

TeachNZ Career Changers 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 finished your teacher education qualification, please fill out and return this form to TeachNZ by **1 February 2010**.

Please read the TeachNZ Career Changers Scholarship Recipients' Guidelines on page 3 and 4 of this document. The Guidelines include a schedule of allowance payments for Career Changers in 2010.

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 Section 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:

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 Information 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 effect 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 |
|-----------|------|

Return this form and required documents by **1 February 2010** to:

TeachNZ Scholarships
Ministry of Education
PO Box 1666
Wellington 6140

TeachNZ Career Changer Scholarship Recipients' Guidelines 2009-2010



Please keep this sheet for your reference

Scholarship Allowance Payments

Allowance payment eligibility

To be eligible for a TeachNZ Career Changer scholarship allowance payment in 2010 you must have passed all of the papers that you enrolled in during 2009 and you must be studying full time in 2010. To be considered full time you must be enrolled in at least 0.8 EFTS (96 credits).

Please note that papers awarded to you through cross-crediting or RPL (Recognition of Prior Learning) are not considered when TeachNZ assesses whether your study is full time. If you are not sure whether your 2010 study would be considered full time you can ask your provider or TeachNZ.

Note that TeachNZ looks only at the information printed on your results notice or transcript. A failed, incomplete or withdrawn (without a refund) paper 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 you can about a possible extension or aegrotat pass.

Allowance payment schedule

The first fortnightly Career Changer scholarship allowance payment for 2010 will be made on the evening of Monday 1 March 2010. From then Career Changer allowance payments will be made every second Monday until 27 September with funds available from your bank account on the Tuesday morning.

| Schedule of Payments 2010 | Cumulative Payment Total |
|----------------------------------|---------------------------------|
| 1 March | \$1,875 |
| 15 March | \$3,750 |
| 29 March | \$5,625 |
| 12 April | \$7,500 |
| 26 April | \$9,375 |
| 10 May | \$11,250 |
| 24 May | \$13,125 |
| 8 June* | \$15,000 |
| 21 June | \$16,875 |
| 5 July | \$18,750 |
| 19 July | \$20,625 |
| 2 August | \$22,500 |
| 16 August | \$24,375 |
| 30 August | \$26,250 |
| 13 September | \$28,125 |
| 27 September | \$30,000 |

* Queen's Birthday Monday 7 June 2010. Payment that fortnight will be made on the evening of Tuesday 8 June with funds available on the morning of Wednesday 9 June.

Note that the final Career Changer allowance payment for 2010 will be made on 27 September.

Scholarship Course Fees

Course fees eligibility

You must have passed at least 50% 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 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 course(s) approved for your scholarship.

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

To pay your first allowance installment on 1 March 2010, TeachNZ needs to receive your completed course fees and allowance application by **1 February 2010**.

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 Career Changer Scholarship Recipients' Guidelines 2009-2010



Continued from previous page

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

TeachNZ Scholarships
Ministry of Education
PO Box 1666
Wellington 6140

Visit our website for updates on TeachNZ scholarships:

www.teachnz.govt.nz

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