

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 for 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 (**benefit-based applications**)
- have a joint family¹ income that would entitle you to receive a Community Services Card (**income-based applications**)
- be a fee-payer with two or more children who are candidates, irrespective of family income (**multiple candidate applications**), where the total fees you would have to pay would otherwise be more than the \$200 multiple candidate maximum.

You cannot claim financial assistance for international fee-paying students.

How do I apply for financial assistance?

Complete one application form for all members of your family¹ 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 are the fee-payer for 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 Sections A and B, giving both your full details and those of the members of your family¹ for whom you are seeking financial assistance. It is important to write the National Student Number/s (NSN) for candidates 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 two or more children² 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 their children.

² Candidates will pay \$75 except if they enter for more than three Scholarship subjects or are international fee-paying 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.

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

All secondary candidates for national qualifications will be notified of their NSN in June. You must write the NSN 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 Result Notice, Record of Achievement or Certificates issued by NZQA. If you can not find your child's NSN please contact the school.

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

Family Size¹	Income Limits (Before tax) From 1 April 2010
2 person family (1 parent with 1 child)	\$45,078
3 person family	\$54,589
4 person family	\$62,154
5 person family	\$69,563
6 person family	\$77,843
For families of 7 or more, the income limits increase by \$7,295 for each additional person	

When are applications due from fee-payers?

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 1 September.** If you miss your school's deadline for processing applications, you risk having to pay full fees and the \$50 late fee.

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?

	I am eligible for beneficiary or income-based assistance	I am not eligible for beneficiary or income-based assistance
I am paying for one child who is a candidate	\$20.00	Full fees (\$75.00 for NQF and 3 Scholarship subjects)
I am paying for two or more children 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.

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