

Overseas Relocation Grant (ORG) Application Guide

The Overseas Relocation Grant supports New Zealand-trained teachers with the costs of relocating back to New Zealand, and overseas-trained teachers moving to New Zealand, to teach. It applies to teachers who commence teaching in New Zealand from 13 December 2017 to June 2019.

Funding of \$2 million has been allocated from 13 December 2017 to 30 June 2019. This allows for a maximum of 100 overseas relocation grants per financial year¹. It also allows for up to 100 finders fees for schools who have incurred costs when recruiting a teacher from overseas.

The grant will:

- » provide assistance with relocation costs for up to 100 teachers from 13 December 2017 to 30 June 2018 and a further 100 teachers from 01 July 2018 to 30 June 2019

- » be available to New Zealand-trained teachers returning and overseas trained teachers moving to New Zealand
- » reimburse actual and reasonable expenses up to a maximum of \$7,000 for each New Zealand trained teacher and up to a maximum of \$5,000 for each overseas trained teacher
- » be available from 13 December 2017 to 30 June 2019, and be reviewed at the end of that period
- » be non-taxable (this has been confirmed by Inland Revenue).

There is also a finders fee of up to \$3,000 (GST exclusive) per payment a school can apply for if they have incurred recruitment costs for a teacher who receives an Overseas Relocation Grant.

Payment of the grant will be made directly into the teacher's nominated bank account, and the finders fee will be paid directly into the school's bank account that the Ministry of Education holds on file.

Teacher eligibility criteria:

- » Be registered and certificated by the Education Council of New Zealand.
- » Be employed in a full time position that is either permanent or fixed term (of at least 12 months).
- » Has never received the International Relocation Grant (IRG) or has received the IRG only once in a 5-year period².
- » Was not teaching in New Zealand between 13 December 2016 to 12 December 2017.
- » Commenced employment on or after 13 December 2017, and up to 30 June 2019.
- » Is employed to teach in a state or state-integrated school.

Payment criteria of the Overseas Relocation Grant to the Teacher

- » Teachers need to apply for the grant within three months of commencing employment in the school (evidenced by the school). Applications received after the three month period will be considered on a case-by-case basis.
- » Teachers need to provide proof of expenditure for all actual and reasonable relocation costs. The specific amount of the grant will be based on this evidence (the maximum amount is not automatically paid).
- » Two payments will be made directly into the teacher's nominated account: 50% of the grant after 10 weeks teaching, and 50% after 30 weeks teaching.

¹ The Ministry of Education financial year runs between calendar years from 01 July to 30 June.

² The International Relocation Grant (IRG) ceased in 2014 and provided assistance with relocation costs to overseas teachers.

Finders fee eligibility criteria:

The finders fee is for schools who have incurred costs in recruiting a teacher who receives the Overseas Relocation Grant.

Payment criteria of the finders fee to the school

Schools must:

- » Have employed a teacher who receives the Overseas Relocation Grant (not the previous IRG²).
- » Have incurred and have provided evidence of costs for overseas recruitment, excluding travel costs.

Evidence/Documentation required to be submitted

- » Proof of expenditure for all actual and reasonable costs by the teacher for the Overseas Relocation Grant, and by the school for the finders fee.

Where to send your application

You can email your application to:
Teacher.Supply@education.govt.nz

or post:

The Ministry of Education
ORG Application / or ORG Finders Fee Application
PO Box 1666
Wellington 6140

If you have any questions, call us on 0800 165 225 weekdays between 8.30am and 5pm, or email

Teacher.supply@education.govt.nz

You can also visit <https://www.teachnz.govt.nz/teaching-in-new-zealand/returning-to-nz/overseas-relocation-grant-2/>

Frequently Asked Questions

Overseas Relocation Grant Applicants

Eligibility

Which teachers are likely to receive these payments?

If teachers meet all of the eligibility criteria, they are likely to receive the grant, depending on the number of grants available.

The grants will be distributed on a first in, first served basis.

I meet all the criteria except I started working more than three months ago, can I still apply?

Eligible teachers will have commenced employment on or after 13 December 2017, and up to 30 June 2019. Those who commenced employment between September and 12 December 2017 will be considered on a case by case basis.

How long will it be before I know if my application is successful?

We will notify you via email to let you know that we have received your application, and aim to notify you of the outcome of your application within 3 weeks of receiving your fully completed application. Response times are likely to vary dependant on the volume of applications.

We strongly recommend you ask someone else to check your completed application before you send it to us. The application form must be fully completed with the necessary documents attached. Additional time may be necessary if the application is incomplete.

I am a citizen of another country but trained to be a teacher in New Zealand, which grant do I qualify for?

If you are a New Zealand-trained teacher, you qualify for the grant that is up to \$7,000. You will still need to meet the requirements set out by Immigration New Zealand for immigration purposes if you are not a citizen and do not hold permanent residency.

Will I be asked for additional information later in the process?

Yes. You will need to provide bank information when you are approved to receive the grant. You will also need to complete the 30 week payment form.

What happens if I change jobs during the year?

As long as you still meet the eligibility criteria with your new job, you will be eligible to receive your second payment after returning the 30 week payment form.

What if I leave teaching in New Zealand before I complete the 12 months full-time employment?

The Ministry may look to recover some of the Overseas Relocation Grant payment. This will be considered on a case by case basis.

Payments

What are my responsibilities if I accept this grant?

By accepting the Overseas Relocation Grant you are committing to fulfil your full-time teaching position, for at least 12 months.

You will be required to provide additional information necessary to have the payments made to you. This includes bank information for the first payment (payable after 10 weeks of teaching) and a form that demonstrates you are still employed for the second payment (payable after 30 weeks of teaching).

You acknowledge that you must provide any necessary information within the timeframe given to receive your payments.

If I am eligible, do I get the full amount?

The grant paid is assessed on your actual and reasonable costs of returning or relocating to New Zealand. You will only be paid the total of all receipted items, up to the maximum amount of the grant you are eligible for.

How are the teacher payments made?

The Overseas Relocation Grant payments to teachers are made in two installments to the bank account you have supplied to the Ministry.

Will my grant be taxed?

Expenses for reimbursement are non-taxable as long as they meet criteria set by Inland Revenue.

You can visit these pages on the Inland Revenue website for more information:

<http://www.ird.govt.nz/technical-tax/determinations/other/miscellaneous-determinations/determinations-other-relocation-0904.html>

<http://www.legislation.govt.nz/act/public/2007/0097/latest/DLM2539604.html>

Finders Fee

Eligibility

Is my school eligible?

All teachers who have commenced employment in a New Zealand state or a state-integrated school within the period of the grant may apply.