



**Returning to study and want to apply for your fees and/or allowance payments before Feb 2012?**

Complete 1, 2, 3, 4, 5 and 6.

**Postponing or withdrawing from study next year?**

Complete 1, 4, 5 and 6.

## 1. What are your study plans?

Please tell us your plans for 2012.

Are you studying in 2012?

YES  Go to question 2.

NO  Tick one of the following options and go to question 4.

Please indicate why you are not studying

I am postponing my study for all or part of 2012.  
You may postpone your scholarship for one year (in total) for any reason. See the Scholarship Payments guide for further information.

I am not studying from

to

Reason for postponement


I am withdrawing from my teacher education study.  
Please provide your up-to-date contact details and return this form.  
We will contact you when we receive it.

I have completed my teaching qualification.

## 2. Are you changing to a different tertiary provider and/or qualification in 2012?

YES  Attach your fees invoice/offer of study as proof of enrolment (See 5 'Documents' section for details) then go to question 3.\*

NO  Go to question 3.

\*We cannot process a change of qualification or provider at any stage without proof supplied by you. This is required even if we process your payment using the new system in February 2012.

## 3. Do you wish to apply to TeachNZ to pay your course fees?

YES  Attach your academic transcript or results notice for 2011 (See 5 'Documents' section for details) then go to question 4.

NO  Go to question 4.

**IMPORTANT: TeachNZ cannot guarantee to pay your fees by the due date. You are advised to organise payment of your course fees by StudyLink Student Loan or other means. For more information on the course fee payments, see the Scholarship Payments guide.**

## 4. Do you wish to apply to TeachNZ to pay your allowance payment?

YES  Attach your academic transcript or results notice for 2011 (See 5 'Documents' section for details) then go to question 6.

NO  See section 5 and complete question 6.

## 5. Documents

You need to attach all of the certified documents, or other evidence, relevant to the changes you are making:

- » If you are applying for your course fees or allowance payment you need to supply your academic results or transcript (just one certified copy of your academic transcript is required if applying for both)
- » If you're changing your tertiary provider or qualification then you need to attach a fees invoice or offer of study
- » If you're changing your bank account provide certified evidence of your new account.

**TeachNZ cannot accept faxed documents.**



**Attach your academic transcript or results notice.** You can provide the original or a certified copy. For information on who can certify a copy of your transcript or results notice please refer to the Payments Guide. You may use a copy of your academic results downloaded from your provider's website or one that was emailed to you, but it must be certified by the Registrar at your provider. TeachNZ can accept transcripts or results notices emailed directly from your provider to [teachnz.admin@minedu.govt.nz](mailto:teachnz.admin@minedu.govt.nz) if you arrange this with your provider.



**Attach your fees invoice/offer of study** or other evidence of your enrolment in study for 2012. This does not need to be certified.



**Attach bank-generated evidence of your bank account number,** if it has changed since your last payment or you have never received a payment from TeachNZ before.

Please supply one of the following documents:

- » Bank statement (original or copy stamped and signed by a bank teller)
- » Encoded deposit slip (from your own cheque book)
- » Handwritten deposit slip (stamped and signed by a bank teller)
- » Print-out from your bank (stamped and signed by a bank teller).

**Note: If we receive this bank evidence after 13 January 2012, we cannot ensure that payments will be made into your new account. If you can't confirm your new account details before this date then please leave your old bank account open until we make the payment.**



## 6. Declaration

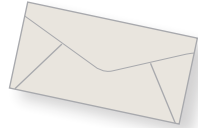
I declare that all the information I have submitted on this form and the attached documents is correct and complete.

Signature:

Date:

### Return this form and required documents to:

TeachNZ Scholarships  
Ministry of Education  
PO Box 1666  
Wellington 6140



*This form must be completed and submitted before your scholarship payment can be processed.*

TeachNZ is happy to answer any questions about scholarships. Call us (free) on 0800 165 225, weekdays between 8:30am and 5pm or email [teachnz.admin@minedu.govt.nz](mailto:teachnz.admin@minedu.govt.nz). Also visit [www.TeachNZ.govt.nz](http://www.TeachNZ.govt.nz).