

Christchurch Earthquake Principals' and Teachers' Training Support Fund

2017
CLAIM FORM

Reimbursement Claim

As a 2017 Christchurch Earthquake Teachers' Training Support Fund recipient you are entitled to a reimbursement of up to \$1600 towards your course fees, paid in two equal instalments.

The first payment was made after receiving a copy of your fees invoice; please contact TeachNZ if you have not received this payment. In 2017, please use this form to claim the second instalment, following successful completion of your study.

You will be reimbursed the actual amount of fees paid, up to a maximum of \$1600. For example:

- If you paid \$1000 for your fees you will receive a \$1000 reimbursement (\$500 when TeachNZ receives a copy of your fees invoice and \$500 upon receipt of evidence of successful completion).
- If you paid \$2000 for your fees you will receive a \$1600 reimbursement (\$800 when TeachNZ receives a copy of your fees invoice and \$800 upon receipt of evidence of successful completion).

Course fees are defined as the core compulsory tuition fees charged by the tertiary provider to you, the recipient.

Other expenses such as textbooks, field trip expenses or travel costs, are not reimbursed as part of the Christchurch Earthquake Teachers' Training Support Fund.

To apply for this payment you must provide:

- your academic transcript showing results for the paper(s) you successfully completed in 2017 (this document must be certified)

and you may need to provide:

- bank-generated evidence of your bank account number if your bank account has changed since your 1st payment
- a fees invoice from your tertiary provider showing the dollar amount invoiced for the paper(s) you are claiming reimbursement for if not provided previously.

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.

Important

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

Sending your Claim Form

Post your completed form to:
Christchurch Earthquake Teachers' Training Support Fund
TeachNZ, Ministry of Education
PO Box 1666
WELLINGTON 6140

Personal Details

I am claiming payment for the study period 2017.

Name:

Address:

Postcode:

Email address:

Contact phone number:

School name and ID number:

Total amount to be claimed (max \$800):

Please write your bank account details in the box below. If your bank account details have changed since your 1st payment, you will need to attach bank-generated evidence of your account number. Refer to page 2 for more information.

Bank	Branch	Account	Suffix

Account name:

Declaration

- I have attached:
- a certified copy of my academic transcript
 - a copy of my fees invoice (if applicable)
 - bank-generated evidence of my account number (if applicable).



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

Signature:

Date:

If you have any questions, call us (free) on 0800 165 225, weekdays between 8:30am and 5pm, or email christchurch.workforce@education.govt.nz.

Frequently asked questions

1) When can I apply for the fees reimbursement?

You can apply for reimbursement of your courses fees at any time following completion of the paper(s) that relate to the fees you want reimbursed.

2) My school paid for my course fees. Can the \$800 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.

3) 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 claim reimbursement.

4) 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 Christchurch Earthquake Teachers' Training Support Fund, 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 2017.

If you complete your PhD study in the year you received a training support fund, you will need to provide a completed results notice for the payment to be processed.

5) Is a university email copy of my results acceptable as an academic transcript?

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

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 your training support fund.

Certified copies are A4-size photocopies that have been stamped on **every page** of all documents and endorsed as true copies of the originals. Any one of the following people can certify a photocopy:

- School principal
- Barrister and 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 at any tertiary provider.

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

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

Bank evidence requirements

If your bank account details have changed, please 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.

We're here to help! If you need assistance please contact TeachNZ by calling 0800 165 225 or emailing christchurch.workforce@education.govt.nz.