THE KATE EDGER EDUCATIONAL CHARITABLE TRUST

EXPENSES/CLASS MATERIALS AWARDS

**PURPOSE**

To assist women, who are enrolled full time in undergraduate or (post) graduate Degree or Diploma courses at an approved Institute in the Auckland area which incur high materials' expenditure, with payment of essential costs.

**REGULATIONS**

1. A number of awards from $300 to $1,000 will be offered annually.

**Closing Dates: 18 March 2019, 29 July 2019.**

2. Applicants for an Expenses/Class Materials Award must be:

1. female;
2. students studying full time for an undergraduate or (post) graduate degree or diploma;
3. New Zealand Citizens or Permanent Residents;
4. enrolled or planning to enrol full time in Year 2 and above for a degree or diploma at the University of Auckland, Massey University Auckland, AUT, Manukau Institute of Technology, Unitec, Whitecliffe College of Arts and Design, Laidlaw College, NorthTec, or Te Wānanga O Aotearoa (Tāmaki Makaurau and Te Tai Tokerau campuses), Te Whare Wānanga O Awanuiārangi (Tāmaki Makaurau and Te Tai Tokerau campuses), or Te Rito Maioha (Whangarei or Manukau campuses).

3. In making this award, the selection committee shall give consideration to:

1. the applicant’s tertiary academic record;
2. the applicant’s need for financial assistance;
3. the applicant’s aspirations for the future;
4. 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:

1. a certified copy or statutory declaration of her academic record (this can be in the form of a certified digital document from the tertiary institution);
2. a certified copy of evidence of status as a New Zealand Citizen or Permanent Resident (not Driver Licence);
3. a copy of required materials (to be) purchased, listed and endorsed by a staff member together with quotations or receipts of costs. (N.B. materials do not include textbooks, computers, transport or childcare).

**“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).**

**A “Statutory declaration” must be made before a Justice of the Peace or Solicitor on the appropriate form.**

5. Each Expenses/Class Materials Award shall be paid in one instalment on presentation of a staff-endorsed list of materials.

6. Each recipient of an Expenses/ Class Materials Award is required to make a short written report at the end of the semester.

**APPLICATIONS AND ENQUIRIES**

Application forms for these awards are available from:

<https://www.academicdresshire.co.nz/Academic+Awards+Available/Undergraduate+Awards.html>

Enquiries to:

Katrina Ford [awards@kateedgertrust.org.nz](mailto:awards@kateedgertrust.org.nz)

Please send your completed application by:

Email attachment plus scanned copies of 4 a) b), and c) above to: [awards@kateedgertrust.org.nz](mailto:awards@kateedgertrust.org.nz);

Or by post to:

Expenses/Class Materials’ Awards

The Kate Edger Educational Charitable Trust

Private Bag 93208

Parnell

Auckland 1151;

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

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EXPENSES/CLASS MATERIALS AWARDS

Application Form

All information provided is confidential

1. PERSONAL DETAILS

Name: Click here to enter text.

Student ID number: Click here to enter text. Mobile: Click here to enter text.

Email: Click here to enter text.

Address: Click here to enter text.

Will you be a full-time student this year? Choose an item.

Are you a New Zealand citizen? Choose an item.

Are you a Permanent Resident of New Zealand? Choose an item.

**Please supply a certified copy of evidence of your citizenship status: a birth certificate, citizenship certificate or relevant passport pages (e.g. if you are a permanent resident, you must supply a copy of your Permanent Resident Visa). If you are offered an award, you will be required to prove that you are enrolled as a full-time student for the duration of the award.**

1. ACADEMIC GOALS

What degree or diploma are you enrolled in this year? Click here to enter the name of your qualification.

Where are you studying? Click here to enter the name of the tertiary institute where you are studying.

What are your main subjects of specialisation? Click here to enter your major(s).

What is the expected date of completion of your degree/diploma? Click here to enter a date.

**Please attach a certified copy of your up-to-date official transcript, or your up-to-date unofficial transcript accompanied by a statutory declaration.**

1. FINANCIAL CIRCUMSTANCES

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.)

Click here and write up to 300 words.

Please 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, your debt situation:

Click here and write up to 300 words.

1. FUTURE GOALS

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

Click here and write up to 300 words.

1. LIST OF REQUIRED MATERIALS

Please provide a list of required materials (to be) purchased on the prescribed form (next page) endorsed by an academic staff member. **Attach quotes or receipts to support your list of materials**.

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

|  |  |
| --- | --- |
| Name  Click here to enter text. | Address (postal or email)  Click here to enter text. |

FINAL CHECK

Please check each statement to confirm 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, including a certified copy of proof of my residency or citizenship status, and **either** a certified copy of my official transcript **or** my downloaded unofficial transcript accompanied by a statutory declaration |  |
| I have included a signed list of required materials |  |
| I have included quotes or receipts to support my list of required materials |  |

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

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

Please keep a copy of your application.

Your signature: Date: Click here to enter a date.

Please send this completed application form, plus scanned copies of evidence of acceptance or enrolment at one of the named tertiary institutes, certified copies of your official academic record or downloaded unofficial transcripts accompanied by a statutory declaration, evidence of New Zealand Citizenship or Permanent Residency, and a list of required materials, by:

* Email attachment to [awards@kateedgertrust.org.nz](mailto:admin@kateedgertrust.org.nz)
* Or by post to:

Expenses/Class Materials Awards

The Kate Edger Educational Charitable Trust

Private Bag 93208

Parnell

Auckland 1151

* Or hand deliver to:

Academic Dress Hire, 17 George Street, Parnell.

**Closing dates: 18 March 2019, 29 July 2019.**

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EXPENSES/CLASS MATERIALS AWARD

Verification of Application

The purpose of the Expenses/Class Materials Awards are to assist women, who are enrolled full time in a Degree or Diploma course at an approved Institute in the Auckland area which incurs high materials' expenditure, with payment of essential costs. Grants will range from $300 to $1,000.

**The applicant is to complete:**

|  |  |
| --- | --- |
| **Applicant** | **Academic Staff Member** |
| Name: Click here to enter text. | Name: Click here to enter text. |
| Course of study: Click here to enter text. | Position: Click here to enter text. |

Materials (to be) purchased by the applicant for the above course of study:

|  |  |
| --- | --- |
| **Items purchased** | **Cost** |
| You may add or delete rows as you see necessary |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL COST:** |  |

**Academic Staff Endorsement**

I certify that the above course materials are an essential component of the course of study undertaken by the applicant.

Signed: Date: Click here to enter a date.

STATUTORY DECLARATION

For downloaded documents

**I**

Click here to enter your full legal name

**of**

Click here to enter your residential address.

Click here to enter your profession, for example, bricklayer, teacher, unemployed.

**solemnly and sincerely declare that the following documents (copies of which are attached to this declaration) have been obtained and printed without alteration from the internet or email sources**

¶ *Note: what you write must be true. You can be prosecuted for making a false declaration*.

|  |  |  |  |
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|  | | *Date downloaded* | *No of pages* |
| A | Click here to enter a description of document A. | Click here to enter a date. | Click here to enter text. |
| Click here to enter website URL or sender’s email address. |
| B | Click here to enter a description of document B. | Click here to enter a date. | Click here to enter text. |
| Click here to enter website URL or sender’s email address. |
| C | Click here to enter a description of document C. | Click here to enter a date. | Click here to enter text. |
| Click here to enter website URL or sender’s email address. |

¶ *Note: do not complete the section below until you are with the Justice witnessing your declaration*.

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

Your signature:

Declared at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ before me:

|  |
| --- |
|  |

Signed:

Justice of the Peace for New Zealand