



HAANE MANAHI MEMORIAL SCHOLARSHIP APPLICATION

Reference form and guide only – you must complete the online form.

For queries on policy matters/eligibility please email the Secretary's office at
nzrotoruaenquiries@deloitte.co.nz

For technical support, please contact support@ngatiwhakaue-eetb.org.nz

CLOSING DATE: - 4.30pm Friday 12th April 2024

Page 1 – Personal Details

Enter or confirm the following details:

Personal Details

- First Name *
- Last Name *
- Gender *
- Birthdate *
- Place of Birth *

Contact Details

- Street number, name, and suburb *
- City *
- Post Code *
- Country *
- Email *
- Mobile Phone *

Other Details

- Bank Account Name (account holder name) *
- Bank Account Number *
- Iwi * (*not editable if already confirmed*)
- Hapu most affiliated to * (*not editable if already confirmed*)

Page 2 – Application Details

What is the name of your apprenticeship/course? *

Which Institution (e.g., Industry Training Organisation, Polytech etc) will you be attending? *

Example: Toi Ohomai Institute of Technology or BCITO

What is the total Length of Apprenticeship/Course (years & months) *

Example: 3 years 10 months

Start Date (enter as: Month - Year) *

Example: June 2021

Expected Completion Date (enter as: Month - Year) *

Example: June 2025

Employer Details (if applicable)

Are you currently employed on an apprenticeship? *

? If you answer Yes to the above question, you will see the additional boxes below appear. If you answer No, you will not need to fill these in.

Contact Details

Business Name (if applicable) *

Enter your employer's company name

Business Address*

The address of the company you're employed at

Contact Person*

Who is the contact person at your place of work?

Contact Phone*

What is the contact person's phone number?

Fees Information

Is your course Government Funded? *

? If you answer **No** to the above question, you will see the additional boxes below appear. If you answer **Yes**, you will not need to fill these in.

If your course fees are not Government funded:

How much are your unfunded course fees (attach details on last page e.g., invoice) *

Enter the cost of your course fees – please enter numbers only

Have these fees been paid? *

- Yes – By Student Loan
- Yes – I have paid fees direct to the Institute
- No – My Course fees have not been paid yet
- Other

? If you answer **Other** to the above question, you will see the additional box below appear. You will need to fill these in.

Please state how your fees were/will be paid: *

Example: by another scholarship or grant

IMPORTANT:

- Please provide **clear information** regarding status of your course fees / fees payment,
- Applicants need to also have applied for and disclose their position regarding Government assistance for apprenticeships OR **any other support obtained**

Section 2 – Tools of Trade AND / OR Course Related Expenses

Do you have Tools of Trade required to be purchased? *

? If you answer **Yes** to the above question, you will see the additional boxes below appear. You will need to fill these in.

Do you have Course Related Expenses? *

? If you answer **Yes** to the above question, you will see the additional boxes below appear. You will need to fill these in.

Provide details of the tools of trade required for training purposes and upload quotes on the last page of this application form. (Tools must be relevant to your level of training.)

If your application is approved **tools quotes will require validation by your employer/training supervisor and payment will be made directly to the supplier. Value not to exceed \$5,000**

List tools here: *

Itemise your tools here – please be clear

Total Tools Costs: (enter numbers only) *

List your total tools costs here, e.g.: 5000

Value not to exceed \$5,000

List course related costs here: *

Itemise your tools here – please be clear

Total Course Related Costs: (enter numbers only) *

List your total course related costs here, e.g.: 5000

Your Background and Aspirations

Please provide a brief statement outlining your background and your aspirations for the future*

Limited to 150 words

Page 7 – Document Upload Section

You will be required to upload the following documents, please ensure you have them ready before starting your online application to save you time.

NOTE:

- only .jpg, .png and .pdf files are accepted for uploading.
- You cannot submit your application if you do not upload all your documents.

Whakapapa Sheet *

Completed, signed and verified by Kaumatua, Kuia, or a senior whanau member. A blank copy of the Whakapapa Sheet can be found on the home page of the portal under the Quick Link Documents tab, and also on our main webpage on the Haane Manahi Memorial Scholarship page.

A copy of your School records *

Upload evidence of your record of study

Letter of Support/Reference from employer (if applicable) *

Upload reference from the ITO or Education Provider you are enrolled with

(NOTE: this option does not display if you indicated on the form that you are NOT currently employed on an apprenticeship)

Reference from relevant ITO or Education Provider *

Upload reference from the ITO or Education Provider you are enrolled with

Fees Receipt *

- Details and confirmation if Government funded
- OR evidence of payment of fees or your invoice for fees due

Your course enrolment confirmation which clearly outlines the course you are enrolled in *

From your education provider

Tools – Quotes for tools relevant to apprenticeship (please combine documents and upload as one attachment) *

Provide certified evidence of tools quotes relevant to your apprenticeship.

(NOTE: this option does not display if you indicated on the form that you are NOT requesting cover for Tools of Trade)

Other expenses – details/receipts on other course related expenses (please combine documents and upload as one attachment) *

Provide certified evidence of course related costs relevant to your apprenticeship.

(NOTE: this option does not display if you indicated on the form that you are NOT requesting cover for other Course Related Costs.)

Bank Deposit Slip *

Attach a pre-printed or bank certified deposit slip which confirms the account number you have entered into this online application.

Page 8 – Declaration by Applicant

- You are asked to read and acknowledge the applicant declaration before you proceed to review your application.
- You must tick the 'Acknowledge Terms and Conditions' box under the declaration.
- You also need to complete the 'reCAPTCHA' box on the form to activate the SUBMIT button.

Submit Confirmation

When your application is submitted you will see the following screen.
You will also receive an email with a pdf of your application answers attached for your records.

Thank you, your application is now submitted.

Haane Manahi Memorial Scholarship applications close on 12th April 2024

The Board will then evaluate applications and decide on the outcome of your application.

We will email you with the outcome of your application in due course.