

Financial Assistance fees schedule

Number of candidates fee-payer is paying for	Fee-payer is eligible for beneficiary or income-based assistance	Fee-payer is 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)
Two or more children who are candidates	A maximum of \$30.00 per family	Where fees are payable for more than one candidate, a maximum of \$100.00 per child and \$200.00 per fee payer

Due date for schools to forward fees collected from fee-payers

The due date for payment to NZQA of all fees collected from fee-payers is 18 September 2009. Schools are requested to set a collection date and process their financial assistance applications with this date in mind.

Schools submitting entries by electronic file

School management software allows you to enter financial assistance applications into your system. When you upload your file to NZQA it will include the applications. NZQA will automatically approve these applications if all the information is complete.

Schools submitting web entries

The website has the ability to capture applications for financial assistance.

Application form

The application form and information sheet are provided with this circular and are also available on the NZQA website at: <http://www.nzqa.govt.nz/ncea/acrp/secondary/forms.html>. Please direct fee-payers to the link and give candidates a copy of the information sheet as well.

Paper trail

While NZQA reserves the right to ask applicants to provide evidence in support of their application, there is no requirement for schools to sight this evidence when processing the application. NZQA may ask schools to provide copies of processed application forms.

Enquiries

Please refer any enquiries relating to this circular to your School Relationship Manager.

School Relationship Manager
Secondary Assessment and Liaison
Telephone: 04 463 3000
Fax: 04 463 3113
Email: firstname.lastname@nzqa.govt.nz

Circulars are available from the New Zealand Qualifications Authority website (www.nzqa.govt.nz/publications/circulars).