

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.

This number can be found on your Community Services Card.

Client number

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



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

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

6

What course are you applying for?

7

Are you studying full time or part time?

Full time Part time

8

What are your costs for the course?

Item	Cost	How often? (eg one off, weekly)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

9

Are you eligible for a Student Loan?

No Yes Don't know

Your qualifications

10

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

None

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 ↓ Please provide details below

Year gained

1 INFORMATION FOR Q5:

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

2 HOW TO ANSWER Q6:

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

2 HOW TO ANSWER Q8:

Course costs could include:

- essential transport
- text books
- laptop and wifi
- tuition fees
- course material
- childcare.

ATTACHMENT FOR Q8:

You may need to show proof of these costs.

2 HOW TO ANSWER Q10:

Remember to write the year that the qualification was gained.

1 INFORMATION FOR Q10:

NCEA is National Certificate of Educational Achievement.

HOW TO ANSWER Q11:

Other courses could include:

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

11

What other course(s) have you completed?

Name of course

Year completed

Name of course	Year completed

12

What qualifications do you want to get?

13

What type of paid work do you want to do?

14

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.
- I understand what you do with my personal information and how you protect my privacy (privacy information is on page 8).

Applicant's name (print)

Applicant's signature

Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please ask your training provider to complete the next section before you give us your application.

Training Incentive Allowance

training details



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Training provider to complete this section

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

This number should be same as on page 1.

Client's number

Student's name

1

What is the student's full name?

First and middle names

Surname or family name

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

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 eligible for Fees Free?

No

Yes

If you don't know, you'll need to support the student to find out, before you complete this form.

6

When does the course start and end?

Start date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

↓ Please provide details below

12

What expenses will the student be expected to pay to undertake the course?

- Course tuition fees

 Compulsory student services fees

 Other

↓ 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

Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number

Email



How we protect your privacy



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Collecting your information

We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at workandincome.govt.nz/privacy

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

Using your information

We use the information you give us to make decisions about the best way to help you.

- These decisions may be about:
 - whether you're eligible for our services
 - running our operations and ensuring our services are effective
 - the services we'll provide in the future.

Sharing your information

Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.

- To do this, we may share your information with:
 - prospective employers to help you find work
 - contracted service providers that help us to help you
 - health providers if we need your medical information to assess your eligibility
 - other government agencies when we have an agreement with them
 - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

Respecting you and your information

We make sure we follow the Privacy Act to do what's right when we use your information.

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

Get in touch if you have a question

You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: workandincome.govt.nz/privacy