

STUDENT ASSISTANCE APPLICATION

Instructions

You can apply for Student Assistance for:

- ☐ Course fees (including the Annual Administration Fee) and/or
- ☐ Set textbooks (sourced from Tertiary Texts or Open Polytechnic only)

Please ensure that you:

- Print your answers clearly or tick appropriate boxes.
- Sign and date the form.
- Attach copies of documents.

Return with your completed Application for Enrolment.

Who can apply?

- Anyone applying to enrol in a course with Open Polytechnic who has no other means of funding their study.
- Applicants must be New Zealand citizens or permanent residents living in New Zealand.
- Applicants must not be in receipt of another grant or scholarship from elsewhere.
- Applicants must be 18 years of age or older.

What are the criteria?

- A desire and commitment to study
- Financial need
- Ability to achieve

Your application will be assessed on this criteria. Supporting evidence of these criteria will assist us in assessing your application.

How much Student Assistance is available?

Up to a maximum of \$1,500.00 for course fees. Textbooks applied for under Student Assistance will be limited to one application to a maximum of \$250. Students would normally be limited to one application. Student Assistance does not cover set textbooks not sourced from Tertiary Texts or Open Polytechnic.

Ability to Achieve

Detail any accomplishments that demonstrate your ability to achieve. Study history (if applicable) will be considered. Supporting documentation such as awards or certificates and written references will assist your application. Your ability to achieve and your attitude to achievement will be taken into account.

Desire/Commitment to Study

Provide a brief outline of why you want to study the course(s) you have chosen on your Application for Enrolment, and what you hope to achieve by completing your study. Proof of commitment to study, such as how you will make time available for study, and family/whānau or employer support should be included in this section.

Financial Need

We will be looking for evidence that it would be difficult for you to pay for your course fees and/or textbooks by any other method. You could demonstrate this by stating how much disposable income you have left each month after all your regular expenses are paid, any children or dependents you are supporting, and any other financial commitments currently preventing you from studying. Photocopies of bank statements or bills could support your application.

What is the process?

1. When you have completed this application form and attached supporting documentation, submit it along with your Application for Enrolment to:

Academic Registrar
Private and Confidential
Open Polytechnic
Private Bag 31 914
Lower Hutt, 5040
2. Your application will be assessed.
3. You may be contacted for further information and you will be advised of the outcome of your application in writing.

Personal Details

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (specify below)

Family Name _____

Given Name(s) _____

You will be assessed on the information you provide overleaf. If you need more space please attach extra pages.

1. I am applying for Student Assistance for

- ☐ Course Fees
- ☐ Set Textbooks

2. Desire/Commitment to Study – see Checklist

3. Financial Need – see Checklist

4. Commitment to Study/Ability to Achieve – see Checklist

Checklist

When checked, read the Declaration below and sign and date this form. All decisions are final. No correspondence will be entered into.

All sections are completed legibly.

- All supporting documents are attached.
- Your enrolment application has been submitted or is attached.

Financial need

Suggestions for supporting documents:

- Bank statements highlighting regular income/ outgoings
- Bills (including hire purchases, rent/mortgage payments etc).

Commitment to study/ability to achieve

Suggestions for supporting documents:

- School reports or previous study results
- Awards or certificates
- Letter of reference from a person of standing in the community such as a teacher, lecturer, employer, minister.

Terms and Conditions

Applicants must be 18 years of age or over and a citizen or permanent resident of New Zealand living in New Zealand. Student Assistance is available for a maximum value of \$1,500.00 for course fees and/or set textbooks as specified overleaf, and administration fees, only. Open Polytechnic reserves the right to determine appropriate courses to be enrolled in, after discussion with the applicant. Where applicants do not make satisfactory progress with their courses after a reasonable period the enrolment may be cancelled and the Student Assistance withdrawn.

Applications will only be considered where the Student Assistance application form and all enrolment documentation is provided. Information relating to the Student Assistance application will be kept confidential. If information provided is found to be false the Student Assistance and enrolment may be cancelled. Recipients of Student Assistance are not eligible for any other special offers from Open Polytechnic.

Declaration

I hereby apply for Student Assistance for the course(s) and/or textbook(s) stated on my Application for Enrolment, and confirm that I have read and accept the Terms and Conditions above.

Name (please print) _____ Signature _____ Date _____