

# Student Allowance Appeal Authority

Description of role and function 2024

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## **The Student Allowance Appeal Authority**

The Student Allowance Appeal Authority (SAAA) is governed by schedule 10 of the Education and Training Act 2020 (the Act). The SAAA is comprised of one person designated as the Chair.

### **Function**

The function of the SAAA is to determine appeals from students about decisions made by StudyLink (a service of the Ministry of Social Development) on their student allowance in accordance with schedule 10, clause 5 of the Act.

The Ministry of Social Development must undertake an internal review of the initial decision made by StudyLink before an appeal can be lodged with the SAAA.

### **Appointment**

The appointment of the Chair is made by the Minister for Social Development and Employment for a term of up to five years. A Chair can serve more than one term.

### **Knowledge, Skills and Experience**

The Chair should have the following skills, expertise and experience:

- good understanding of legal systems and administrative processes
- experience in interpreting legislation
- strong analytical and decision-making skills including the ability to assess and weigh information
- strong written communication skills.

In addition it is considered highly desirable for the Chair to possess:

- decision-making experience, including experience writing decisions within a statutory environment
- a legal qualification
- litigation experience.

### **Workload**

While the workload of the Chair can fluctuate, it is a part-time position. Based on the current workload, the role requires a commitment of around 2–10 days per year (approximately 1–2 appeals).

All appeals are determined on the papers.

### **Administrative Support Services**

Administrative and registry support services are provided by the Tribunals Unit of the Ministry of Justice, which has offices in Wellington and Auckland.

The SAAA considers appeals based on written applications and documents supplied by the appellant and the Ministry of Social Development. The Chair can work from their own premises or in offices provided by the Ministry of Justice.

### **Remuneration and Expenses**

The remuneration of the Chair is set at a daily rate in accordance with the Cabinet Fees Framework and is regularly reviewed and updated by the Ministry of Justice. The Chair is also entitled to claim expenses such as travel, parking, telephone calls, and postage costs.