

## CHANGES TO STUDY

### What should I do if I want to make changes to my study?

Let us know as soon as possible if you're thinking of making a change to your study. This includes dropping a paper and picking up another, as there may be a difference in the cost of fees.

### What should I do if I want to change to a different education provider?

Your scholarship was approved for the qualification and education provider that you had when you were awarded the scholarship. If you want to change to a different qualification or education provider, let us know as soon as you can so that the change can be approved for your scholarship.

### Can I still have the scholarship if I study part time?

Yes, you may study part time while you have the scholarship, however, we can pay only your course fees – you will not be eligible for the scholarship allowance.

If you have Limited Full-Time Status from StudyLink, you may still be eligible for an allowance.

### What should I do if I need to stop studying for a while?

Let us know if you intend to stop studying (postpone) for any length of time. You can take a break from study for up to one year and resume your scholarship when you return. Any longer than one year may mean your scholarship is withdrawn and any course fees or allowances we have paid added on to your Student Loan. Contact us to discuss your options.

## CONTACT US

Please get in touch if you have any questions or concerns, or if you would like advice about your scholarship, your study or teaching. TeachNZ staff are happy to help.

Email [teachnz.admin@minedu.govt.nz](mailto:teachnz.admin@minedu.govt.nz)

Call 0800 165 225  
(8.30am – 5pm Monday to Friday)

TeachNZ Scholarships  
Ministry of Education  
PO Box 1666  
Wellington 6140

Visit our website for updates on TeachNZ scholarships:  
[www.TeachNZ.govt.nz](http://www.TeachNZ.govt.nz)

## YOUR INFORMATION

If you would like someone else – a family member, friend or other advocate – to speak to TeachNZ on your behalf about your scholarship, please contact TeachNZ and ask for an Appointment of Representative form.



New Zealand Government

# SCHOOL LEAVER AND UNDERGRADUATE SCHOLARSHIPS

QUICK GUIDE 2012

Congratulations on achieving a TeachNZ Scholarship for 2012.

This quick guide answers the most commonly asked questions about scholarships. Please keep this guide for your reference and contact us if you have any questions.

2012 QUICK GUIDE  
School Leaver and Undergraduate Scholarships



0800 165 225 | [www.TeachNZ.govt.nz](http://www.TeachNZ.govt.nz)



New Zealand Government

## KEEP IN TOUCH

TeachNZ wants to help you complete your teaching qualification, so let us know if things change. Please contact us if you:

- » fail a paper or course
- » don't complete a paper or course
- » withdraw from a paper or course
- » change education provider
- » move house, change phone number or email address.

## COURSE FEES & ALLOWANCES

We base your allowance and course fee payments on information from your results notice or academic transcript.

### Course Fees

The scholarship you've been awarded pays your course fees up to the maximum period set out in your scholarship terms and conditions. This does not include any non-compulsory papers you take or any papers you need to retake.

It pays only your compulsory course fees. You'll need to cover other costs such as stationery, books, computer equipment or travel yourself.

Remember that you must pass at least half your study each year to continue your scholarship and have your course fees paid.

#### How, when and how much?

We'll pay your fees as soon as possible at the beginning of the year, but we cannot guarantee to pay your fees by the due date. That means you need to pay your course fees yourself by the due date each year – by Student Loan or other means.

We pay your course fees directly to your education provider. This payment is refunded by your education provider – either onto your Student Loan or direct to you if you paid the fees yourself.

## Allowances

#### How, when and how much?

If you're a full time student (or have Limited Full-Time Status from Studylink) and pass all your study, you will be eligible for an allowance payment at the end of the year.

The \$10,000 allowance is paid in equal annual instalments over your period of study. See the Allowance Schedule below to see how this works.

#### Allowance Schedule: School Leaver/Undergraduate

YEARS SCHOLARSHIP RECEIVED	ANNUAL ALLOWANCE INSTALMENT
1 year	\$10,000
2 years	\$5,000
3 years	\$3,333.33
4 years	\$2,500

We'll contact you in November with further information. The allowance is paid directly into your bank account by Studylink (on TeachNZ's behalf).

## TERMS

#### What's the definition of 'Full-Time Study'?

To be considered full time you need to study at least 0.8 EFTS (Equivalent Full-Time Student) over the academic year. 0.8 EFTS is equivalent to 96 credits or points at most providers.

Credits awarded to you through cross-crediting or RPL (Recognition of Prior Learning) are not included by TeachNZ when assessing whether or not your study has been full time.

If you are not sure whether you're a full-time student you can check with your education provider or with us.

#### What does 'Limited Full-Time Status' mean?

'Limited Full-Time status' is applied by Studylink for a Student Loan (living costs) or a Student Allowance when advice from your education provider to study less than full time is received.

This may be because of illness or disability, or because you are finishing an approved qualification and to do this need to study less than full time, but more than half time. Find out more by contacting Studylink on 0800 88 99 00.

## YOUR SCHOLARSHIP

#### Do I need to contact TeachNZ during the year?

We do not automatically receive information about you from Studylink or your education provider so you need to keep us up to date with any changes to your study and/or contact details.

#### What should I do if I need to withdraw from study?

It's important to speak to your education provider about a refund as soon as possible if you withdraw from study. You may only have a small window of opportunity at the start of the semester for course fees to be refunded.

If you withdraw from a paper and don't receive a refund, or you do not complete a paper, it will be considered to be a failed paper by TeachNZ.

Talk to your education provider and us if you decide to withdraw or stop studying for any reason.

#### What if I fail, don't complete or withdraw from study?

If you fail, do not complete or withdraw from more than half of your study this year, your scholarship may be withdrawn and any fees and allowances received may be added to your Student Loan.

If you think you may not be able to pass one or more papers due to ill health or circumstances beyond your control, tell your education provider and let us know immediately so that we can discuss your options.

#### If I need to retake a paper, who pays?

TeachNZ can't pay fees for papers that you have to retake, or for non-compulsory papers. You will need to cover the costs of these yourself.

**You need to pay your course fees yourself by the due date each year – by Student Loan or other means.**