

2020 Te Huawhiti Career Changer Scholarship

Terms and Conditions

1. Scholarship payments

Clauses 1.1 to 1.6 explain the study requirements of your Scholarship.

- 1.1 You must be on a Scholarship approved teaching qualification throughout your study.
- 1.2 You must pass half of your Study in any year to continue to receive a Scholarship unless TeachNZ considers that your failure to pass is because of exceptional circumstances beyond your control.
- 1.3 You must not withdraw from your Study unless you are transferring to another approved programme of study or to another Tertiary Provider and TeachNZ has given written approval for the transfer.
- 1.4 You may postpone your Scholarship in the Study period for up to 12 months for any reason, however you must not postpone your Study for longer than 12 months unless TeachNZ has agreed to a longer period due to exceptional circumstances.
- 1.5 You must complete your teaching qualification associated with your scholarship.
- 1.6 If you do not meet the study requirements in clauses 1.1 to 1.5, your Scholarship will be stopped and you must repay the Scholarship.

Please note: Should you fall outside of your Scholarship Terms and Conditions or withdraw from the Scholarship, you are liable to repay ALL funds received (fees and allowances) through the Scholarship.

2. Study requirements

Clauses 2.1 to 2.7 explain the payments you will receive under this Agreement.

- 2.1 There are two parts to your Scholarship: **Fees and Allowances.**
- 2.2 Your Fees will be paid directly to your Tertiary Provider from the year you are awarded your Scholarship to cover the minimum EFTS required to complete the teaching qualification, while you have Fees entitlement remaining.
Note: No retrospective fees will be paid for prior study to the year you hold the Scholarship from.
- 2.3 You will be paid an Allowance of \$30,000 per year after your Fees have been paid **only** if:
 - you are in TeachNZ terms a full-time student or a limited full-time student;
 - you have allowance entitlement remaining; and
 - you pass 100% of your Study during the previous Academic Study Year (for the second and following years of your Study), **unless:**
 - TeachNZ considers that your failure to pass is because of exceptional circumstances beyond your control; or
 - you resit a failed paper or pass a teaching paper of equivalent EFTS value at your own expense in the same Academic Study Year.
- 2.4 The Allowance will be paid in directly into your bank account for a maximum period of one to three years, depending how many years you are awarded the Scholarship for and on your qualification type.
- 2.5 If you are starting your studies Mid-Year the payments will be split to match your academic year of Study.
- 2.6 If you receive an Allowance overpayment that you were not eligible to receive, you must repay the amount to StudyLink within 28 days of receiving advice regarding the overpayment.
- 2.7 If the amount is not repaid, the amount of the overpayment will be deducted from your remaining allowance entitlement.

3. Teaching requirements

Clauses 3.1 to 3.3 explain the period you must teach for and what you must teach to meet the teaching requirements and Bond Period of your Scholarship.

3.1 After you have completed your Study, you must teach:

- for at least 12.5 hours per week;
- in a permanent or long-term relieving position in blocks of six weeks. This cannot be day relief or a short-term relieving position of less than six weeks;
- in the subject or settings in clause 3.1.1 or 3.1.2 as per the corresponding sector for your qualification;
- for the Bond Period in clause 3.3.

3.1.1 If you have studied an Early Learning Qualification you are to teach

- in a licenced early childhood service, or as a co-ordinator in a home-based early childhood service. Employment as an in-home educator does not meet the requirements.

3.1.2 If you have studied a Primary or Secondary Qualification you are to teach:

- in a New Zealand State or State-Integrated school. Employment in a Private school does not meet the requirements.

3.3 You must teach for the Bond Period in the following table. Your Bond Period starts on the first day of the month following completion of your teacher education qualification.

For example, if you completed your Study on 14 December 2019, your Bond Period would start on 1 January 2020.

YEARS SCHOLARSHIP RECEIVED	REQUIRED NUMBER OF YEARS TEACHING (BOND PERIOD)
1 year	2 years within the 4 after qualification completed
2 years	4 years within the 6 after qualification completed
3 years	6 years within the 10 after qualification completed

4. Notification requirements

Clause 4.1 tells you when you will need to contact TeachNZ.

4.1 You must contact TeachNZ if you:

- **change** your physical and email address or contact phone details
- **fail** any part of your Study
- **postpone**, transfer or withdraw from your Study
- **receive** an overpayment you were not eligible for
- **have a change** in circumstances that might affect your eligibility for the Scholarship
- **have a change** in circumstances that might affect your bonding obligations (teaching requirements).

5. Privacy

Clauses 5.1 to 5.5 explain over the privacy of your scholarship information.

5.1 Your personal information may be used for, or shared with, any of the below agencies for TeachNZ Scholarship purposes:

- Ministry of Social Development and Employment
- Inland Revenue Department
- Ministry of Education
- Tertiary Education Commission
- New Zealand Qualifications Authority
- Tertiary Providers
- New Zealand Customs Service
- Department of Internal Affairs.

5.2 TeachNZ will obtain results of study from your Tertiary Provider or from the New Zealand Qualifications Authority to confirm your eligibility or continuing eligibility for the Scholarship.

5.3 TeachNZ and/or StudyLink will obtain information regarding payment of fees from your Tertiary Provider.

5.4 TeachNZ will obtain information regarding teaching subjects and hours directly from the school that employs you or through the payroll system.

5.5 TeachNZ may share your Scholarship and personal contact information with an agency contracted to provide assistance to Scholarship Recipients for the purpose of mentoring assistance, and or finding employment in accordance with the Scholarship teaching requirements.

6. Withdrawal of your Scholarship

6.1 If the Ministry considers that you have either obtained a Scholarship after misrepresenting your circumstances or have later misrepresented your circumstances (e.g. regarding completion of study requirements), or if at any time it comes to the

Ministry's notice that you previously held a TeachNZ Scholarship:

- the Scholarship will be withdrawn and no further payments will be made
- you must repay all of the Scholarship funds paid out.

Note: The Ministry takes such matters seriously and will notify the New Zealand Police and your study Provider in the case of likely fraud.

7. Withdrawing from your Scholarship

You can withdraw from your Scholarship at any point in writing.

- 7.1 You will be liable to repay all or a portion of all funds paid out during the Scholarship (Fees and Allowances).
- 7.2 You will be advised in writing of the amount for repayment and you will have 14 days to write to TeachNZ before the amount will be transferred to Commissioner of Inland Revenue (see clause 9).
- 7.3 Once your Scholarship amount is transferred to StudyLink for repayment, it cannot be transferred back to TeachNZ.

Note: You can only be awarded one TeachNZ scholarship. If you have previously received a TeachNZ scholarship, and either have withdrawn or failed to meet the terms and conditions of that scholarship, you are not eligible to reapply.

8. Repayment of your Scholarship

Clauses 8.1 to 8.4 explain your obligations to repay the Scholarship if you don't meet the study or teaching requirements and how much you must repay.

- 8.1 If you don't meet the study requirements in clause 1 or the teaching requirements in clause 3, you must repay your Scholarship. This repayment will be required unless TeachNZ considers there are exceptional circumstances which make repayment inequitable.
- 8.2 If you do not meet the study requirements, you must repay:

- the Fees part of your Scholarship paid to the Tertiary Provider by StudyLink on your behalf and which the Tertiary Provider cannot refund to StudyLink; and
- any allowances that have been paid to you.

- 8.3 If you do not meet the teaching requirements, the proportion of the Scholarship you will have to repay will be:

YEARS SCHOLARSHIP RECEIVED	ONE (Bonded for 2 yrs)	TWO (Bonded for 4 yrs)	THREE (Bonded for 6 yrs)
Complete less than 1 year teaching	100%	100%	100%
Complete less than 2 years teaching	50%	68%	84%
Complete less than 3 years teaching		34%	68%
Complete less than 4 years teaching		25%	52%
Complete less than 5 years teaching			36%
Complete less than 6 years teaching			25%

- 8.4 Once your Scholarship amount is transferred to StudyLink for repayment, it cannot be transferred back to TeachNZ.

9. If you disagree with the amount to be repaid

Clauses 9.1 to 9.3 explain the time you have to contact us if you disagree with the amount you have to repay.

- 9.1 TeachNZ will write to you at the postal address in this Agreement, the contact email address on record or at the address notified by you under clause 4, with the amount you have to repay. If you don't agree with the amount, you will have 14 days to write to TeachNZ. If you don't write to us, we'll send you a notification and give you another 28 days to write to us. If you do not do this, we will send a reminder letter to your postal or email address, and you'll have 14 more days to write to us.
- 9.2 If you write to TeachNZ, we will review your case and advise you in writing of the decision.
- 9.3 If the decision is that the amount is correct or if we do not hear from you within 56 days, TeachNZ will advise StudyLink. StudyLink will establish a Student Loan and transfer it to Inland Revenue, who will send you a statement with your repayment details.

10. Transfer of repayment amount to Commissioner of Inland Revenue

- 10.1 Administration of the repayment will be transferred to the Commissioner of Inland Revenue, in accordance with Section 17 of the Student Loan Scheme Act 2011.
- 10.2 If you already have a Student Loan, the amount you have to repay will be added to your Student Loan. If you do not have a Student Loan, one will be created for you.

11. Contact information

11.1 Contact details for TeachNZ, StudyLink and the Commissioner of Inland Revenue are listed below:

Ministry of Education - TeachNZ
PO Box 1666
WELLINGTON 6140
Email: teachnz.admin@education.govt.nz
Phone: 0800 165 225

Commissioner of Inland Revenue
PO Box 39010
Wellington Mail Centre
LOWER HUTT 5045

The Ministry of Social Development (StudyLink)
Free Post 113907
StudyLink Centre
PO Box 38610
LOWER HUTT 5040

12. Definitions

Academic Study Year—means a 12 month period of study.

Allowance—is the funds to be paid to your nominated bank account by StudyLink if you meet the criteria.

Bond Period—means the period you are bonded to teach for under clause 3.3.

Contract—means your Signed Agreement and ALL required documentation to be provided to TeachNZ.

Early Learning Qualification—means a qualification to teach ages 0 to 5.

Fees—means the compulsory course fees you are charged by the Tertiary Provider.

Full-time—means enrolled in at least 32 weeks and at least 0.8 Equivalent Full-time Study (EFTS) of a full-time programme.

**Credits awarded to you through cross-crediting or RPL (Recognition of Prior Learning) are not included when assessing Full-time status.*

Fortnightly instalments—means the payment schedule found on the TeachNZ website.

Immersion level of 1—means a classroom where lessons are taught in te reo Māori between 81-100% of the time.

Immersion level of 2—means a classroom where lessons are taught in te reo Māori between 51-80% of the time.

Immersion level of 4a or higher—means a classroom where lessons are taught in te reo Māori for at least 12% of the time.

Limited full-time—means enrolled in less than 32 weeks full-time study but approved by StudyLink as eligible for limited full-time status for the purposes of Student Loan for living costs or student allowances.

Māori Medium Classroom—means a classroom where lessons are taught in te reo Māori.

Mid-Year—for the Scholarship is those who are commencing studies in Semester Two of the academic year. For example start of year recipients start their studies in Semester One in January/February, Mid-Year recipients may start their studies in July/August.

Primary Qualification—means a qualification to Years 1 to 8.

Scholarship—means a TeachNZ Te Huawhiti Career Changer Scholarship.

Scholarship Recipient—means you, the person named in this Agreement.

Secondary Qualification—means a qualification to teach Years 9 to 13.

Study—means the programme of study for which the Scholarship was awarded.

Tertiary Provider—means a university, polytechnic, wānanga, or registered private training establishment providing tertiary and/or teacher education.

Wharekura—is a school where lessons are taught in te reo Māori at an immersion level of 4a or higher.



New Zealand Government

