

2020 Area School Principals' Sabbatical

Applications close Tuesday 4 June 2019

Application Guide

You can apply using the online form or alternatively you can submit a printed version of this pdf. This pdf contains everything you need to complete your application for a 2020 Area School Principals' Sabbatical, including:

- Application guide (pages 1–3)
- Application form (pages 4–15)
- Frequently asked questions (pages 16–18)

 Please consider the environment before printing this application form. This pdf is configured to print the application form only (pages 4–15). If you would like to print all pages, you will need to change your print settings and select 'print all pages'.

About the 2020 Area School Principals' Sabbatical

Background

The Area School Principals' Sabbatical was negotiated as one of the professional learning provisions for principals as part of the Area School Principals' Collective Agreement (ASPCA).

What is this award?

Sabbaticals are available to area school principals through the provisions of the Area School Principals' Collective Agreement (ASPCA).

The school receives relief funding in accordance with the ASPCA while the principal is on sabbatical.

What does the sabbatical provide?

The Area School Principals' Sabbatical provides either ten, five or three weeks' paid leave at the principal's normal salary in any term of 2020 following a successful application.

A ten-week sabbatical may be taken, with the board of trustees/employer's approval, in one or two blocks. The blocks must be whole weeks in duration, with the minimum block being three weeks. Three-week and five-week sabbaticals cannot be split except by a term break, and must be taken as whole weeks.

The leave counts as service for most purposes.

Any salary increases due during the sabbatical still apply, according to the provisions of the ASPCA.

This sabbatical does not include any additional expenses associated with the leave. Note that your board of trustees/employer may approve reimbursement of expenses. See the costing schedule on page 11 of the application form.

What is the aim of the Area School Principals' Sabbatical?

The aim of the sabbatical is to provide a sustained period of time in a principal's career to engage in a balance of professional learning activities, reflection and rejuvenation.

The scheme is intended to:

Directly:

- improve knowledge, skills, and practice through engagement in professional learning
- enhance principal enthusiasm for leadership
- provide opportunities to overcome any professional isolation experienced by Area School Principals.

Indirectly:

- improve overall retention rates of experienced and effective area school principals
- enhance the learning experiences of students
- enhance professional learning cultures in the schooling sector.

Eligibility criteria

To be eligible to apply for an Area School Principals' Sabbatical, you must:

- be employed as an area school principal in a New Zealand state or state-integrated school
- be employed under the Area School Principals' Collective Agreement or applicable Individual Employment Agreement (IEA)
- have completed at least five years' service as a principal in a New Zealand state or state-integrated school
- have the support of your school's board of trustees/employer, including any agreed costs.

How many Area School Principals' Sabbaticals are available each year?

Each year there are ten paid sabbaticals, each of one term based on 10 school weeks' duration, available to principals in state or state-integrated area schools.

How is my application assessed?

First, we will check that your application meets all of the eligibility criteria outlined on page 1. A selection panel made up of representatives from the Ministry of Education, the New Zealand School Trustees Association (NZSTA), New Zealand Educational Institute (NZEI) and the Post Primary Teachers Association (PPTA), will then assess your application on the following:

- Your proposal shows that the professional learning you're planning to complete during the sabbatical is in one or more of the approved fields (see 'Approved professional learning activities' below).
- The purpose and programme of work within the allocated timeframe is clearly described.
- The benefits of the project for students, yourself and your area school are explained.
- There is a clear plan to report on your professional learning.
- Any previous leave taken.

The selection panel will award the ten-week sabbaticals first and then the five and three-week sabbaticals will receive equal consideration. The selection panel may not award more than a total of 100 school weeks for sabbaticals in any school year.

Preference is given to applicants who meet the criteria **and** who have not received a study award or sabbatical in the last five years.

Should there be an equal ranking in applicants who meet the selection criteria and preference, the quality of the application will then be used as the final selection.

The selection panel's role is to ensure that the selection process is open, fair, consistent and impartial, and that it provides for equal opportunity and non-discrimination.

Approved professional learning activities

The following are approved professional learning activities:

- relevant study or research
- visiting schools
- visiting other institutions
- attending a course
- attending a conference.

Approval of a sabbatical

Written confirmation from your employing board of trustees/employer is required confirming that, should an offer of a sabbatical be made, leave will be approved.

If you have not yet received written support at the time of submitting your application you may still apply but you will need to provide this information by **Tuesday 18 June 2019**. You should provide an explanation why written confirmation from the board of trustees/employer is not included with your application.

Application for provisional reimbursement of costs

The panel established to consider sabbatical applications will also consider any associated application for reimbursement of costs incurred by principals who are awarded a sabbatical.

Costs covered in an application for reimbursement (to a maximum of \$5,000 per individual) must clearly be associated with the proposal of work for a sabbatical.

Example of costings

Ref	Description of cost item	Approx cost \$NZ
1	Return flights to Sydney	\$650.00
2	Costs to attend 'Spiral' conference	\$360.00
3	Basic accommodation in Sydney for three nights for conference (no mini-bar)	\$420.00
4	Airport transfers	\$75.00
5	Meals (breakfast, lunch, dinner and snacks - no alcohol) if not included in room rate	\$275.00
6	Petrol for visiting schools and establishments in NZ	\$600.00
Total		\$2,380.00

The panel will reach a provisional decision - in accordance with agreed criteria developed by the parties and NZSTA - on the maximum amount that may be reimbursed to the applicant.

It is possible the amount of costs provisionally approved by the panel may be a portion only of the amount claimed by an applicant, depending on the merits of the sabbatical proposal and costs application.

Claim for reimbursement of costs

Any reimbursement will be subject to the panel's subsequent assessment of the documentation evidencing the costs incurred and the panel determining that the costs are both "actual" and "reasonable". In no case will a reimbursement exceed the amount that which was provisionally approved.

Any reimbursement finally approved by the panel will be paid out in two parts:

- 90% upon receiving relevant documentation evidencing the costs, directly associated with the proposal of work for the sabbatical taken, incurred by the principal
- 10% upon submission, by the principal, of a sabbatical report. The expectation is that all sabbatical reports will be submitted within three months of completing your sabbatical.

Please ensure that receipts clearly show the items, prices and dates paid. Scanned copies of original receipts will be accepted (in most cases).

The maximum available for reimbursement of costs associated with the sabbatical leave scheme for all successful applicants, in any one school year, is \$50,000. The full \$50,000 may not be allocated in any one year.

Expectations if awarded a sabbatical

If awarded a sabbatical, you must:

- Notify TeachNZ if you are accepting or declining the sabbatical.
- Notify TeachNZ of any changes to information included on the application form, (e.g. your employment status, contact details, your proposal, or if you take up a new position).
- Undertake professional learning activities as stated in your proposal.
- Produce a report from your professional learning, which can be placed online as a resource for other principals, within three months of completing your sabbatical.

If you are successful and then decline the offer of a sabbatical, you can re-apply with no prejudice in a subsequent year.

A sabbatical cannot be postponed to the next year. However, under exceptional circumstances the principal and board of trustees/employer may agree to postpone the leave to the first or second term of the following year, subject to notifying TeachNZ.

Timetable

The following is the timetable for the application process.

4 JUNE 2019
Application closing date
18 JUNE 2019
Closing date for submitting additional information
JULY/AUGUST 2019
Selection process
15 AUGUST 2019
Principals are notified of results

2020 Area School Principals' Sabbatical

Please answer all questions. Applications close Tuesday 4 June 2019

Application
Form

If you need any help completing your application please refer to the Frequently asked questions attached at the back of the Application form. If you have any further questions, please do not hesitate to contact TeachNZ by calling 0800 165 225 or emailing teacher.studyawards@education.govt.nz.

1. Personal details

First name(s):

Date of birth (dd/mm/yyyy):

/ /

Middle name(s):

I am a New Zealand Citizen*

Preferred name:

Gender (please tick):*

Female

Gender diverse

Last name(s):

Male

Rather not say

Ethnicity (you may list up to three):*

Home phone:

Work phone:

Iwi (you may list up to three):*

Mobile phone:

Work email address:

*This information may be used for statistical purposes.

Home email address:

Preferred email address (please tick):

Work

Home

New Zealand Government



PPTA
NEW ZEALAND POST-PRIMARY
TEACHERS' ASSOCIATION
TE WEHENGARUA
www.ppta.org.nz

NZEI TE RIU ROA
NEW ZEALAND EDUCATIONAL INSTITUTE

2. Current employment information

Teacher registration number:

MoE employee number
(on your payslips):

School name:

Registration status (please tick):

Full (F)

Subject to Confirmation (STC)

Current position:

MoE school number:

Are you a permanent or fixed-term employee?

Permanent

Fixed term

3. Employment history

Please provide details of all service as a principal in New Zealand state or state-integrated schools (full-time equivalent service), starting with your most recent position.

It is recommended that you provide an explanation for any breaks in service.

Please choose type of school - primary, area, secondary. Please add extra A4 pages if necessary.

Start date:* End date:* Name of school:

School Type:

Position held:

Length employed
(e.g. 1 year, 1 term):

Total years of service as a principal in New Zealand state or state-integrated schools
(as at December 2019):

4. Previous award/supported leave

Have you received a study award or sabbatical in the last five years?

Tick box of the names of collective awards you have received (excluding STG/ATG)

Yes (tick which ones below) No

Study award/supported leave listing:

Area School Teachers' Study Award (AT)

Primary Principals' Sabbatical (PPS)

Area School Teachers' Sabbatical (ATS)

Secondary Teachers' Study Award (ST)

Area School Principals' Sabbatical (APS)

Secondary Teachers' Sabbaticals (STS)

Primary Principals' and Teachers' Study Award (PT)

Secondary Senior Managers' Sabbatical (SSMS)

Primary Teachers' Sabbatical (PTS)

Secondary Principals' Sabbatical (SPS)

5. Sabbatical dates

How many weeks leave are you applying for?

10 school weeks

5 school weeks

3 school weeks

Please indicate the provisional dates you would like to take leave in 2020, as agreed between you and the board of trustees/employer. You will be asked to confirm these dates at a later date, should you be awarded.

If you choose to take the sabbatical in a term which is nine weeks in duration, you can choose to take the tenth week of leave either in the term before or after, in agreement with your school.

Term (e.g. 1, 2, 3 or 4):

Start date:

End date:

2nd Start date:

2nd End date:

6. Sabbatical proposal

Requirements of the sabbatical proposal

Fill in the sections on your sabbatical proposal using the headings listed below. Please ensure you provide enough information for the selection panel to judge whether your sabbatical proposal meets the selection criteria and is realistic and achievable within the period of the leave. You must complete your sabbatical proposal on the application form.

Professional learning activity

In two to three sentences, outline the professional learning activities you will undertake. Refer to page 2 of the application guide for a list of Approved professional learning activities.

Purpose of your sabbatical (500 word limit)

State the purpose of your sabbatical in terms of your professional learning.

- Describe the professional activity you intend to undertake during the sabbatical.
 - Convey a clear idea of what you will investigate, study and develop during the sabbatical.
 - Consider any relevant research or information in your intended professional learning area, where applicable.

Programme outline (500 word limit)

Provide a programme outline for the period of the sabbatical.

Where travel and visits are intended, please provide details of the location, personnel (where possible) and the purpose of the programme.

You must ensure you give enough information for the selection panel to judge your proposal and ensure it is realistic and achievable within the period of leave.

Time commitments of activities (500 word limit)

The proposal must clearly state the work planned for the period of the sabbatical, which should occupy at least 50% of the time of a sabbatical. The proposal should include all activities planned, any time set aside for professional reading, time for reflection and time for writing notes and your report.

If you intend to visit schools while on sabbatical, provide a rationale for this and the proposed outcomes.

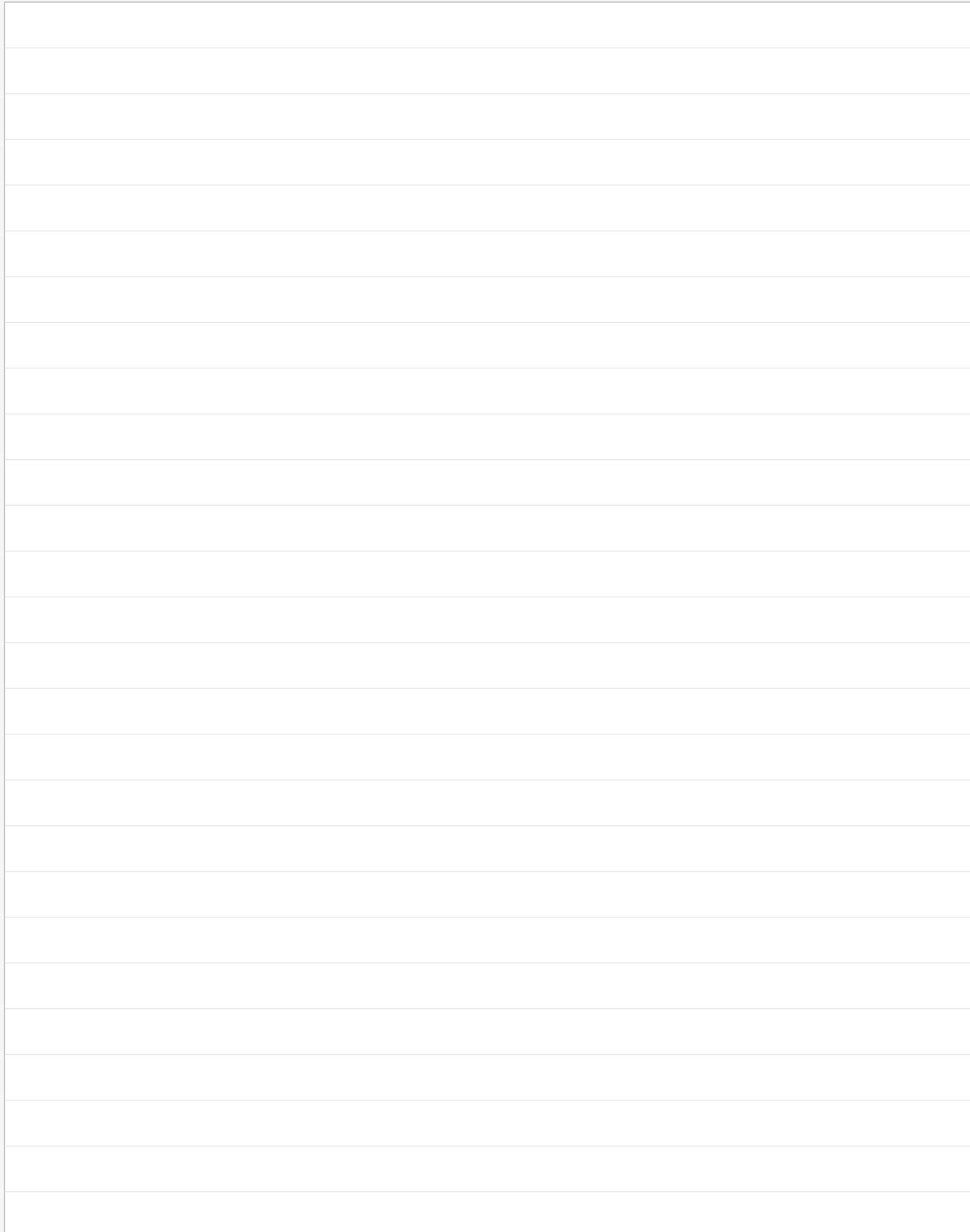
Please provide a clear outline and timeframe for this work, including time for planned rest and relaxation.

Benefits of the sabbatical (500 word limit)

You must outline the benefits of your sabbatical activities to yourself, your students, your school, other principals and the wider education sector. Your proposal should specify the expected nature of the benefits of the sabbatical, including the impact on students' learning outcomes.

The proposal should demonstrate links to:

- issues important to the school
- the school's strategic or annual plan
- your personal professional development
- current area school sector priorities.



Costing schedule

You may wish to be considered for reimbursement of some or all of the costs you will incur if you are awarded a sabbatical. Any application for reimbursement must cover only those costs that are clearly associated with your proposal of work for the sabbatical.

If you wish to apply to the panel to be considered for reimbursement of costs, please provide a detailed costing schedule with your application for a sabbatical. The costs outlined in your application, to an individual maximum of \$5,000, should be reasonable.

If you are successful in your application for a sabbatical, the maximum amount of costs that may be available to you for reimbursement, if any, will be determined provisionally and advised by the panel when the outcome of your sabbatical application is notified.

Any subsequent reimbursement:

- will be subject to your making a claim for reimbursement accompanied by relevant documentation evidencing the costs incurred
- will depend on the costs claimed being assessed, by the panel, as being both “actual” and “reasonable”
- will not exceed the amount which was provisionally approved
- may be a portion only of the amount you claim, depending on the merits of your sabbatical proposal and costs application.

The reimbursement (if any) of some or all of the costs will be paid out in two parts, please see the guide for further details.

You may wish to talk to your employing board of trustees about whether it would be prepared to make a contribution to the costs associated with your proposed sabbatical if you are awarded a sabbatical.

It is recommended that your board considers various scenarios; for example, what the board will contribute if some (or all) of the costs you have detailed in your application are/are not reimbursed. The outcome of this discussion should be recorded in the board's minutes. You cannot claim for the **same** expense from your board of trustees and the Ministry of Education.

You may wish to use the template below when applying for consideration of reimbursement or alternatively attach an additional page.

Please note a reimbursement cannot be requested at a later date and must be applied for at the time of application.

Reference	Description of cost item	Approx cost \$NZ
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Reporting intention (500 word limit)

Outline how you will report on your sabbatical to add to the body of information available to principals. Please see page 15 of this application form for guidelines on how to report on your sabbatical professional learning activity.

7. Board of trustees/employer support

This section can only be completed by the person with employment authority (employer). This would, in most cases, be the board chairperson or another board member with this delegation. This declaration must contain their original signature. If, however, either a Limited Statutory Manager (LSM) has been appointed for employment matters, or a commissioner has been appointed in place of the board of trustees, the LSM or commissioner must sign this form. Please make it clear who the signature is from and what role is held by that person. The principal's signature cannot be accepted as proof of board of trustees/employer support.

Note for the board of trustees/employer: In signing this application, the board of trustees/employer is verifying that they are authorised to confirm the following:

1. The board of trustees/employer supports this application.
2. The board of trustees/employer is aware that the principal awarded a sabbatical shall be granted leave on pay for the period of the sabbatical.
3. Costs, if any, agreed to by the board of trustees/employer, will be noted in the board minutes.

Principals name:

I support this application for:

Board chairperson's/employer's name:

Role (e.g. *Board chairperson/delegate/LSM (employment)/commissioner*):

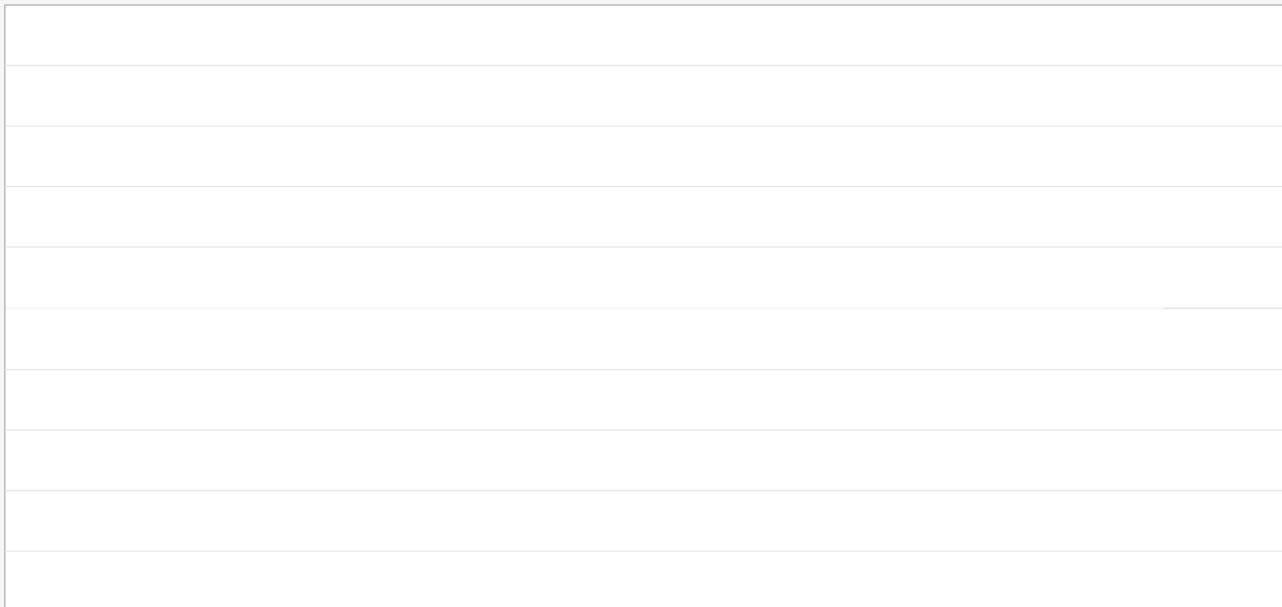
Board chairperson's/employer's signature:

Contact email address:

Date:

Contact phone number:

If support from your principal or board of trustees/employer has not yet been received please provide an explanation in the box below. Evidence of support must be submitted by **Tuesday 18 June 2019**.



8. Applicant declaration

By signing this form, I (the applicant) agree and declare that all the information provided is true and accurate.

- I certify that the information given complies with the eligibility criteria.
- I understand that, if I am successful, this sabbatical provides me with leave on full pay for a specified period from my current position in a state or state-integrated school, and does not entitle me to any other benefits or expenses.
- I understand that, if granted an *Area School Principals' Sabbatical*, I will be required to provide a report from my professional learning.

Applicant's signature:

Date:
/ /

Failure to submit a report within the timeframe will preclude me from being considered for future awards.

- I intend to return to my current position or similar after I have completed my sabbatical.
- I will not be using my sabbatical to do my regular day-to-day work.
- I will not be engaging in other paid employment while on sabbatical.
- If approval for reimbursement of sabbatical costs is given, I will not claim for the same expense from my board of trustees and the Ministry of Education.

9. Checklist

I confirm that I have:

- completed all sections of the application form
- completed my sabbatical proposal following the format outlined in section 6

supplied evidence that the board of trustees/employer support my application as outlined in section 7.

Please do not attach photographs, samples of work, your curriculum vitae, or letters of support, other than the BOT/Employer signed declaration on page 11, as they will not be considered by the selection panel.

Sending your application

Submit your online application form directly or send your unbound, completed and signed application form to:

Post:
Teacher Study Awards
TeachNZ, Ministry of
Education
PO Box 1666
Wellington 6140

Courier:
Teacher Study Awards
TeachNZ, Ministry of
Education
Mātauranga House,
33 Bowen Street
Wellington 6011

Applications must be postmarked no later than **Tuesday 4 June 2019**.

You can complete your application online at www.teachnz.govt.nz/studyawards

Late applications will not be considered.

Additional information must be submitted by **Tuesday 18 June 2019** to be considered by the selection panel.

Faxed or emailed applications will not be accepted.

We will send you an email to let you know we have received your application. Please contact us if your application has not been acknowledged by **Tuesday 18 June 2019**.

Contact TeachNZ

Phone: 0800 165 225
Email: teacher.studyawards@education.govt.nz
Website: www.TeachNZ.govt.nz/studyawards

If your contact details change

Let us know as soon as possible if your details change after sending your application by calling (free) 0800 165 225 or emailing teacher.studyawards@education.govt.nz.

Privacy

The personal information on this form is being collected to consider your application for an Area School Principals' Sabbatical and should you be successful, administering the award, and for research and statistical purposes. The information collected may be used by the Ministry of Education and disclosed to other agencies such as your school, NZSTA, PPTA and NZEI as applicable, only for these purposes. The name and school of each successful principal will be published on the Educational Leaders website, which will have a link to each report when published, and will note if the report is not received within the required timeframe. The information will be held by the Ministry of Education and you have the right to access and request correction of this information.

Reporting on your sabbatical professional learning activities

Principals awarded a sabbatical are required to provide a written report that may be accessed online by other principals. It is strongly recommended that the report is reviewed, preferably by a colleague, before submitting it for publication.

Failure to submit a report within the timeframe will preclude you from being considered for future awards.

When is the report due?

A copy of your report and a link to your report must be emailed to TeachNZ at teacher.studyawards@education.govt.nz within three months after completing your sabbatical. A link to your project will be listed on the Educational Leaders website for other principals and teachers to view.

If a report or resource has not been received within the requested timeframe, an email reminder will be sent to the principal and the website will be amended to advise that the report has not yet been received.

Reports of successful applicants from previous years can be found on the Educational Leaders website (www.educationalleaders.govt.nz) along with more guidelines for writing your report.

Reporting on your professional learning

It is recommended that reports are structured in the following way:

- A. Title: showing the focus of the sabbatical
- B. Author, school, period of time the sabbatical covers
- C. Acknowledgements
- D. Executive summary
- E. Purpose
- F. Background and rationale
- G. Methodology
- H. Findings
- I. Implications
- J. Benefits
- K. Conclusions
- L. References.

2020 Area School Principals' Sabbatical

Frequently asked questions

Frequently asked questions

General

When will I find out the outcome of my application?

You will be notified by Thursday 15 August 2019.

What does an Area School Principals' Sabbatical provide?

An Area School Principals' Sabbatical provides you with paid leave for ten, five or three weeks. TeachNZ (Ministry of Education) covers the relief costs to replace you while you are on sabbatical.

You can also apply for a reimbursement of costs clearly associated with your sabbatical to a maximum of \$5,000. See page 11 of the application form for more details.

How long is a sabbatical?

You can apply for a sabbatical for either ten, five or three weeks.

If you are applying for ten weeks' leave and choose to take your sabbatical in a term that is nine weeks in duration, you can choose to take the tenth week of sabbatical either in the last week of the term before or the first week of the term after, in agreement with your school.

Can I take my sabbatical in two blocks?

Yes, your ten-week sabbatical can be taken in one or two blocks, with the board of trustees/employer's approval. The blocks must be whole weeks in duration with the minimum block being three weeks. The five and three-week sabbaticals cannot be split except by term breaks.

When can I take my sabbatical?

You can choose which term to take your sabbatical as long as your board of trustees/employer is in agreement. Please make sure you notify TeachNZ of the dates you plan to take your sabbatical.

What do I need to do to confirm dates for my sabbatical? Can my sabbatical dates change?

Please indicate on page 6 of the application form the dates you are planning to take your sabbatical. If you are successful you will be asked to confirm the dates. These must be agreed to with your school. Please notify TeachNZ if these dates change.

What will happen if I have applied for the wrong award?

Your application will only be assessed for the award you have applied for. It's important that you check the application information to ensure you are applying for the correct award.

Can I work while on sabbatical?

No, you must not be in paid work while on sabbatical. The purpose of the Area School Principals' Sabbatical is to provide a sustained period of time in a principal's career to engage in a balance of professional learning activities, reflection and rejuvenation. You cannot work at your school, or another school while on sabbatical.

Do I need to return to the same school after completing my sabbatical?

There is an expectation that you will return either to your previous role or a role within the education workforce.

Can I submit more than one application for the sabbatical?

No, you can only submit one application for each sabbatical you apply for.

What if I am offered a position at a different school?

If you are offered a position at a different school you will need approval from the new school's board of trustees/employer. You would need to provide TeachNZ with written confirmation of support from the board of trustees/employer, so we can advise the correct school on how to charge teacher relief costs.

Can I postpone my sabbatical until the next year?

Where you and the board of trustees/employer agree, you may postpone your sabbatical under exceptional circumstances to either term 1 or 2 of the following year. Please advise TeachNZ of this with a short explanation of the reason for this change.

Can I withdraw from an Area School Principals' Sabbatical?

If you choose to withdraw, you can apply again in the future with no prejudice. You would need to let us know in writing that you would like to withdraw from the sabbatical. We can accept this by email to teacher.studyawards@education.govt.nz.

Eligibility

I am on a fixed-term contract. Can I apply for a 2020 Area School Principals' Sabbatical?

Yes, but you will need to be employed by a school during the sabbatical as TeachNZ provides relief funding to your school while you are on sabbatical.

Can I apply if I'm not a member of a union?

Yes, the sabbaticals are open to all New Zealand area principals in state or state-integrated schools who meet the eligibility criteria.

The eligibility criteria state that I need to have at least five years' service as a principal in New Zealand state or state-integrated schools. I am currently in my fifth year as a principal. Can I apply?

Yes, if your length of service as a principal as at December 2019 will be five years.

Approved professional learning activities

Where can I find information on the professional learning activities completed by previous sabbatical recipients?

Reports by successful applicants from previous years can be found on the Educational Leaders website www.educationalleaders.govt.nz.

What professional learning activities are not approved for a sabbatical?

- Activity for the financial or commercial gain of the principal or school.
- Paid work.

- Overseas trips with the purpose of 'marketing' the school to potential foreign fee-paying students.
- Your regular day-to-day work.

Can I change my sabbatical project after submitting an application?

Yes, but not substantially as this will need to be approved by TeachNZ. Please notify TeachNZ of this change in writing and provide details of your new sabbatical project and a short explanation of the reason for this change.

Sabbatical proposal requirements

How should I present my proposal?

Please see section 6 of the application form and complete your sabbatical proposal in the requested format. This makes it easier for the selection panel to assess applications consistently.

Can I submit more than one sabbatical proposal with my application?

You can only submit one sabbatical proposal with your application.

Can I put in a joint sabbatical proposal with another principal?

You can put in a joint application for a sabbatical, but each application will be assessed separately by the selection panel, so they may be ranked differently.

Board of trustees/employer support

What can I provide as evidence that my board of trustees/employer supports my application?

The application form asks for a signature from the board of trustees chairperson/employer as support for your application.

Alternatively we can also accept one of the following as board of trustees/employer support:

- A copy of relevant board of trustees minutes confirming support for your application.

- A signed letter of support from the board chairperson/employer.
- An email sent directly from the board chairperson/employer to TeachNZ.

Board of trustees/employer support, in one of the formats outlined above, must be submitted by **Tuesday 18 June 2019**.

Please note that support from the board of trustees/employer is an eligibility factor.

Who has the authority to support my application on behalf of the board of trustees chairperson?

The deputy chairperson or another trustee who has delegated authority in the absence of the board chairperson or their deputy. Please make sure this is clear on the application form.

Who can support my application if my school has a limited statutory manager employed?

If the limited statutory manager is acting in place of the board of trustees for employment matters, ask the limited statutory manager to confirm support for your application by signing your application form, otherwise the board chairperson should sign. Please ensure it's clear that the signature is that of the limited statutory manager.

Who can sign my application form if the board of trustees has been disestablished?

Please ask the commissioner acting in place of the board of trustees to confirm support for your application by signing your application form. Please ensure it's clear the signature is that of the commissioner.

What if I can't provide confirmation of board of trustees/employer support when I submit my application?

If you have not yet received support from the board of trustees/employer you may still apply, but please send this in as soon as possible. Please provide an explanation in the box provided on page 13 of the application form as to why the support of the board of trustees/employer is not included with your application.

Please note that support from the board of trustees/employer is an eligibility factor, and for this reason it must be submitted by **Tuesday 18 June 2019** (two weeks after the closing date).

This must be sent and postmarked with a reference to your application, otherwise it cannot be considered with your application.

Sending my application

Can I email or fax you my application?

No, we can only accept applications that are sent in by post or courier. For your application to be considered, it must be sent and postmarked on or before **Tuesday 4 June 2019**

Can I post a digital copy (on a disc or USB stick) of my application?

No, please submit a printed, unbound document on A4 paper.

Can I apply online?

Yes, just complete and submit your application form online at www.teachnz.govt.nz/studyawards before Tuesday June 4th 2019.

What happens if my application is late?

Late applications will not be considered. For your application to be considered, it must be sent and postmarked on or before **Tuesday 4 June 2019**.

How will I know you have received my application?

You will receive an email to confirm that your application has arrived. Please contact us if you have not heard from us by **Tuesday 18 June 2019**.

What happens if my application is incomplete?

It's important to ensure you've submitted all the required information. If your application is incomplete, or is not in the correct format, the selection panel may not be able to assess it fully.

Can I send in additional information after submitting my application?

You may submit additional information for your application up to **Tuesday 18 June 2019** (two weeks after the closing date), otherwise this cannot be considered with your application.

What will happen if my application is postmarked after Tuesday 4 June 2019?

Your application will not be considered.