



8 May 2018

Dear Parent / Caregiver

If your son/daughter is in Year 11 (or above) and sitting any NCEA internal assessments or external exams, you will be charged a \$76.70 fee. This fee is collected by schools on behalf of NZQA and covers entry into NZ Qualifications for this current year. The fee is generated on our Kamar system as soon as your son/daughter enters an NCEA standard. You can view information about the fee here:

<https://www.nzqa.govt.nz/ncea/entry-into-ncea/fees-for-ncea/>

Students in Year 9 and 10 are not charged a fee. Instead, any credits they earn this year will be held on our system and transferred to NZQA when they enter Year 11. Because they do not pay a fee, Year 9 and 10 students are not eligible to sit end of year exams. *If you have a child in Year 9 or 10 who wishes to sit end of year exams, please contact Brent Silby as soon as possible to make arrangements.*

NZQA have a financial assistance system in place. A copy of the application form is included on the reverse of this letter. If you qualify for financial assistance, please forward the form and adjusted payment to Ao Tawhiti Unlimited Discovery. Spare forms are available at the office.

**The due date for NZQA fee payment is Wednesday 26th August.**

After this date, fee payments need to be made directly to NZQA ([www.nzqa.govt.nz](http://www.nzqa.govt.nz)) via your son or daughter's NZQA login.

## **EXAMS**

Your son/daughter may decide to sit external exams. Exams are not compulsory at Ao Tawhiti Unlimited Discovery, but many students sit exams to gain specific credits. We recommend that students talk to their subject Learning Advisors about which exams they would like to enter. We are working towards the nation-wide **deadline of 31st August** to get exam entries finalized. After 31st August, students will not be able to enter or withdraw from exams.

Please contact me if you have any questions.

Brent Silby (Principal's Nominee to NZQA) // [brent.silby@aotawhiti.school.nz](mailto:brent.silby@aotawhiti.school.nz)

## APPLICATION FOR FINANCIAL ASSISTANCE For National Secondary School Qualifications

Application number – Office use only																					
<b>Section A: APPLICANT DETAILS (Parent or Caregiver)</b>	<table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																				
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**Section B: CANDIDATE DETAILS**

Complete this section for all members of your family<sup>1</sup> for whom you are applying for financial assistance. **Note: Financial assistance is not available for international foreign fee paying students.**

First Name	Surname	School	Date of Birth	NSN <sup>2</sup>

**Complete only one of the following sections, sign the declaration and send to the first school listed above:**

**Section C: BENEFIT BASED APPLICATION**

Complete this section if you are applying for financial assistance on the basis that you receive a Work and Income or StudyLink benefit as your main source of income, or you have a Community Services Card<sup>3</sup>. Note that an administration fee of \$20.00 per candidate or \$30.00 per family is still payable.

Write your benefit number or Community Services Card<sup>3</sup> number here      ⇒     

**Section D: INCOME BASED APPLICATION**

Complete this section if you are not receiving a benefit, or you do not currently have a Community Services Card<sup>3</sup>, but you are applying for financial assistance on the basis that your family income is within the levels set for receiving the Community Services Card<sup>3</sup>. Note that an administration fee of \$20.00 per candidate or \$30.00 per family is still payable.

If your family income would qualify you to receive a Community Services Card<sup>3</sup> then indicate here      ⇒       (✓)

**Section E: MULTIPLE CANDIDATE/FAMILY BASED APPLICATION**

Complete this section if you do not qualify for benefit or income based financial assistance but you are applying on the basis that you have more than one candidate undertaking senior secondary school qualifications, and would otherwise be paying more than \$200 in fees.

Indicate here if you wish to apply for multiple candidate assistance      ⇒       (✓)

**DECLARATION:**

I declare that the information provided above is correct and that I am eligible to apply for financial assistance. I further agree to provide NZQA evidence of my income if requested and agree to advise NZQA in writing of any change in circumstance that would make this application invalid.

<b>Signed</b>	<input style="width: 95%;" type="text"/>		<b>Date</b>	<input style="width: 95%;" type="text"/>
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<sup>1</sup> "Family" is defined as parents, including sole parents or legal guardians, and their children living together.

<sup>2</sup> You must provide the National Student Number (NSN) for each candidate before financial assistance can be approved. Refer to [www.nzqa.govt.nz/financialassistance](http://www.nzqa.govt.nz/financialassistance) for more information regarding financial assistance including how to obtain candidate NSNs

<sup>3</sup> For information regarding Community Service Card entitlements and income thresholds visit Work and Income's website [www.workandincome.govt.nz](http://www.workandincome.govt.nz) or go directly to [community services card brochure](#).