

THE KATE EDGER EDUCATIONAL CHARITABLE TRUST
TRESSA THOMAS RETRAINING AWARDS

PURPOSE

To assist mature women, aged 25 and above, to undertake study in order to return to a profession or to take up work (paid or unpaid) in the community.

REGULATIONS

A number of Tressa Thomas Retraining Awards of \$1,500 shall be offered annually.

Closing dates: 25 July 2016, 20 March 2017, 24 July 2017.

Applicants for these awards must be:

- a) women;
- b) New Zealand Citizens or Permanent Residents;
- c) enrolled or preparing to enrol full time, in a Certificate, Diploma, or Degree qualification at one of the following Institutes: the University of Auckland, the Albany Campus of Massey University, AUT University, Manukau Institute of Technology, Unitec, Whitecliffe College of Art, Laidlaw College, Northland Polytechnic, Te Wananga O Aotearoa, Manukau or Whangarei, or Te Whare Wananga O Awanuiarangi, Auckland.

3. In making these awards, the selection committee shall give consideration to:

- a) the course of study;
- b) the applicant's academic background as evidence of ability to complete the course;
- c) the applicant's need for financial assistance;
- d) the work (paid/unpaid) the applicant plans to undertake in the future;
- e) any special circumstances e.g. family responsibilities, personal disability, considered relevant.

4. Each applicant for this award must submit her application on the current prescribed application form, together with:

- a) evidence of acceptance in a Certificate, Diploma or Degree qualification at one of the Institutes named above;
- b) a certified copy or statutory declaration of academic results from the current course or any previous study;
- c) details of prior work experience, paid or unpaid (for example, study, work, child-raising);
- d) a brief outline of the work, paid or unpaid, she plans to do in the future;
- e) a verification from someone that the statements made are correct;
- f) a certified copy of evidence of status as a New Zealand Citizen or Permanent Resident (not Driver Licence)

"Certified copy" means a copy of the original certified as true by an appropriate authority (for example, Academic Registrar, Head of Department, Study Supervisor, or Justice of the Peace). "Statutory declaration" this must be made before a Justice of the Peace or Solicitor on the appropriate form.

5. The Tressa Thomas Award is not available for research or travel expenses (for example, to conferences).

6. Tressa Thomas Retraining Awards will be paid in one instalment on presentation of evidence of enrolment at one of the Institutes named above (for example, a receipted fees' invoice or a certified statement from the relevant department).

7. Each recipient of a Tressa Thomas Retraining Award is required to make a short written report at the end of the year of study.

APPLICATIONS AND ENQUIRIES

Application forms for these awards are available from:

The website: academicdresshire.co.nz/AwardsAvailable/UndergraduateAwards

Enquiries to: awards@kateedgertrust.org.nz

Completed applications by:

Email attachment plus scanned copies of 4 a) b), e), and f) above to admin@kateedgertrust.org.nz

Or by post to Tressa Thomas Retraining Awards, The Kate Edger Educational Charitable Trust, Private Bag 93208, Parnell, Auckland 1151

Or hand delivered to Academic Dress Hire, 17 George Street, Parnell.

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TRESSA THOMAS RETRAINING AWARD

Application Form

(All information provided is confidential)

A. PERSONAL DETAILS

NAME:

Student ID no: **Telephone number:**

Email: **Mobile:**

Address: (Street address, not a PO Box number)

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RESIDENCY

Are you a New Zealand Citizen Yes / No Permanent Resident Yes / No

Please supply a certified copy of evidence of your status: a birth certificate, citizenship certificate or relevant passport pages

B. ACADEMIC GOALS

Degree/qualification..... Institute:

What is your current year or level of study?

Give a brief outline of your previous educational background and why you have chosen to study for this qualification:

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Expected date of completion of qualification:

You should supply any previous academic results, from secondary or tertiary study, to support your application

C. FINANCIAL SITUATION

What **sources of income/funding** do you have or hope to have to assist you in funding your studies? (e.g. Income support, student allowance, student loan, partner, paid employment, other awards or scholarships etc.)

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Give a brief outline of any employment and community activities in which you are currently engaged:

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Note any special circumstances – family, personal or financial that could be considered as part of your application. These could include number and ages of children, parenting status, health/disability status, debt situation:

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D. FUTURE GOALS

Briefly describe the work you plan to undertake once you have completed your course of study:

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VERIFICATION

A verification on the prescribed form by someone who knows you well, not a close relative, that the contents of your application are true and you have a genuine desire to gain a qualification.

Give the name of the person you have asked to make this verification.

Name:	Address/contact:
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FINAL CHECK:

Please tick each statement after confirming you have met all requirements.

I have read the purpose and regulations of the award	
I am a full time student	
I have given full details in every section	
I have enclosed all the supporting documents required – proof of age, residency & academic results	
I have enclosed a signed verification	

(N.B. The Statutory Declaration is available at the end of this application)

*The Selection Committee will **NOT** consider applications that do not contain the required information.*

Please keep a copy of your application.

Your signature: Date:

Please send this completed application form by:

Email attachment plus scanned copies of evidence of acceptance at one of the named Tertiary Institutes, certified copies of academic record, evidence of New Zealand Citizenship or Permanent Residency and Verification Statement to admin@kateedgertrust.org.nz

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Verification of Application

The purpose of the Tressa Thomas Retraining Award is to assist mature women, aged 25 and above, to undertake study in order to return to a profession, or to take up work paid or unpaid in the community. All information supplied is confidential to those involved in the selection procedures.

Applicant's Name:	Referee's Name:
Address:	Address:
Closing Date:	Occupation:

I _____ certify that I have read this application and I believe the statements made by the applicant about the course as outlined and her circumstances to be true.

Optional - any further information you may like to add:

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.....

How long have you know the applicant?

In what capacity?

Signed:

**Tressa Thomas Retraining Award
The Kate Edger Educational Charitable Trust
Private Bag 93208
Parnell, Auckland 1151**

STATUTORY DECLARATION

I
(Full name of declarant)

Of
(Address of declarant)

.....hereby solemnly and sincerely declare that
(Occupation of declarant)

Annexed to this declaration have been obtained and printed without alteration from the internet.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at: thisday of.....20.....

Signature of Declarant

Before me Justice of the Peace for New Zealand
(Name of JP) (Authorised to take a statutory declaration)

.....
(Signature of JP)

PLEASE NOTE – MAKING A FALSE DECLARATION IS A PROSECUTABLE OFFENCE