

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 \$2,000 shall be offered annually.

**Closing dates: 24 July 2017, 19 March 2018, 23 July 2018.**

1. 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 Wānanga O Aotearoa, Manukau or Whangarei, or Te Whare Wānanga O Awanuiārangi, Auckland.
  
2. 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.
  
3. 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 (this can be in the form of a certified digital document from the tertiary institution);
  - 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). A "Statutory declaration" must be made before a Justice of the Peace or Solicitor on the appropriate form.**
  
4. The Tressa Thomas Award is not available for research or travel expenses (for example, to conferences).

5. 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).

6. 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:

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

Enquiries to: [awards@kateedgertrust.org.nz](mailto:awards@kateedgertrust.org.nz)

Submit completed applications by:

Email attachment plus scanned copies of 4 a) b), e), and f) above to: [admin@kateedgertrust.org.nz](mailto: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 deliver to: Academic Dress Hire, 17 George Street, Parnell.

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THE KATE EDGER EDUCATIONAL CHARITABLE TRUST  
**TRESSA THOMAS RETRAINING AWARDS**  
Application Form



All information provided is confidential

#### A. PERSONAL DETAILS

Name:

Student ID number:

Mobile:

Email:

Address:

Will you be a full-time student this year?

Are you a New Zealand citizen?

Are you a Permanent Resident of New Zealand?

**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.**

#### B. ACADEMIC GOALS

What degree or diploma are you enrolled in this year?

Where are you studying?

How many years should this course take a full-time student to complete?

What year are you in (if you have had a period of part-time enrolment, select the year that best reflects your progress through this course)?

Give a brief outline of your previous educational background and indicate why you have chosen to undertake your current course of study.

**You should supply academic results, from either the last two years of secondary study or any previous tertiary study, to support your application. We strongly prefer academic transcripts which show your grades.**

### C. 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.)

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

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:

### D. FUTURE GOALS

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

### E. VERIFICATION

Please provide verification on the prescribed form (next page) signed by someone who knows you well, but who is 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 here:

Name	Address (postal or email)

### FINAL CHECK

Please check each statement to confirm you have met all requirements:

I have read the purpose and regulations of the award	<input type="checkbox"/>
I am a full-time student	<input type="checkbox"/>
I have given full details in every section	<input type="checkbox"/>
I have enclosed all the supporting documents required, including proof of age, proof of residency or citizenship, and academic results	<input type="checkbox"/>
I have included a signed verification form	<input type="checkbox"/>

(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:

Please send this completed application form, plus scanned copies of evidence of acceptance 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 verification statement, by:

- Email attachment to [admin@kateedgertrust.org.nz](mailto: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 deliver to:

Academic Dress Hire, 17 George Street, Parnell.

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**TRESSA THOMAS RETRAINING AWARDS**  
 Verification of Application



The purpose of the Tressa Thomas Retraining Award is to assist mature women, aged 25 and above, to undertake full-time 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	Referee
Name:	Name:
Address:	Address:
	Occupation:

I, \_\_\_\_\_, certify that I have read this application and I believe the statements made by the applicant about the course in which she is enrolled, and her circumstances, to be true.

What information can you give about the applicant's desire to gain this qualification?

How long have you known the applicant?

In what capacity do you know the applicant?

Signed:

Date:

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

## STATUTORY DECLARATION

**Note: You must sign and date this declaration in the space provided in the presence of a Justice of the Peace. The initial statement of the declaration, containing your name, address, profession, and a list of the documents being witnessed, can be completed on a computer in advance of printing this form.**

I, \_\_\_\_\_, of \_\_\_\_\_  
 \_\_\_\_\_, \_\_\_\_\_, hereby solemnly and  
 sincerely declare that

annexed to this application are documents that have been obtained without alteration from online sources.

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 \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Signature of declarant:

Before me, \_\_\_\_\_, Justice of the Peace for New Zealand.

Signature of Justice of the Peace:

**PLEASE NOTE THAT MAKING A FALSE DECLARATION IS A PROSECUTABLE OFFENCE**