



He Whānau Manaaki o Tararua  
Free Kindergarten Association Incorporated

Date Effective: December 2018  
Review Date: February 2020

## Study Assistance Grant

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Responsible to:	Human Resources Manager
Applies to:	All Kindergarten Staff
Purpose:	To provide guidelines for the fair distribution of a fund to assist in meeting study costs.
References:	<ul style="list-style-type: none"><li>• Equal Employment Opportunities Policy</li><li>• Professional Development Policy</li></ul>

## Policy

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1. Many staff choose to upgrade or otherwise enhance their qualification in education. Whānau Manaaki Kindergartens (WMK), in its role as a good employer, wishes to go some way in supporting permanently appointed staff in this endeavour.
2. WMK will make appropriate financial provision annually for this purpose within budget constraints.
3. Grants will be for the purpose of undertaking a course of study that will upgrade or otherwise enhance a qualification in education or related to the staff member's job.
4. Permanent staff, who have been employed by WMK for a minimum of one year at the time of application, are eligible to apply.
5. The total amount available to each applicant will be half the appropriate course fee, to a maximum of \$500.
6. Where applications received exceed the total value of the fund, WMK management will decide how to proceed with the allocation of funds. This may be to increase the budgeted amount or to conduct a ballot to determine successful applicants.
7. Applicants who are unsuccessful in one calendar year will have priority in the succeeding year, should they reapply and should their application be meet the criteria for the grant.
8. Allocation/conduct of the ballot will be responsibility of the Chief Executive.

9. Applications from staff who are allocated a grant in the previous year of allocation will only be considered if the succeeding year of allocation fund is not exhausted.
10. Leave will generally not be approved for study that requires regular absence from the kindergarten during normal working hours. However, 'one off' release will be considered.
11. All applications should be made on the Study Grant Application Form.
12. An invitation for Study Grant applications will be sent out in December each year. Applications should be received at WMK office no later than 28 February each year.
13. Applicants will be advised as soon as possible following their application as to their success.
13. Allocations made each February will cover courses commencing in the period from 1 July in the preceding year to 30 June in the year of allocation.

# Application for Study Assistance:

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<b>Date of Application:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Kindergarten:</b>	

<b>Course Title:</b>	
<b>Course Provider:</b>	
<b>Date of Course Commencement:</b>	
<b>Length of Course:</b>	
<b>Course Cost:</b>	\$
<b>Amount Requested: (Half Course Cost to a max of \$500)</b>	\$

***Evidence that you have been accepted for this course and the fee paid/required must be attached to this application.***

*Please send completed form to [karen.skett@wmkindergartens.org.nz](mailto:karen.skett@wmkindergartens.org.nz)*

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Office Use Only

<b>Assistance Approved/Declined:</b>	
<b>Date Teacher Notified:</b>	
<b>Date Accounts Officer Advised:</b>	