



PACIFIC ISLANDS POLYNESIAN EDUCATION FOUNDATION

PO Box 48-219 Silverstream 5042

Email brian.sutcliffe@paradise.net.nz

GUIDE TO MAKING APPLICATION FOR – PIPEF & NKMT & POST GRADUATE SCHOLARSHIPS

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.

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 ALL 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.

Please return your completed application along with the checklist below to the Administrator.

CHECKLIST

If you do not supply all information asked for below, your application will not be considered by the Board.

1. All personal details are completed – **page 1** – questions 1 – 4
2. Proof of NZ Citizenship or permanent residency and your ethnicity are supplied – **page 1** – questions 5 - 6
3. Evidence of hardship are provided – **page 2** – question 16
4. Weekly budget sheet completed/supplied – **page 3**
5. Copy of previous study results supplied (essential for Norman Kirk Memorial Trust applications only)
6. **You must have paid your 2011 tuition fees and attach evidence** of course fee payment with your application.



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Post only your completed application and checklist with all supporting documentation to:

Brian Sutcliffe
The Administrator
Pacific Islands Polynesian Education Foundation (PIPEF)
PO Box 48-219
SILVERSTREAM 5042
UPPER HUTT



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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 2011 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

PIPEF and NMKT scholarships are 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 Applicants - selection criteria

1. Applicants **MUST** be of Pacific Island descent. **Proof of your ethnicity is required for your application to be considered.** Students born in New Zealand can provide copies of parents and grandparents birth place and heritage.
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 to be clearly identified with full and complete supporting evidence.**
4. Application form is to be filled in **clearly, completely and correctly.** **Incomplete forms will not be considered by the Foundation's Board.**
5. Application must be complete and **received by due date – 31st March 2011.**

The Norman Kirk Memorial Trust Scholarship Applicants - selection criteria

Please note the above PIPEF selection criteria above also apply to Norman Kirk Memorial Trust scholarships which are awarded to mature applicants who have faced financial or other difficulties in starting or continuing studies. Preference is given to applicants whose training will equip them to make a contribution to the wider society.



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Applicants **MUST** supply results of previous/prior study with their application (**if they have studied previously**).

AMOUNTS AWARDED

1. PIPEF assistance in 2011 will be a minimum of \$500.00. The number of grants and value of each grant will be decided by the PIPEF Board.
2. NKMT awards 20 scholarships of \$1,000.00 each year.

Applicants may be awarded BOTH scholarships.

Important Information on completing the application form

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

Permanent Residence documentation

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

Proof of ethnicity must be provided. Birth certificate, parents or grandparents birth details will provide the ethnicity the Board seeks.

(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 two years you are not required to resubmit this information again for an application in 2011.

Send signed certified copies NOT original documents

Send CERTIFIED 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.**

Proof can be in the following forms; Birth Certificate, letter from church minister, maitai, sworn by a solicitor, court registrar, police officer or community leader.



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Budget Sheet information

This financial information is required by the PIPEF Board 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, 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

You must 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 where your account is held.
- The name of the account holder.
- The bank account number.

Tuition Fee Payment

To qualify for scholarship consideration by the Board all applicants **must** provide evidence of their having paid the required tuition fee/s for the complete 2011 years study course. If Study Link are paying- provide documented evidence to show this.



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Process for awarding both PIPEF and NKMT scholarships

Enrol and pay your tuition fees for the 2011 study year.

Fully completed applications are received by PIPEF. Applications are checked for eligibility, incomplete applications will not be considered.

Applications MUST be received by – 31 March 2011 to be considered.



PIPEF Board meets in April and scholarship recipients are selected.
PIPEF advises applicants of the outcome of their applications mid May.
Formal acceptance of scholarship requested from successful applicants.



PIPEF invoices Ministry of Education for scholarship funds.



Ministry of Education pays scholarship funds to PIPEF.
Successful applicants confirm acceptance of scholarship.



Payments can be expected in June/July into successful applicant's bank accounts by electronic transfer. It is important that your bank account details are correct.



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APPLICATIONS

Scholarship applicants **MUST** have provided all the required documentation by the cut-off date of 31st March 2011 **determined by the Board in 2011**.

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

(The only exception will be for applicants who are studying in semester two 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. Bank account details are confirmed (preferably with a bank generated deposit slip).
 - This is very important as it can slow down the payment process considerably.
3. The completed checklist **MUST** be attached. Please keep a copy for your reference.