

# TeachNZ Scholarship Recipients' Form 2009-2010



TeachNZ does not automatically receive information about you from your education provider or any other agency. We rely on you to keep us up to date with your contact information, study results and plans. Even if you did not study in 2009, are not intending to study in 2010 or have now completed your teacher education qualification, please fill out and return this form to TeachNZ by **1 April 2010**.

Please read the TeachNZ Scholarship Recipients' Guidelines on page 3 and 4 of this document before filling in this form.

## 1 Contact details

Please enter your contact details below

\*Name:

\*Postal Address:

Postcode:

\*Phone:

Mobile:

Email:

TeachNZ ID:

\*Required

If you would like to receive scholarship updates and information by email, please provide a current email address.

## 2 Your plans for 2010

Please tell us your plans for 2010, even if you are not studying. Tick all of the options that apply to you.

Are you studying for all of 2010?

Yes > Go to section 3

No > Select one of the options below

Please state why you are not studying for all or part of 2010

I have now completed my teacher education qualification (fill in Sections 4 and 5 of this form)

I am deferring/postponing my study for all or part of 2010. You may postpone your scholarship for a maximum of 1 year for any reason. See Scholarship Guidelines for further information.

I am not studying from \_\_\_\_\_ to \_\_\_\_\_

I am withdrawing from my teacher education study. Please return this form and we will contact you. Please make sure your contact details are up to date.

I am not sure of my study plans for 2010/other. Please state:

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## 3 Do you wish to apply to TeachNZ to pay your 2010 course fees?

Yes > provide the documents listed below

No > go to section 4 overleaf

**IMPORTANT: TeachNZ cannot guarantee fee payment within any given timeframe and is not responsible for ensuring your course fees are paid by the due date. TeachNZ is not liable for any financial or study penalties incurred by you for late payment. You are strongly advised to organise the payment of your course fees by StudyLink Student Loan or other means to make sure that your course fees are paid on time. For more information on the payment process, see the TeachNZ Scholarship Guidelines sheet.**

For details on TeachNZ course fee payments see the TeachNZ Scholarship Guidelines sheet. To apply for the payment of your 2010 course fees you must attach the following documents.

>> ACADEMIC TRANSCRIPT OR RESULTS NOTICE that shows your grades for **all** of the papers you were enrolled in during 2009. The document must be certified (for a list of people who may certify a document see the TeachNZ Scholarship Guidelines sheet).

A copy of your academic results downloaded from your provider's website or which was emailed to you must be certified by a member of the administrative or teaching staff at your provider. TeachNZ can accept transcripts or results notices emailed directly from your provider to teachnz.admin@minedu.govt.nz if you can arrange for your provider to do so.

>> FEES INVOICE/OFFER OF STUDY or other evidence of your enrolment in study for 2010

Changing to a different provider and/or qualification in 2010? Tick here

If you are changing to a different provider and/or qualification in 2010 the change must be approved by TeachNZ before your scholarship can be continued and your course fees application processed. Please supply the documents listed above and we will be in touch to let you know if your provider/qualification change has been approved. If the change is approved your course fees application will be processed in due course. Changing provider or qualification may affect your entitlement to scholarship fees and allowances.

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## 4 Do you wish to apply for a TeachNZ scholarship allowance payment?

Yes > provide the documents listed below and enter your bank account details     No > go to section 5

For details on TeachNZ scholarship allowance eligibility and payment please see the TeachNZ Scholarship Guidelines sheet. To apply for a Teachnz allowance payment fill in the section below and attach the documents listed.

>> ACADEMIC TRANSCRIPT OR RESULTS NOTICE that shows your grades for **all** of the papers you were enrolled in during 2009. The document must be certified (see the TeachNZ Scholarship Guidelines for details on who can certify a document).

A copy of your academic results downloaded from your provider's website or which was emailed to you must be certified by a member of the administrative or teaching staff at your provider. TeachNZ can accept transcripts or results notices emailed directly from your provider to teachnz.admin@minedu.govt.nz if you can arrange for your provider to do so.

>> BANK-GENERATED EVIDENCE OF YOUR BANK ACCOUNT NUMBER.  
Attach **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)

Write your bank account number and name below.

Bank	Branch	Account	Suffix

Account Name \_\_\_\_\_

## 5 Have you completed your teacher education qualification and are now eligible to graduate or have graduated?

Yes > provide the documents listed below     No > go to section 6

Please attach evidence of your qualification completion.

>> ACADEMIC TRANSCRIPT OR RESULTS NOTICE that shows your grades for **all** of the papers you were enrolled in during 2009. The document must be certified (see the TeachNZ Scholarship Guidelines for details on who can certify a document).

A copy of your academic results downloaded from your provider's website or which was emailed to you must be certified by a member of the administrative or teaching staff at your provider. TeachNZ can accept transcripts or results notices emailed directly from your provider to teachnz.admin@minedu.govt.nz if you can arrange for your provider to do so.

If your transcript or results notice states that your teacher education qualification is complete, has been conferred or that you are eligible to graduate then you do not need to send anything else. If it does not then please also attach:

>> LETTER OF COMPLETION OR DEGREE CERTIFICATE from your provider. The document must be certified (see the TeachNZ Scholarship Guidelines for details on who can certify a document).

If you have any questions about your scholarship bonding email teachnz.admin@minedu.govt.nz.

## 6 Declaration

- I declare that all the information I have submitted on this form and the attached documents is correct and complete.
- I understand that if I fail to meet the scholarship study or bonding requirements I must repay the scholarship.

Signature	Date
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Return this form and required documents by **1 April 2010** to:

TeachNZ Scholarships  
Ministry of Education  
PO Box 1666  
Wellington 6140

# TeachNZ Scholarship Recipients' Guidelines 2009-2010

**Please keep this sheet for your reference**

## **Scholarship Allowance Payments**

### **Allowance payment eligibility**

To be eligible for a TeachNZ allowance payment you must have completed a year of full time study in 2009, and you must have passed all of the papers/courses that you enrolled in for that period.

Some scholarships have additional allowance eligibility requirements; see Allowance Payment Schedule below for more details.

Note that TeachNZ looks only at the information printed on your results notice or transcript. A failed, incomplete or withdrawn paper (without a refund) on your results notice or transcript will result in you not receiving an allowance payment

If you think that you may fail one or more papers due to ill health or other circumstances it is important that you speak to your provider as soon as about a possible extension or aegrotat pass.

### **Allowance payment schedule**

The allowance eligibility requirements for all scholarship recipients are:

1. completion of one year of full-time study
2. passed all papers/courses in that period.

### **Early Childhood**

A maximum of \$3,333.33 at the end of each academic year for courses up to 3 years in length. Students enrolled in a four year course are entitled to apply for \$2,500 at the end of each academic year.

<b>Secondary Subject School Leavers/Undergraduates (awarded 2008 onwards) and Maori Medium School Leavers/Undergraduates</b>	
<b>Length of teacher education study programme (years)</b>	<b>May apply for annual allowance instalment of</b>
1 year	\$10,000 at the end of the academic year
2 years	\$5,000 at the end of each academic year
3 years	\$3,333.33 at the end of each academic year
4 years	\$2,500 at the end of each academic year

### **Secondary Subject Graduates (awarded 2008 onwards)**

May apply for their second instalment of \$5,000 on completion of teacher education qualification.

### **Secondary Subject Undergraduates (awarded pre-2008)**

- May apply for \$5,000 on successful completion of the final year of degree, or the third year of a conjoint teaching degree. (You must have completed 5 papers in the target subject, with at least one at 300-level).
- May apply for \$2,500 when the teacher education qualification is successfully completed.
- May apply for \$2,500 when they have taught target subject for 20 weeks in a state or state integrated secondary school.

## **Scholarship Course Fees**

### **Course fees eligibility**

You must have passed at least half of the papers that you were enrolled in during 2009 to be eligible to continue your TeachNZ scholarship.

### **Course fees in final year of study**

TeachNZ measures your programme of study in EFTS (equivalent full-time student). TeachNZ will pay for your course fees up to the minimum EFTS required for you to complete the programme of study for which your scholarship was awarded.

You may find that you run out of TeachNZ EFTS before the end of your qualification if you:

1. fail and have to retake papers
2. take non-compulsory papers during your study.

When you apply for the payment of your course fees, TeachNZ looks at your EFTS allocation and the study that you are enrolled in for the coming year then assesses whether you will exceed your maximum EFTS allocation. You will be informed if we are investigating this. The process may take more than 6 weeks.

Once the assessment is made you will be notified of the outcome and which papers, if any, TeachNZ will pay for. You will need to cover the cost of any other papers yourself.

### **Payment process**

When we receive your payment application we will send you an email or letter of acknowledgement. If your application is incomplete then we will let you know. The assessment period will start again from the receipt of your completed application.

Allowances are paid into your bank account via Studylink. Course fees are paid directly to your education provider via Studylink. You will receive a notification letter once a payment has been made.

TeachNZ, StudyLink and education provider offices are not open over the Christmas/New Year period. The 6 working weeks target for fees payment assessment does not include the weeks from 21 December 2009 to 11 January 2010.

Note that TeachNZ cannot guarantee fee payment within any given timeframe and is not responsible for ensuring your course fees are paid by the due date. TeachNZ is not liable for any financial or study penalties incurred by you for late payment. You are strongly advised to organise the payment of your course fees by StudyLink Student Loan or other means to make sure that your course fees are paid on time.

*Continued overleaf*

# TeachNZ Scholarship Recipients' Guidelines 2009-2010



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## **Certification**

All photocopied documents must be certified. Documents must be certified in ink on the front of the document. Every page of the document must be certified. Any one of the following people may certify a photocopy:

- a member of the administrative or teaching staff at any tertiary education provider
- Justice of the Peace (JP)
- a solicitor or court official
- school principal
- minister of religion
- kaumātua
- registered medical practitioner
- police officer
- a member staff at a WINZ, StudyLink or IRD office

Academic results downloaded from your provider's website or emailed to you must be certified by a member of the administrative or teaching staff at your provider. TeachNZ cannot accept web or email transcripts that are certified by anyone else.

Bank evidence, such as hand-written deposit slips, must be certified by the bank. We cannot accept bank evidence certified by anyone else.

TeachNZ cannot accept faxed documents.

## **Cross Credits and Recognition of Prior Learning (RPL)**

Credits that are awarded to you by cross-crediting from previous study or RPL will not be included when TeachNZ calculates whether or not your study has been full time. If you have any questions about this, please talk to your provider or TeachNZ.

## **Documentation**

You need attach only one copy of each piece of evidence for all applications. If you are applying for both an allowance and course fees payment, just one certified copy of your academic transcript for both applications is required.

## **Full time**

To be considered full time you must have studied at least 0.8 EFTS (Equivalent Full Time Student) within the academic year. 1 EFTS is usually considered to be a standard year of full-time study by most providers.

Credits awarded to you through cross-crediting or RPL (Recognition of Prior Learning) are not considered by TeachNZ when assessing whether or not your study has been full time. If you are not sure whether your study would be considered full time you can check with your provider or TeachNZ.

## **Obligations as a TeachNZ scholarship recipient**

By signing the terms and conditions agreement and accepting the scholarship, you have agreed that during the scholarship period of study you will advise TeachNZ if you:

- postpone or withdraw from all or part of your programme of study for which the scholarship was awarded
- transfer from one provider to another
- fail to pass any part of the programme of study for which the scholarship was paid
- restart your programme of study (following a withdrawal or postponement)
- change your circumstances in a way that might affect eligibility for and/or entitlement to the scholarship or in a way that might affect your bonding obligations
- change your address or contact details.

## **Postponement/Deferral**

You may postpone your study for a maximum of one year while you hold a TeachNZ Scholarship. You must inform TeachNZ when you intend to stop and restart studying.

## **Privacy**

We do not share information about you with any other person, agency or organisation with the exception of the agencies listed in section 21.1 of your scholarship terms and conditions.

The TeachNZ terms and conditions state that we may approach your provider for information about your enrolment or academic results. We may exchange information with StudyLink and the Inland Revenue Department relevant to your study and TeachNZ allowance and course fees payments. See your scholarship terms and conditions for further information.

We cannot speak to anyone other than you and the parties named above regarding your scholarship unless you have completed an Appointment of a Representative form. If you would like to do this, please contact TeachNZ for a form.

## **Withdrawal**

Withdrawing from a paper without a refund is considered a fail by TeachNZ. If you withdraw from a paper you need to speak to your provider to arrange a refund as soon as possible.

## **Contacting TeachNZ administration**

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

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)