

NZQA Information Sheet

Financial assistance for National Secondary School Qualifications

Who can apply for financial assistance?

Financial assistance is available to assist with the payment of entry fees to National Secondary Schools Qualifications. To be eligible to apply you must be the fee payer and meet at least one of the following criteria:

- Be receiving a Work and Income or Study Link benefit.
- Have a joint family¹ income that would entitle you to receive a Community Services Card.
- Have more than one child² undertaking these qualifications in the same year, irrespective of income, and the total fees to pay are higher than \$200.

You cannot claim financial assistance for international fee paying students.

How do I apply for financial assistance?

Complete one application form for all candidates for whom you are seeking financial assistance. Forms are available from schools or from the “For Learners” section of the NZQA website: www.nzqa.govt.nz/for-learners.

Send the completed form to the school that you have listed on the form. If your application covers more than one candidate, send the form to the school of the first candidate you have listed. That school will process your application. If you have candidates attending different schools the first school will send it on to those schools for you. Your school will tell you the date to return the form to them for processing.

Which sections do I complete on the form?

You must complete Section A and B giving full details of both you and the candidates for whom you are seeking financial assistance. It is important to write the candidate’s National Student Number (NSN) in the space provided and to sign the declaration at the bottom of the form.

Complete only **one** of sections C, D or E depending on your circumstance as follows: -

Section C – Complete this section if you are receiving a Work and Income or Study Link benefit. Enter your benefit number in the space provided.

Section D – Complete this section if you are not receiving a benefit but you have a gross family income that would entitle you to receive a Community Services Card. Indicate in the space provided that you are eligible to receive financial assistance or enter your Community Services Card number. You must sign the declaration at the bottom of the form and be prepared to provide evidence of your income to support your application.

Section E – Complete this section if you do not qualify in the above categories but have more than one child² studying for National Secondary School qualifications and would otherwise be paying more than \$200 in fees.

¹ “Family” is defined as parents (or legal guardians) and children living together.

² This applies only if the gross fees for a fee payer are in excess of the \$200 multiple candidate maximum.

What if I don't know the National Student Number (NSN)?

All secondary candidates for national qualifications will receive a letter from their school at the end of June giving them their NSN. This number must be written in the space provided on the application form. If candidates have been assessed against NQF standards in the past their NSN will be on their Results Notice, Record of Learning or Certificates issued by NZQA. If you can not locate your child's NSN please contact their school.

What are the income thresholds for entitlement to a Community Services Card?

Family Size¹	Income Limits (Before tax) From 1 April 2008
2 person family (1 parent with 1 child)	\$42,507
3 person family	\$50,934
4 person family	\$57,880
5 person family	\$64,678
6 person family	\$72,302
For families of 7 or more, the income limits increase by \$6,689 for each additional person	

If you are married, or in a relationship like marriage, you should assess your income based on the combined gross income of you and your spouse or partner.

When are applications due?

Your completed application must be sent to the first school listed on your application form. Contact this school to find out when they require the completed form for processing. Schools must send all applications to NZQA by 19 September.

When will I know if my application has been approved?

Your school is responsible for approving your application. You can assume it has been approved unless your school contacts you advising you otherwise.

How much will I need to pay?

	Eligible for beneficiary or income based assistance	Not eligible for beneficiary or income based assistance
One child who is a candidate	\$20.00	Full fees (\$75.00 for NQF and 3 Scholarship subjects)
More than one child who are candidates	A maximum of \$30.00 per family. ¹	Where fees are payable for more than one candidate, a maximum of \$100.00 per child and \$200.00 per fee payer. ²

Need more information?

If you need more information on how to apply for financial assistance please contact your school.

¹ "Family" is defined as parents (or legal guardians) and children living together.

² Candidates will pay \$75 except if they enter for more than three Scholarship subjects or are international students. This means that most fee payers with two candidates assessed against NQF standards this year will not be eligible for multiple candidate financial assistance.