

Training Incentive Allowance application



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Training Incentive Allowance is extra money to help pay for costs while you're studying. It can help with things like fees, books, equipment, travel, childcare and care of other people.

Once you and your training provider have completed the form, you'll need an appointment with us to talk about your plans for the future, and how this study will help you move into paid work.

If you have to withdraw from study, you may need to pay us back.

Your training provider needs to provide information too, by completing their section of this form.

Client number

 | |

It's on your Community Services Card, or if you've applied for support from StudyLink or Work and Income before it's on a letter from us.

Tell us your details

1

What is your full name?

First and middle names

Surname or family name

HOW TO ANSWER Q2:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

2

Where do you live?

Flat/House number Street name

Suburb

Town/City

HOW TO ANSWER Q3:

Mailing address can include a PO Box, rural delivery details, or C/O address.

3

Is your mailing address different from where you live?

No

Yes



If yes, tell us your mailing address

HOW TO ANSWER Q4:

Please only give us contact details you'd like us to use.

4

How else can we contact you?

Tick the best way for us to contact you

Home phone	()	
Mobile phone	()	
Other phone	()	
Email		

This year's training details

5

INFORMATION FOR Q5:

You can find this on your Student ID card or by asking the chatbot on the NZQA website nzqa.govt.nz

6

INFORMATION FOR Q6:

If your study will be for more than a year, you'll need to reapply each year.

7

HOW TO ANSWER Q7:

For example, 1st year BA (Ed), 2nd year nursing.

8

9

HOW TO ANSWER Q9:

Compulsory course fees are paid by every student when they enrol.

In the blank spaces, tell us what other essential course-related costs you have.

ATTACHMENT FOR Q9:

You may need to show proof of these costs.

10

Do you have a National Student Number?

No

Yes



If yes, please write the number

What is the name of the training provider that's running the course?

What course are you applying for?

Are you studying full time or part time?

Full time

Part time

What are your costs for the course?



Fees Free for your final year of study

If you're in your final year of study you can choose to either:

A. include your compulsory course fees in this application

B. claim for final-year Fees Free after you've completed your course.

You can't get both.

Item	Cost	How often? (eg one off, weekly)
Compulsory course fees	\$	
Books	\$	
Equipment	\$	
Transport	\$	
Childcare	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Are you eligible for a Student Loan?

No

Yes

Don't know

Your qualifications

11

What qualifications do you currently have? *(Tell us all that apply)*

None

Year gained

NCEA Level 1 / School Certificate	
NCEA Level 2 / 6th Form Certificate	
Higher School Certificate	
NCEA Level 3 / University Entrance / A or B Bursary or Scholarship	
Overseas secondary school qualification	
Certificate / Diploma	
Bachelor degree / Graduate Certificate or Diploma	
Postgraduate qualification, includes Honours, Masters and Doctorate degrees	
Other New Zealand or overseas qualification (write them in the blank spaces below)	

HOW TO ANSWER Q11:

Remember to write the year that the qualification was gained.

INFORMATION FOR Q11:

NCEA is National Certificate of Educational Achievement.

HOW TO ANSWER Q12:

- Other courses could include:
- development courses
- Te reo Māori, or English for Speakers of Other Languages (ESOL).

12

What other course(s) have you completed?

Name of course

Year completed

13

What qualifications do you want to get?

14

What type of paid work do you want to do?

15

What work skills do you want to get?

Authorisation, declaration and signature

Authorisation

I authorise my training provider to let the Ministry of Social Development know:

- the details of my course
- if I may be eligible for a Student Allowance or Loan
- if my course is approved for Student Allowance or Loan
- if I'm unable to complete, or withdraw from, the course of study
- if I'm entitled to any refund of fees and whether they've been refunded to me
- if a refund is due, the training provider can pay any refund directly to the Ministry of Social Development.

Let us know when things change

You need to let us know about changes that might affect your eligibility to Training Incentive Allowance, like:

- finishing your study
- changes to your name, address, contact details or bank account number
- starting or ending a relationship, marriage, or civil union
- being held in custody or on remand.

Signature

- I understand the changes I need to let you know about.
- The information I've given you is true and complete.

Applicant's name (print)

Applicant's signature

Day

Month

Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please ask your training provider to complete the next section before you give us your application.

Training Incentive Allowance

training details



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Training provider to complete this section

This form should stay with the main application and not be separated.

Client number

 | |

This number should be same as on page 1.

Student's name

1

What is the student's full name?

First and middle names

Surname or family name

① INFORMATION FOR Q2:

This is to help us to identify the student when contacting your organisation.

2

What is the student's National Student Number?

Training details

3

The student has:

Pre-enrolled Enrolled

② HOW TO ANSWER Q3:

For example, 1st year BA (Ed), 2nd year nursing.

4

What is the name and level of qualification on the New Zealand Qualifications Framework?

Name of qualification

Level

5

Is the student in their final year of study?

No Yes

If the student is in, or is entering their final year of study, you may want to talk with them about final-year Fees Free.

6

When does the course start and end?

Start date
Day Month Year

End date
Day Month Year

7

Is this course?

Part time Full time

8

What is the EFTS (equivalent full-time student) value of the course?

9

What is the name of this training organisation?

10

The training organisation is a:

- Private training establishment
 Polytechnic /Te Pūkenga
 University
 Wānanga
 Secondary school

11

Who is the course funded by?

- Tertiary Education Commission (TEC)
 Ministry of Education
 Other

↓ If other, please provide details below

HOW TO ANSWER Q12:

Compulsory course fees are paid by every student when they enrol. In the blank spaces, tell us what other essential course-related costs the student would be expected to have.

12

What expenses will the student be expected to pay for this course?

- Course tuition fees

 Compulsory student services fees

 Books

 Equipment

 Other additional costs the student will have while studying

↓ Please provide details below

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Training provider's statement

The information I have given is true and complete.

I have the authority of the training organisation to complete and sign this form.

Training provider's name (print)

Training provider's signature

Day

Month

Year

Phone number

Email