

<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP0516.02</b>
Title:	<b>Limited Full Time Status - access to Student Allowances</b>	
ITPNZ Std:	<b>5 Student Information and Admission to Programmes</b>	
Chief Executive Approval:	Approval Date <b>24 May 10</b>	Effective Date: <b>24 May 10</b>
Previous Policy No:	<b>na</b>	Review Date: <b>as required</b>
Contact Authority:	<b>Director: Quality</b>	Status: <b>Current</b>

**Purpose** To provide policy and procedures for supporting applications by students for limited full-time status for student allowance purposes.

**Background** Students may be eligible to qualify for a student allowance if they are enrolled in a programme of study and meet the criteria for limited full time status. To qualify as full time, StudyLink currently requires enrolments of 0.8 EFTS for full year full-time, 0.4 EFTS for full-time one semester. Anything less than this may qualify for limited full-time status on the Head of School's recommendation and StudyLink's approval.

A student may be able to get financial help under limited full time status if one of the following circumstances applies -

- 1 a student is completing a recognised programme and needs to study less than full-time but more than half of a full-time course, or
- 2 a student may have an illness/disability that prevents full-time study, or
- 3 it is in a student's best interests to study less than full-time, or
- 4 a student may not be able to study full-time for other reasons beyond their control

**Statutory Compliance**

**National Guidelines** StudyLink *Student Allowance/ Student Loan/Scholarship Limited full-time application form*

**Policy and Procedures**

1. Otago Polytechnic will support all applications for Limited Full Time status where the application is consistent with StudyLink's guidelines.
2. Heads of School are the staff members at Otago Polytechnic who are authorised to complete the confirmation section of the Limited Full Time application form.
3. Customer Services staff are required to stamp and process the application according to StudyLink's requirements and following the Head of School's confirmation of the application form.
4. Customer Services staff are to forward the application to StudyLink and retain copy within the student's file.

**Referral Documents** StudyLink *Student Allowance/Bursary Payment/Student Loan Limited full-time application form*  
[www.studylink.govt.nz](http://www.studylink.govt.nz)



**Delegation of  
Procedures**

**Approved by Chief Executive**  
**Date: 24 May 2010**

