

Study Support Grant Reimbursement Claim

As a Area or Secondary Teachers' Study Support Grant recipient you are entitled to a reimbursement of up to \$500 towards your course fees, paid on successful completion of the identified course of study.

Please note Study Award recipients do not receive a reimbursement towards course fees.

Course fees are defined as the core compulsory tuition fees charged by the tertiary provider to you, the Study Support Grant recipient. Other expenses such as textbooks, field trip expenses or travel costs, are not reimbursed as part of the Study Support Grant.

You will be reimbursed the actual amount of fees paid, up to a maximum of \$500. For example, if you paid \$400 for your fees you will receive a \$400 reimbursement. If you paid \$560 for your fees you will receive a \$500 reimbursement.

To apply for this payment you must provide:

- a fees invoice from your tertiary provider showing the dollar amount invoiced for the paper(s) you are claiming reimbursement for
- your academic transcript showing results for the paper(s) you successfully completed in the year you held the support grant (this document must be certified)
- verified bank-generated evidence of your bank account number.

For more information, refer to the reverse side of this form.

You should receive payment within four to six weeks of TeachNZ receiving your **complete** application.

If you have any questions, call us (free) on 0800 165 225, weekdays between 8:30am and 5pm, or email teacher.studyawards@education.govt.nz. You can also visit www.TeachNZ.govt.nz/studyawards.

I am claiming payment for the study period

Name:

Address:

Postcode:

Work email address:

Contact phone number:

Mobile:

Total amount to be claimed (max \$500):

Please attach bank-generated evidence of your account number; refer to page 2 for details.

Bank	Branch	Account	Suffix

Note: If you have received an Area or Secondary Teachers' Study Support Grant in previous years and wish us to make payment to the same bank account, you do not need to supply evidence again. Please just write your bank account number in the box above.

Declaration I have attached:



- a certified copy of my academic transcript
- a copy of my fees invoice
- verified bank-generated evidence of my

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

Signature:

Date (dd/mm/yyyy):

IMPORTANT

Please read the reverse page. If your application is incomplete, we will be unable to process your payment.

Frequently asked questions

When can I apply for the fees reimbursement?

You can apply for reimbursement of your courses fees at any time following completion of the relevant paper(s).

My school paid for my course fees. Can the \$500 be reimbursed directly to the school?

Yes. Please complete the form and provide all documentation requested. You will need to fill out the school's bank details on the form and provide acceptable bank evidence of the school's account number for payment to be made.

Can I provide documentation from StudyLink as evidence of payment for course fees?

No, we do not accept documentation from StudyLink as evidence of payment of your course fees.

Please provide a fees invoice from your tertiary provider showing the dollar amount invoiced for the paper(s) that relate to your reimbursement claim.

When can I apply for the fees reimbursement if I am studying towards a PhD, and what proof of completion do I need to provide?

If you are continuing your PhD study in the year following receipt of a Study Support Grant, you will need to supply a letter from your PhD supervisor confirming your progress and the work completed towards your PhD while on leave in the year you held the support grant.

If you complete your PhD study in the year you receive a Study Support Grant, you will need to provide your results notice for the payment to be processed.

Is an email copy of my results acceptable?

Yes, provided this is either emailed directly to TeachNZ by your tertiary provider, or printed and certified by the registrar at your tertiary provider.

When will I receive my payment?

You should receive payment within four to six weeks of TeachNZ receiving your **complete** application.



IMPORTANT

Certified copies

You need to provide a 'certified copy' of your academic transcript or official results notice to support your application for payment. Please note these results must be from the year you received the study support grant.

What is a 'certified copy'?

Certified copies are photocopies that have been stamped on every page and endorsed as a true copy of the original. Any of the following people can certify photocopies:

- Barrister or Solicitor
- District Court Registrar or Deputy Registrar
- Justice of the Peace (you can find a list of local Justices of the Peace in the Yellow Pages)
- Registrar of a tertiary provider
- School principal.

Please note: The person who certifies your documents must not be your spouse or partner, or a member of your family.

Please note: Results downloaded from your tertiary provider's (online) login must be certified by an academic registrar at your tertiary provider.

Attach verified bank-generated evidence of your bank account number

Provide 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)
- printout from your bank (stamped and signed by a bank teller)
- a printout of an internet banking page where the bank account number and name are printed (stamped and signed by a bank teller).

Please note: Original documents must be posted to TeachNZ.

Sending your Claim Form

Post your completed form to:
Teacher Study Awards Payments
TeachNZ, Ministry of Education
PO Box 1666
WELLINGTON 6140



New Zealand Government