

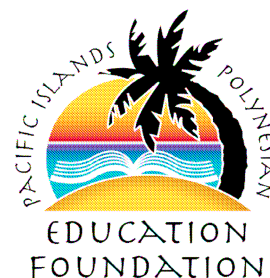
PACIFIC ISLANDS POLYNESIAN EDUCATION FOUNDATION

C/- RBS Business Services

PO Box 10-140

WELLINGTON

Telephone: (04) 499 7979 Fax: (04) 472-2350 Email Ursula@regboards.co.nz



GUIDE TO APPLYING – PIPEF & NKMT

Please READ all instructions BEFORE filling in the application form for the Norman Kirk Memorial Trust Scholarship and Pacific Islands Polynesian Education Foundation Scholarship, and then check again the final checklist below.

We suggest you print these instructions and the application form, then post the completed application form to us. The application form can not be submitted online.

Please see your local Pacific Islands Liaison officer if you require help with the application form.

This *Guide to Applying* contains:

1. Background information about PIPEF & NKMT
2. Information regarding the scholarship amounts awarded
3. The PIPEF/NKMT Scholarship Application form

**YOUR APPLICATION WILL ONLY BE CONSIDERED IF THE
APPROPRIATE SUPPORTING EVIDENCE IS SUPPLIED.**

Before mailing your completed application form you must check that you have included all required information – please use our guide below to help you re-check.

Do NOT return this information pack with your application.

CHECKLIST

1. *Personal details are completed – page 1 – questions 1 – 4*
2. *Proof of NZ Citizenship or permanent residency supplied – page 1 – questions 5 - 6*
3. *Evidence of hardship/need provided – page 2 – question 16*
4. *Budget sheet completed/supplied – page 3*
5. *Copy of previous study results supplied (essential for NKMT applications only)*

**Applications must be received by 31 March 2008.
Applications received after this date will not be considered.**

**PIPEF wishes to acknowledge that the PIPEF scholarship is funded by
The New Zealand government through the Ministry of Education.**

Post your application to:

Brian Sutcliffe
The Administrator
Pacific Islands Polynesian Education Foundation (PIPEF)
C/- RBS Business Services
PO Box 10-140
WELLINGTON

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**Pacific Islands Polynesian Education Foundation (PIPEF)
Norman Kirk Memorial Trust (NKMT)
Tertiary Students Financial Assistance**

BACKGROUND INFORMATION

The Pacific Islands Polynesian Education Foundation (PIPEF) and Norman Kirk Memorial Trust (NKMT) provide financial assistance to Pacific Island students who are enrolled at a tertiary institution **in New Zealand**. The grants covered by this application are for the current year of study only.

PIPEF is governed by an Act of Parliament and was established in 1972. A board of trustees, appointed by the Governor General, is responsible for managing the scholarships.

ELIGIBILITY

The financial assistance available from PIPEF and NMKT is for students of Niue, Samoa, Cook Islands, Tokelau, Tonga, Fiji and other Pacific Islands descent who hold New Zealand citizenship or permanent residence in New Zealand. Students holding a temporary student permit are NOT eligible for assistance from PIPEF or NMKT.

PIPEF Scholarship - selection criteria

1. Applicants **MUST** be of Pacific Island descent.
2. **Proof/evidence** of permanent residence or New Zealand citizenship must be provided by all **applicants not born** in New Zealand. (Applicants born in the **Cook Islands, Niue or Tokelau – DO NOT** need to provide proof of residence).
3. Hardship need is **identified with supporting evidence**.
4. Application form is filled in clearly and correctly.
5. Application is **received by due date**.

The Norman Kirk Memorial Trust Scholarship - selection criteria

Please note, the above PIPEF selection criteria apply to the Norman Kirk Memorial Scholarship, **and two additional criteria**:

1. Applicants must be “**mature students**” or are people who are seeking a **second chance** at tertiary study.
2. Applicants **MUST** supply results of previous/prior study with their application (**if they have studied previously**).

AMOUNTS AWARDED

1. PIPEF assistance in 2008 will be a minimum of \$500.00. The number of grants and value of each grant is decided by the PIPEF Board.
2. NKMT assistance is limited to 20 students per funding round with a value of \$500.00.

Applicants may be awarded BOTH scholarships.

Information on completing the application form

Please make sure that you have answered ALL parts of the application form, and supplied ALL the requested supporting documentation.

Please note the following changes in requirements –

Permanent Residence documentation

Proof/evidence of permanent residence, or New Zealand citizenship, must be provided by all applicants.

(Applicants born in the **Cook Islands, Niue or Tokelau – DO NOT** need to provide proof of residence).

If you have provided the above information in the past three years you are not required to resubmit this information again for an application in 2008.

Send signed copies NOT original documents

- **Send COPIES** of documents such as passports, birth certificates, marriage certificates, Certificates of Citizenship etc. are important and valuable documents. PIPEF takes no responsibility for the loss of original documents. **DO NOT** send originals. **But** the copies are to be signed by a Justice of the Peace or court registrar or practicing lawyer stating that copy is an authentic copy of the document.

Budget Sheet information

- This financial information is required by the PIPEF Trustees to gain a picture of your financial circumstances. Please complete all three sections of the budget. We require information on:
 - **Your personal income** – eg. your wages, student allowance, WINZ benefit or any other source of personal income that YOU personally receive.
 - **Your personal assets** – eg. money you have in the bank, vehicles, homes or other assets which YOU personally own.
 - **Your personal expenses** – eg. what you pay each week for rent/board/mortgage, food, travel, clothes, medical expenses etc.

PLEASE work out the figures **ON A WEEKLY BASIS**.

If you require assistance with the budget sheet you can seek advice from the **Pacific Island Liaison Officer** at the institute where you will be studying, or a **Student Financial Advisor** (many tertiary institutions have such a person available to give financial advice to students).

You might also seek assistance from your local Budget Advice Service (check your local phone book for contact details).

Confirmation of bank account details

Please provide a **pre-printed bank deposit slip** or other **official confirmation from your bank** which gives the following information:

- Name of bank and which branch of the bank your account is held with.
- The name of the account holder.
- The bank account number.

Process for awarding of PIPEF (and NKMT) scholarships in 2008.

Applications are received by PIPEF. Applications are checked for eligibility, missing documentation is requested, and applications are acknowledged.

Applications **MUST** be received by – **31 March 2008**



PIPEF Board meets in April and scholarship recipients are selected.

PIPEF invoices Ministry of Education for scholarship funds.



PIPEF advises applicants of the outcome of their applications.
Formal acceptance of scholarship requested from successful applicants.

Documentation outstanding is requested from successful applicants.



Ministry of Education pays scholarship funds to PIPEF.

Successful applicants confirm acceptance of scholarship, and provide proof of enrolment, and confirmation that programme fees have been paid must be provided.



PIPEF & NKMT scholarships are paid into successful applicants bank accounts once all required documentation has been received.

Applications must be received by 31 March 2008.
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SUCCESSFUL APPLICATIONS

Successful scholarship applicants **MUST** provide all the required documentation by the cut-off date of **determined by the Board in 2008**.

Documentation received after the cut off date will not be accepted. Applications with documentation still outstanding after the cut off date **will NOT be paid**.

(The only exception will be for applicants who are studying in semester two only whose enrolment is delayed because of enrolment processes at the institution where studying.)

Documentation which must be provided by successful applicants:

1. Formal acceptance of scholarship on the PIPEF/NKMT acceptance form.
2. Proof of enrolment and FULL PAYMENT OF FEES is provided to PIPEF.
3. Bank account details are confirmed (preferably with a bank generated deposit slip).

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