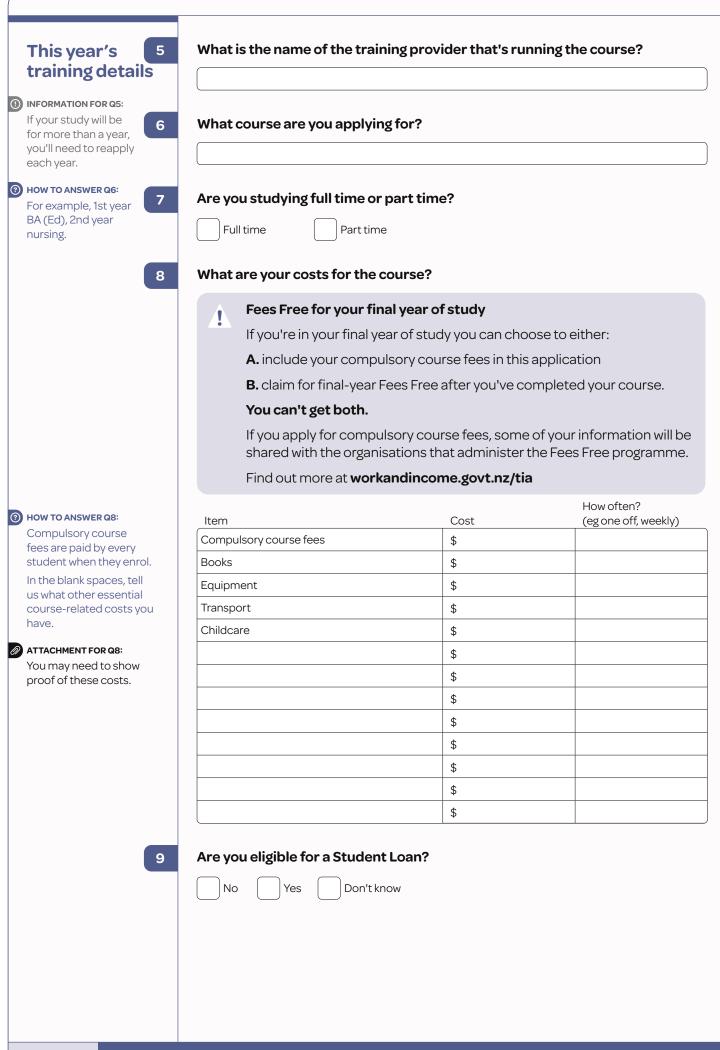# Training Incentive Allowance application

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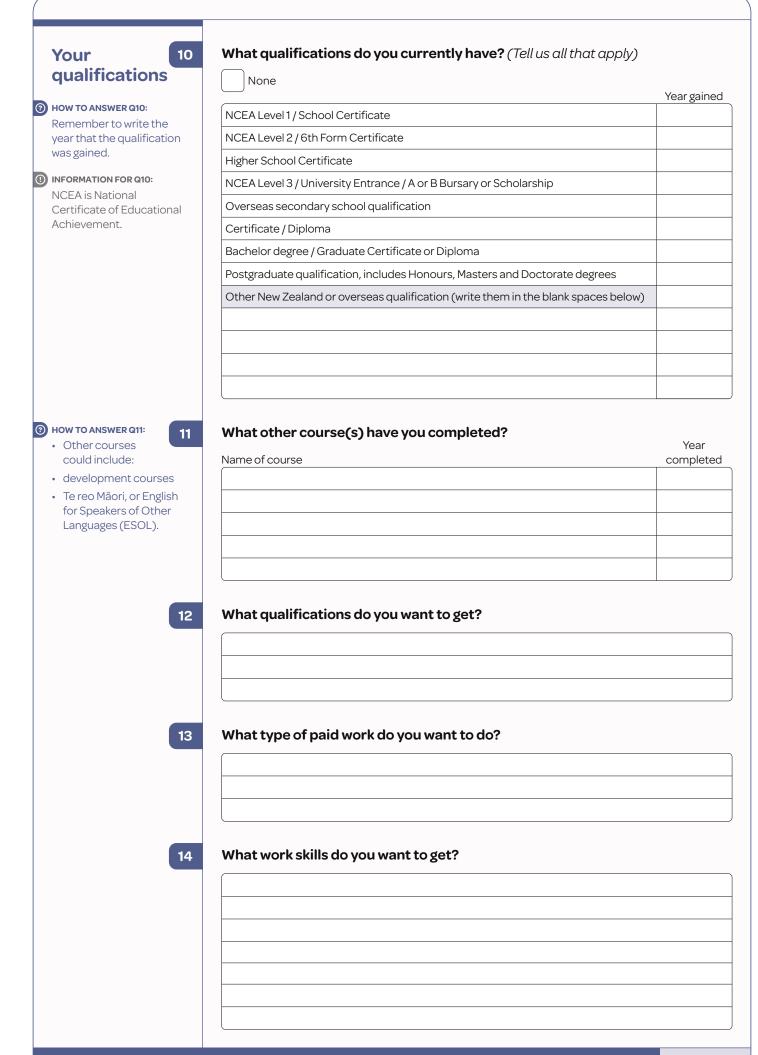
Once you and your training provider have completed the form, you'll need an appointment with us to talk about your plans for the future, and how this study will help you move into paid work.

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		

INFORMATION FOR Q5:
If your study will be for more than a year, you'll need to reapply each year.

HOW TO ANSWER Q6:
For example, 1st year BA (Ed), 2nd year nursing.

5 What is the name of the training provider that's 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?

> ⚠ **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.**
>
> If you apply for compulsory course fees, some of your information will be shared with the organisations that administer the Fees Free programme.
>
> Find out more at **workandincome.govt.nz/tia**

HOW TO ANSWER Q8:
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 Q8:
You may need to show proof of these costs.

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

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

	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)	

11 **What other course(s) have you 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.
- I understand if I have applied for compulsory course fees my name, date of birth, IRD number and National Student Number will be shared with the Tertiary Education Commission and then Inland Revenue so they can administer the Fees Free programme.
- More information about what we do with your personal information and how we protect your privacy is at **workandincome.govt.nz/privacy**.
- The information I've given you is true and complete.

Applicant's name (print)	Applicant's signature	Day	Month	Year

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

_____

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

HOW TO ANSWER Q3:
For example, 1st year BA (Ed), 2nd year nursing.

3 **The student has:**

☐ Pre-enrolled ☐ Enrolled

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 have.

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

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

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