion of the application form.
- Complete pages 6 to 9
- Read the Veterans' Affairs Privacy Statement on their website at www.va.mil.nz/privacy, and sign the signature fields on page 5.

If a question is not applicable, please write N/A. If there is insufficient space to answer a question, please include additional sheet/s of paper to complete your answer, including the question or page number it relates to.

Step 2:

- Complete the Checklist on page 4
- Send your fully completed application and all supporting documentation to Veterans' Affairs at the address shown.

If the veteran is deceased and was not receiving a War Disablement Pension of 70% or more, or a Disablement Pension of 52% or more in relation to whole-person impairment (or was not receiving any pension), further information may be required, such as the veteran's employment/service/medical history. If this situation applies, please contact us to discuss your situation.

Process for deciding claims

Veterans' Affairs will make a decision on your claim as soon as is reasonably practicable after receiving the claim. Veterans' Affairs may need to wait for you or any other person to provide further information required to determine whether or not to accept your claim.

Child over 18 undertaking full-time study

A course is considered full-time if it meets the equivalent full-time study (EFTS) rating.

- a) full-time study for a year must be at least 0.8 EFTS.
- b) for courses less than a year, the full-time EFTS rating will depend on the length of the course.

Further information on EFTS is available on the Study link website www.studylink.govt.nz

Documents required with a first-time application

A first-time application for a Children's Bursary must include the following documentation (if not already provided):

- Evidence of the child's relationship to the veteran and age:
 - A certified copy of the full birth certificate for natural children.
 - A certified copy of the adoptive birth certificate for adopted children.
 - A certified copy of the full birth certificate for stepchildren; and a statutory declaration that the veteran acted or acts as a parent of the child and was or is the spouse or partner of the child's mother or father. Statutory declaration to include the full name and date of birth of each child for whom an application for a Children's Pension is being made.
- An original or certified copy of the bank statement showing the account number and name OR a pre printed deposit slip stamped by the bank of the account the pension is to be paid to.
- If applicable, medical evidence of the child's mental or physical infirmity from a Medical Practitioner.
- If applicable, evidence that you are responsible for the child such as a statutory declaration from spouse or partner; Court custody documents.
- If applicable, a certified copy of the late veteran's death certificate.

If you are undertaking tertiary study and undertaking full-time study, you must also include:

- Verification of study from the institution of study and confirmation that the course meets the equivalent full-time study (EFTS) rating.

A 'certified' copy is an original document that has been photocopied and certified as a true copy by one of the following:

- Work and Income; Justice of the Peace; Solicitor; Police Officer; Registered Medical Professional; Court Registrar; or other people authorised to take statutory declarations.

A 'statutory declaration is a statement of facts, usually made in writing before someone authorised to take a statutory declaration such as:

- Justice of the Peace; Solicitor, Court Registrar; Notary Public.

Help completing this form

- You can ask someone you trust to help you complete this form. This might be whānau or family, someone from your local RSA, or a Veterans' Affairs Case Manager.
- If you're unable to complete and sign this form due to physical or mental incapacity, it must be signed by a person with authority to act on your behalf. Evidence of this authority must be provided with the application.

Any questions?

Contact us:

- New Zealand freephone 0800 483 8372
- Australia freephone 1800 483 837
- Rest of the world +64 4 495 2070
- Or email us at veterans@nzdf.mil.nz

For more information visit our website www.va.mil.nz

Checklist

Please complete the checklist below to ensure your application is complete:

- ☐ I have completed the relevant sections of the application form.
-  ☐ I have attached certified copies of the required evidence relevant to my circumstance.
-  ☐ If applicable, I have attached one of the following: a bank account statement, printout, or letter issued within the last six months that includes the bank's letterhead and stamp, account holder's name and the account number, or a screenshot from a banking app or website that displays all of the following: the account holder's full name, the name or logo of the bank, and the bank account number.
-  ☐ If applicable, I have provided a certified copy of the late veteran's death certificate (if not already provided).
- ☐ I have read the Privacy Statement on page 5 and completed the Signature & Acknowledgment on page 5.

 **Email your completed application form and any supporting documents to:**

veterans@nzdf.mil.nz

OR

 **Send your completed application to:**

Veterans' Affairs
PO Box 5146
WELLINGTON 6140

Privacy Statement

Personal information is managed in accordance with the privacy statement on our website www.va.mil.nz/privacy. If you would like a copy of the privacy statement posted to you, please email veterans@nzdf.mil.nz to request it.

Signature and acknowledgement

Signature

This form must be signed either by the claimant or a person with the authority to act on the behalf of the claimant if they are unable to do so.

If the claimant didn't sign the form, **include one** of the following forms of evidence:

- Power of Attorney or Enduring power of Attorney (in relation to Property)
- Certificate of Administration (from the Public Trustee)

I acknowledge that:

- the information I have given in this claim form is true and correct
- Veterans' Affairs may obtain further information to assess and decide on my claim
- I have read and understood the Privacy Statement for Forms on www.va.mil.nz/privacy
- I authorize the collection and disclosure of health, clinical, or other personal information by or to Veterans' Affairs or by or to named agencies held by any doctor or health practitioner or named agencies, or service providers (such as ACC), or contractors for the purposes set out in the privacy statement; for the purposes of assessment of this claim; administration of any resulting entitlement; and the provision of any services, treatment or rehabilitation under the Veteran's Support Act 2014.
- I have read my obligations in the 'Information for Applicant' section at the start of this form.

Claimant's or authorised person's signature

Signature of claimant or authorised person:

First names:

Surname:

Today's Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Helper | Complete this section if you've helped the claimant to complete the form

Helper's relationship to claimant:

First names:

Surname:

Veteran's details

The veteran's details are to be completed for all first-time applications.

1 What is the veteran's Work and Income number?

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2 What is the veteran's relationship to the child?

3 What is the veteran's title?

☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other

4 What is the veteran's full name?

First name	
Middle names	
Family name	
Preferred name	

5 What is the veteran's date of

Birth

//

Death (if applicable and known)

//

6 If the veteran is deceased and was not on a pension with VA, please provide the veteran's service number and military service i.e. Army, Navy, Air Force.

Child's details

7

What is the child's Work and Income number?

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8

What is the child's title?

☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other

9

What is the child's full name?

First name

Middle names

Family name

Preferred name

10

What is the child's date of birth?

/ /

11

Where does the child live?

Street address

Suburb

City Postcode

Country

12

If the child's postal address is different to where the child lives, enter details below.

Street address

Suburb

City Postcode

Country

Application type

13

Indicate the situation that applies to this Children's Bursary application

☐

First time application

☐

Second or subsequent application

If a Children's Bursary has been granted and there is a change in circumstances, please complete the Update of Circumstances form on our website.

Entitlement

14

Select the grounds on which the child is entitled to a Children's Bursary

☐

Child is receiving or is entitled to a Children's Pension

☐

Child of a veteran who is receiving Weekly Income Compensation or the Veteran's Pension

Bursary Payment Details

15

What bank account do you want the Children's Bursary to be paid into if granted?

Name of the account

You must attach **one** of the following

☐

A bank account statement, printout, or letter issued within the last six months that includes the bank's letterhead and stamp, **account holder's name and the account number**, or

☐

A screenshot from a banking app or website that displays **all** of the following:

- The account holder's full name
- The name or logo of the bank, and
- The bank account number.

Study details

16

Indicate the type of study

☐

Full time

☐

Part time

17

Indicate the level of study

☐

Secondary → Please just answer questions 18 to 19

☐

Tertiary Education Organisation → Please answer questions 18 to 23

18

Study provider

Name

Street address

Suburb

City

Postcode

Country

19

When does the study period

Start

Conclude

20

Provide details of the tertiary qualification the child is studying towards.

21

Is the course NZQA approved?

☐

No

☐

Yes

22

What is the equivalent full-time study (EFTS) rating?

23

What is the student's year?