

Overseas Relocation Grant (ORG) Teacher Reimbursement Application Form

The Overseas Relocation Grant is available for recruitment of qualified overseas or returning teachers who are registered and certificated by the Teaching Council of Aotearoa New Zealand – both those New Zealand trained and overseas trained.

Eligibility criteria:

You must be registered and certificated by the Teaching Council of New Zealand

Your role must be starting from 1st July 2023 – 30th June 2024 and your contract must be at least 12 months in a:

- » State or state-integrated school OR
- » Licensed early learning centre (limited to one place per centre, per year.)

Any overseas teacher must not have been teaching in NZ school or licensed early learning service for the 12 months prior to their start date.

If you have entered New Zealand under the Border Exception programme, you will not be eligible for the ORG

Places will be allocated evenly across each of the categories above on a “first come, first served basis” until the allocation is spent. We will be monitoring allocations closely and we will inform the sector as soon as allocations have been exhausted.

You must have the following before filling out this form:

- » A signed and dated copy of your employment contract
- » Evidence of expenditure for all actual and reasonable costs. This must be evidenced by a tax invoice or receipt. Eligible relocations expenses can be found on the IRD website here: [Eligible relocation expenses \(ird.govt.nz\)](https://www.ird.govt.nz/eligible-relocation-expenses)

There are further tips and examples on page 3 about what kind of expenses will and will not be accepted.

- » Proof of bank account (see page 3 for requirements)

Teacher details

Full name:

Phone number:

Email:

Ethnicity:

MOE Number:

Teacher Registration number:

Teacher qualification name:

Country in which gained teacher qualification:

Position classification:

☐ Teacher ☐ Principal ☐ Other

Teaching sector:

☐ Primary ☐ Secondary ☐ ECE

Where applicable, what subjects are you teaching:

Position start date:

Position end date (if fixed term):

Date gained teacher qualification:

School details

School name/ECE centre name:

School ID/ECE centre ID:

Principal's/Centre Manager's name:

List of my expenses:

List your expenses below, with the value and currency type that you paid.

Expense type/description	Currency	Value	Notes (optional)
E.g. Singapore Airlines - flights London to Auckland 24/01/2024	GBP British pound	6,800	<u>EXAMPLE ONLY</u>

Continue on a separate page if required.
NB: Claims for grocery shopping will not be accepted.

Teacher Declaration

Please confirm the following:

- ☐ I confirm that I meet all the eligibility criteria and have attached all the necessary documents to support my application.
- ☐ I understand that if my application is not complete it may not be considered.
- ☐ I understand that the Ministry of Education will conduct checks into any previous teaching in New Zealand.
- ☐ I understand that if I leave teaching in New Zealand before completing 12 months of employment the Ministry may look to recover some, or all, of any Overseas Relocation Grant payment made.
- ☐ I confirm that I have not been brought to NZ under the Border Exception programme

Payment details

If your application is approved, we require confirmation of your address in New Zealand and bank generated evidence of the account into which the grant will be paid.

Privacy Statement:

The Ministry of Education will use the information collected on this form together with the information held in Education Service Payroll to:

- » consider your application for an Overseas Relocation Grant
- » administer your payment(s).

For these purposes, the Ministry of Education may share your information with your employing school and the Education Service Payroll to confirm your eligibility. The Ministry may contact the Education Council to request details of your registration status. The Ministry may also use this information for statistical and research purposes and all data are held securely by the Ministry of Education. You have the right to access your information and to request correction of anything that you think is wrong.

EXAMPLES OF WHAT COSTS YOU CAN AND CAN'T CLAIM

- ✓ **Transport costs that relate to relocating are accepted**
E.g. flight receipts which show passenger names and dates of travel. Shipping and quarantine costs. Rental car on arrival.
- ✓ **Costs to become a teacher in NZ are accepted**
E.g. teacher registration fee, NZQA fees, English language assessments.
- ✓ **Administration costs of relocating & settling are eligible**
E.g. Passports, visas, medical requirements/tests. Charges to connect utilities (power, internet, gas etc) Up to \$500 for miscellaneous items (e.g. household goods or clothes).
- ✓ **Temporary accommodation upon arrival can be claimed**
E.g. AirBnB or hotel when you first arrive. Rental accommodation for up to 12 weeks with proof of tenancy agreement and bank statement showing rent payments.
- ✓ **Relocating with your family**
Relocation costs associated with bringing your dependents with you to NZ can be included in your claim.

Evidence/Documentation Checklist

All applications and documentation must be legible.

- ☐ Completed application form and signed employment agreement with start date
- ☐ Evidence of expenditure for all actual and reasonable costs. This must be evidenced by a tax invoice or receipt
- ☐ Proof of bank account (see below)



IMPORTANT

Proof of bank account

My application includes one of the following forms of bank proof:

A bank statement showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding date.

A pre-printed deposit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name.

ATM printout which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's full name.

Bank teller account confirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number and suffix) and the account holder's name.

An internet printout which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and the web address along the top or bottom of the page.

Where to send your application

Email your application and any additional documents to:
Teacher.Supply@education.govt.nz

Applications sent by post will not be considered.

If you have any questions, call us on 0800 165 225 weekdays between 8.30am and 5pm, or email:
Teacher.supply@education.govt.nz

- ✗ **Bank statements alone are not valid receipts.**
- ✗ **Illegible or unclear receipts not accepted**
All receipts must include the currency type and it needs to be clear what they relate to.
- ✗ **Groceries and non-relocation items not eligible**
Receipts for groceries, food, utility bills after arrival will not be accepted.
- ✗ **Incomplete accommodation claims not accepted**
To be reimbursed rent, we need evidence of your rental arrangement (tenancy agreement or letter from landlord) and bank statement showing rent payments.
- ✗ **Car purchase, loans, flight upgrades not eligible**
E.g. receipts for buying a car or taking out a loan will not be eligible for assessment.

