

Voluntary Bonding Scheme - Payment Application Form

For teaching graduates in their first to five years of teaching

If you meet the Voluntary Bonding Scheme (VBS) eligibility criteria please use this form to apply for payment.

What is the Voluntary Bonding Scheme?

The Voluntary Bonding Scheme was introduced in 2009 to encourage teachers to teach in areas of need.

In 2018 as part of the Teacher Supply Package the scheme has been expanded for newly graduated teachers who start teaching in an eligible school, setting or subject in 2018 and 2019. These graduates will be eligible for one payment of \$10,500 after their third year of eligible teaching. The table below describes eligibility:

	VBS (ongoing)	VBS expansion (2018 and 2019 only)
Eligible schools	Decile 1 (nationwide) Isolated schools (nationwide)	Decile 2 (Auckland region) Decile 3 (Auckland region) Māori Medium kura (nationwide) Defined subjects (nationwide): » Science (Science, Biology, Chemistry, Physics, Earth Science, Geology) » Technology (Textiles, Materials Technology, Digital Technology, Computer Science) » Mathematics (Mathematics, Statistics, Calculus) » Te Reo Māori NOTE - the 2018 expansion only applies to beginning teachers who commence 0.5 FTTE employment in an eligible school in the 2018 school year.
Payments	\$10,500 after the third year of consecutive employment at 0.5 FTTE or more \$3,500 after the fourth year of consecutive employment at 0.5 FTTE or more \$3,500 after the fifth year of consecutive employment at 0.5 FTTE or more	\$10,500 after the third year of consecutive employment at 0.5 FTTE or more NOTE - the 2018/2019 expansion only offers the first payment of \$10,500 after three years consecutive employment at 0.5 FTTE or more
Applications	Applications are due within 12 months of completing three years consecutive employment	Applications are due within six months of completing three years consecutive employment

All payments

Payments are initially made against the teacher's student loan, but are provided to the teacher in cash should they not have a student loan.

Help with completing this form

Please make sure you read the **Voluntary Bonding Scheme Guide** before you complete this form. You can download the guide (and all the relevant forms) at www.TeachNZ.govt.nz/vbs.

We strongly recommend you ask someone else to check your completed form before you send it to us.

If you have any questions, call us (free) on 0800 550 790, weekdays between 8.30am and 5.00pm, or email voluntary.bonding@education.govt.nz. You can also visit www.TeachNZ.govt.nz/vbs.

Important: You must provide all the information and documents asked for on this form.

Note: You must apply for each payment within 12 months of finishing your eligible years of service. If you started teaching in 2018/2019 as part of the VBS teacher supply expansion, you must apply for your one payment within six months of finishing your three years of service.

Please tick the box that applies to you

Voluntary Bonding Scheme (ongoing)

- I have completed my first three years of teaching in an eligible decile 1 or isolated school and I am applying for the 1st payment.
- I have completed my fourth year of teaching in an eligible decile 1 or isolated school and I am applying for the 2nd payment.
- I have completed my fifth year of teaching in an eligible decile 1 or isolated school and I am applying for the third payment.

Voluntary Bonding Scheme expansion (2018/2019 only)

- I have completed my three years of teaching in a decile 2 or 3 school in the Auckland region, or in a Māori medium setting or have taught a defined subject, and I am applying for the payment.

1. Name and contact details

State your name as it appears on the Ministry of Education payroll.

First name(s):

Middle name(s):

Surname:

Name that you are also known by (if different from above):

Date of birth:

Gender:

Male Female

Ethnicity:*

Iwi (if appropriate):

**This information is for statistical purposes.*

IRD number:

Ministry of Education number:

Address:

Postcode:

Phone:

Mobile:

Email:*

**We'll confirm by email that we've received this form.*

Education Council registration number:

TeachNZ ID number (if you've previously received or currently hold a TeachNZ scholarship from the Ministry of Education):

Secondary Subject Trainee Allowance number (if appropriate/known):

Loan Support Scheme reference number (if appropriate/known):



2. Citizenship or residency status

You must be a New Zealand citizen or permanent resident to apply for and receive Voluntary Bonding Scheme payments.

Tick the box if it applies to you.

I am a New Zealand citizen.

*Please provide **proof of your name and date of birth** with a 'certified copy' of your New Zealand birth certificate, certificate of New Zealand citizenship or New Zealand passport. If your name has changed, please supply proof. See page 4 for more about certified copies.*

I have received a TeachNZ scholarship for which I provided proof of my citizenship/residency.

Note: You will only need to supply your citizen or resident details once. If you supplied these for your 1st payment application, you do not need to resubmit them for the 2nd and 3rd payment applications.

I am a permanent resident.

*Please supply **proof of your name, date of birth and residency** with a 'certified copy' of the main identification page in your passport AND the page showing your indefinite New Zealand permanent residency stamp/sticker. See page 4 for more about certified copies.*

3. Teaching history

Date of first provisional registration with the Education Council:

 / /

Date you completed your teaching qualification (from your statement of completion):

 / /


Note: So that we can verify the date of completion of your teaching qualification, we require a certified copy of your statement of completion supplied by your teacher education provider. This should clearly show your eligible to graduate date.

Details of your teaching roles.

School taught at:	From date:	To date:	Proportion of 1 FTTE (full-time teacher equivalent)	Eligibility type			Subject taught (If eligible through subject)	Māori medium language immersion level (if eligible through setting)
				SCHOOL	SUBJECT	MĀORI MEDIUM SETTING		
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Please provide details of any leave you've taken since you started teaching in the eligible school that affects your eligibility. Leave is defined as any unpaid leave you take that lasts more than 90 days in any year, and any unpaid parental leave lasting more than 14 weeks in any year. These types of leave are considered a 'pause' in your service and don't count toward your payment. You can, however, resume teaching in an eligible school and complete service towards your payment. (For information on the leave that affects eligibility, see the Voluntary Bonding Scheme Guide at www.TeachNZ.govt.nz/vbs).

Leave type:	From date:	To date:	Leave type:	From date:	To date:
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4. TeachNZ Scholarship

If you received a TeachNZ scholarship please provide details of the year you received it and the completed/outstanding bonding periods.

Scholarship:	Year received:	Total associated bonding period:	Year bonding started:	Bonding years completed:	Years of bonding outstanding:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you're bonded because you received a TeachNZ scholarship, you won't qualify for voluntary bonding payments until you've completed your scholarship bonding period.

If you do not know your bonding details please contact the TeachNZ team on 0800 165 225 or via email: Teachnz.admin@education.govt.nz

5. Applicant declaration

Please read and tick each statement to confirm it's true, then sign and date below. If you can't truthfully tick each statement, don't sign or send this form.

- I have read and understood the information about the Voluntary Bonding Scheme in the Guide and on this form.
- I give my permission for my registration information to be obtained from the Education Council and confirm I hold a current practising certificate.
- I give my permission for my tertiary provider to speak directly about my teaching qualification completion date if there are any queries.
- I have not taken unpaid leave of more than 90 days or 14 weeks from eligible voluntary bonded positions.
- I understand and accept that, where applicable, any payment will be made into my Student Loan Scheme account.
- I have attached all the necessary documentation to support my application and understand that if my form is not complete it won't be considered.
- All the information I have provided on this application is true.

Name (please print):

Signature:

Date:

Your application must be signed and dated.

6. Document checklist

If you haven't already done so, please **supply certified copies** of:

- proof of residency status** (a copy of the main identification page in your passport and the page showing your indefinite New Zealand permanent residency stamp or sticker. Please note, you don't need to provide this if you have, or have had, a TeachNZ scholarship and your residency status is still the same as when you received the scholarship)
- proof of change of name** (if applicable: a marriage certificate or deed poll documents)
- your statement of completion**, which was sent to you by your tertiary provider when you completed your teaching qualification.
- for eligible subjects and Māori medium settings completed The Principal Declaration form.

Sending your application

Post your completed application form and supporting documents in a stamped A4 envelope to:

TeachNZ
Ministry of Education
PO Box 1666
Wellington 6140

Or email your application and all correctly verified documentation to Voluntary.Bonding@education.govt.nz

Please note only certified documents can be emailed, originals must be posted.

We'll send you an email to let you know we've received everything. Please contact us if you don't receive that email within two weeks of posting the documents.

Privacy

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 a Voluntary Bonding Scheme payment
- administer your payment(s).

For these purposes, the Ministry of Education may share your information with your employing school and the Inland Revenue Department. The Ministry may contact the Education Council to request details of your registration status. The Ministry may also contact your study tertiary provider to confirm the date you were eligible to graduate. The Ministry may also use this information for statistical and research purposes and are held by the the Ministry of Education. You have the right to access your information and to request correction of anything that you think is wrong.

If you change your contact details

Contact us immediately if your details change after sending this form. Call (free) on 0800 550 790 or email voluntary.bonding@education.govt.nz.



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.

Voluntary Bonding: Subject-based and Māori medium setting application

Principal's declaration

What is this form for?

Please use this form only if you started teaching in 2018 in an eligible subject or Māori medium setting in the Voluntary Bonding Scheme.

You and your school principal (or chairperson of the board of trustees) need to complete this form if:

- » you're applying for a voluntary bonding payment
- » you're changing (or have changed) schools before you become eligible to apply for a voluntary bonding payment.

By signing the form, the principal from your previous school confirms your eligible service there.

If you have any questions, call us (free) on 0800 550 790, weekdays between 8.30am and 5.00pm, or email voluntary_bonding@minedu.govt.nz. You can also visit www.TeachNZ.govt.nz

Please make sure you read the Voluntary Bonding Scheme Guide before you complete this form. You can download the guide (and all the relevant forms) at www.TeachNZ.govt.nz/teacher-awards/voluntary-bonding-scheme/

Applicant

1. Name

First name(s):

Middle name(s):

Surname:

Date of birth:

Ministry of Education number:

2. Teaching details

From date:

To date:

School taught at:

Eligible subject taught (if applying under this category):

Proportion of 1 FTTE (full-time teaching equivalent) in eligible subject:

Language immersion level Māori medium setting (if applying under this category):

Applicant's principal or Board of Trustees' chairperson

3. Principal's declaration

Notes to the principal or the board of trustees' chairperson.

The teacher named on this form is applying for a voluntary bonding payment. If awarded, the teacher will receive a \$3,500 (before tax) payment for each year of the 3 years of eligible service. Eligibility criteria: The teacher must have taught an eligible subject or a L1 or L2 Māori medium setting for 0.5 FTTE or more for the period for which the payment is being claimed.

This section of the form asks you, as the teacher's principal or the chairperson of their board of trustees to confirm this.

Principal or board of trustees' chairperson to complete:

I can verify that (name of teacher):

has taught the subject or in the setting as described in their application and meets the criteria as described above.

School number:

Signature:

Name:

Position:

Date signed: