

# Overseas Relocation Grant (ORG) Teacher Reimbursement Application Form

The Overseas Relocation Grant is available for recruitment of qualified overseas 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 certified by the Teaching Council of New Zealand

Your role must be starting from 1st July 2022 - 30th June 2023 and your contract must be at least 12 months in a:

- » State or state-integrated school
- » 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 relocation expenses can be found on the IRD website here: [Eligible relocation expenses \(ird.govt.nz\)](https://www.ird.govt.nz)
- » Certified copy of a bank statement that includes your bank account number and postal address.

## 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:

## 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.

## Certified banking evidence

Please attach a certified copy of a bank statement showing your address and bank account number.

## 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.

## Evidence/Documentation Checklist

All applications and documentation must be legible.

- Completed application form and signed employment agreement
- Evidence of expenditure for all actual and reasonable costs. This must be evidenced by a tax invoice or receipt
- Certified copy of a bank statement that includes your bank account number and postal address



### IMPORTANT

## Certified copies

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
- Registrar of a tertiary education provider
- 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).

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

## Where to send your application

You can email your application and any additional documents to: [Teacher.Supply@education.govt.nz](mailto:Teacher.Supply@education.govt.nz)

We will not be accepting posted applications. 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](mailto:Teacher.supply@education.govt.nz)