

Ngati Whakaue Education Endowment Tertiary Grants 2010

A) INSTRUCTIONS

INSTRUCTIONS TO APPLICANTS

1. Complete your online form. (For you assistance only - applications can only be made by submitting the online form).

NOTE: To move through the form you must use the "PREVIOUS" and "NEXT" buttons located at the bottom of each form page. DO NOT USE the back and forward buttons on your browser.

2. Saving Data

- Click 'Save and Continue' Button (located at bottom of each page of the form).
- Enter a name and password - click 'Save Now' Button
 - You are only required to enter these details ONCE - i.e. when you save for the first time.
 - Confirmation of your details will be emailed to you. Keep your email - Forgotten passwords cannot be retrieved.
 - Each subsequent 'save' uses the same details and updates your form when you click the Save and Continue Button.
- After each 'save' the form will remain open, and you can either:
 - Continue with your form, or
 - Close your form and return at a later date - see below.
- TO RE-ENTER SAVED FORM (at a later time)
 - Click the link contained in your confirmation email
 - Enter your saved name and password (if requested).

3. Print your Personalised Cover Sheet. - Located in Section G of the online form. *You must print this before you submit your online form. (Once you have submitted your online form you will be unable to access your cover sheet).*

4. Print Whakapapa Sheet located in Section H of the online form. *(You must provide your completed and verified Whakapapa sheet with your supporting papers).*

5. Submit your Form - go to the LAST page of the online form to submit.

6. When you have submitted your online form you will receive email confirmation that it has been submitted. A copy of your submitted application will also be emailed to you.

7. Forward your cover sheet, verified Whakapapa sheet and all other supporting documents to the Secretary's office (details on cover sheet) by the CLOSING DATE.

8. If you experience any technical issues relating to this form, please either email support@alcamino.co.nz or phone 0800 55 88 44 for assistance.

If you submit an online application form but then fail to provide the Cover Sheet and

supporting documents to the Secretary's office by **4.00pm on FRIDAY 30th APRIL 2010 your application MAY NOT BE CONSIDERED.**

CLOSING DATE: 4.00pm FRIDAY 30th APRIL 2010

IMPORTANT: To save your registration details (to enable you to continue with this form at a later date), PLEASE click the "Save and Continue Later" button at the bottom of this page.

B) PERSONAL INFORMATION

B01: Is this a free course?

Please choose **only one** of the following:

- Yes
- No

B03 Update your Surname if not displayed correctly:

B04 Update your First Name(s) if not displayed correctly:

B05 Your Title:

Please choose **only one** of the following:

- Miss
- Mrs
- Ms
- Mr

B06 Select your date of birth:

B07 Gender:

Please choose **only one** of the following:

- Female
- Male

B08 Iwi:

B09 Hapu:

Name the hapu that you most strongly identify with.

B10 Update your contact Phone Number if not displayed correctly:

NZ:List your area code, if overseas enter in full.

B11 The following questions are for your Postal Address details only.

B12 Update your Postal address if not displayed correctly:

Eg, 21 Sesame Street or PO Box 123

B13 Update Suburb if not displayed correctly:

B14 Update your City if not displayed correctly:

B15 Update your Postcode if not displayed correctly:

B16 Country:

B17 Update your Email Address if not displayed correctly:

C) PROGRAMME DETAILS FOR THE CURRENT ACADEMIC YEAR

C01 Choose the institution type:

Please choose **only one** of the following:

NZ University/Polytechnic/Wananga

Private Institution (NZ only)

Overseas Institution

C02 Name of Tertiary Institution NZ:

Please choose **only one** of the following:

C03 Name the private institution where you will be studying:

Please choose **only one** of the following:

C04 Overseas Institutions

C05 Institution Physical Address (If different than above)

Enter the street, suburb, state/region, country and postal code.

C06 Select your enrolment status, either Full or Part time:

Please choose **only one** of the following:

Full

Part

C07 Are you an Extramural student?:

Please choose **only one** of the following:

Yes

No

Extramural = Studying by distance (from home).

C08 Programme/Qualification Title:

e.g. Bachelor of Arts

C09 Programme Abbreviation:

e.g. BA, BSc

C10 Year of study:

Please choose **only one** of the following:

- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6+

Postgraduate study to add cumulative years e.g. 1st year of Masters after 3 year degree = 4th year. Note: Years will not be cumulative if applicant has a break of more than two years between degree and postgraduate study. In this case, postgraduate study will be treated as a new programme of study i.e. Year 1. 1st year of subsequent (new) qualification is Yr 1 not Yr 4

C11 Total duration of programme:

Please choose **only one** of the following:

- 3 Months
- 6 months
- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years +

How long will your programme run for?

C12 Confirm the semesters in which you intend to study:

Please choose **all** that apply:

- Semester 1
- Semester 2
- Semester 3

Note for those students who intend to study for the full year but have only enrolled for the first semester at this stage. Please ensure you provide evidence of confirmation of your second semester enrolment as soon as possible to the Secretary's office (clearly labelled for NWEET tertiary application).

If you do not provide this evidence, you will only be eligible to be considered for a first semester grant.

C13 Please state the courses (papers/subjects) to be studied this year. You must supply your enrolment confirmation (or certified copy), which confirms the name of your programme and course papers.

C14 1.1 Paper / Course Code:

If you do not have a paper code, enter n/a.

C15 1.2. Paper/Course Title:

C16 Add another paper/course?

Please choose only one of the following:

Yes

No

D) ACADEMIC QUALIFICATIONS AND ACHIEVEMENT

D01 State Your Highest Academic Qualification Achieved (if none, please select NIL).

Please choose only one of the following:

My Highest Academic Qualification is:

NIL

Make a comment on your choice here:

D02 Achieved in what year?

D03 Name the School/ Institution where you achieved your highest qualification:

D04 Is this your first year commencing Tertiary Study:

Please choose only one of the following:

Yes

No

You have just left secondary school, or you have decided to enrol into a tertiary paper/course for the first time.

D05 First Year Tertiary Applicants Only :

D06 Name of last secondary school attended:

D07 State your last year at Secondary School:

D08 State the form/year at your last year of secondary school:

Please choose only one of the following:

Year 9 (Form 3)

Year 10 (Form 4)

Year 11 (Form 5)

Year 12 (Form 6)

Year 13 (Form 7)

D09 PLEASE NOTE: Attach to your cover sheet a CERTIFIED copy of your most recent academic records (within the last 20 years), failure to do so will affect your application.

Certified = a copy of the original document that has been signed by an administration officer/clerk or senior academic staff member of the educational or training institution; a justice of the peace; solicitor; bank manager; principal; Minister of Religion or Chartered Accountant.

D10 STUDY HISTORY: Second Year or Advanced Tertiary Applicants:

D11 Attach to your Cover Sheet your most recent Academic Record (or certified copy) for the current qualification. First year exam results slip is acceptable for second year students.

Certified = a copy of the original document that has been signed by an administration officer/clerk or senior academic staff member of the educational or training institution; a justice of the peace; solicitor; bank manager; principal; Minister of Religion or Chartered Accountant.

D12 Please list the Tertiary Institutions you have studied at (maximum of five)

D13 Name of tertiary institution:

D14 What year/s did you attend this institution?
For example 2003-2005

D15 Name of programme studied

D16 Add another Tertiary Institution
Please choose only one of the following:

- Yes
- No

E) FINANCIAL INFORMATION

E01 Enter Your Institution Course Fees below:

E02 Total Course Fees: \$

E03 Attach to your Cover Sheet your RECEIPT (or certified copy) confirming payment of course fees. If your course fees are paid by another party (e.g. scholarship) please provide details.

E04 BANK DETAILS: This is the account to which any grant payment will be credited. Attach to your cover sheet a pre-printed or bank verified deposit slip or bank verified evidence of the account number to confirm these details.*

E05 Choose Your Bank:

Please choose only one of the following:

- ANZ
- ASB
- BNZ
- Kiwibank
- National Bank
- PSIS
- TSB
- Westpac

E06 Bank:

[Click here](#) for Bank Account Sample - This will help you with the deciphering of the numbers.

E07 Branch:

[Click here](#) for Bank Account Sample - This will help you with the deciphering of the numbers.

E08 Bank Account Number:

[Click here](#) for Bank Account Sample - This will help you with the deciphering of the numbers.

E09 Suffix:

[Click here](#) for Bank Account Sample - This will help you with the deciphering of the numbers.

F) FUTURE CONTRIBUTION TO NGATI WHAKAUE and/or ROTORUA

F01 How are you able to contribute to our Hapu and Iwi? (in less than 50 words)

G) COVER SHEET

G02 Have you printed your cover sheet.

Please choose only one of the following:

- YES
- NO

H) SUPPLEMENTARY FORMS

H01 If you have not already printed a Whakapapa Sheet, you may [click here now to print a copy](#). A completed and verified Whakapapa Sheet must be attached to your coversheet along with required hard-copy documents.

CLICK THE NEXT BUTTON BELOW TO GO TO LAST PAGE AND SUBMIT.

I) SUBMIT

I01 You are about to submit your application form.

Check your form before submitting
(use the **Previous** and **Next** buttons at the bottom of the form).

Once you submit your form you will be unable to make changes

Ensure you have printed your cover sheet. All documents must be lodged

with the Secretary's office by the closing date.

Once you have completed the above steps **CLICK THE SUBMIT** button below.

(you will receive an email confirming your form has been saved and a further email containing a copy of your completed form – usually instant, but within 24 hours depending on network activity)

REFERENCE