

Ara Completion Grant Application



For students experiencing financial hardship.

The purpose of the Ara Completion Grant is to assist fully enrolled students where circumstances related to their study change causing unmanageable financial burden, or to provide assistance to enable completion of qualifications and entry into employment. Funds can be accessed for: hardship due to study placement, external exam fees, registration, obtaining a driver's licence (if required for work), transport or childcare costs that are inhibiting you from completing.

Do you meet the criteria?

You must attach proof of financial hardship. Please make sure you provide the following:

- | | | |
|--|-----|----|
| • full bank statement on <u>all</u> your accounts showing the last 30 days' activity, including your credit card account and any joint accounts (an ATM printout will not be sufficient) | Yes | No |
| • a completed Budget form (attached) | Yes | No |

I am a New Zealand citizen or permanent resident.	Yes	No
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I have attended my course for a minimum of four (4) weeks before applying. (Your attendance will be checked and it must be regular to be eligible for assistance.)	Yes	No
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My application will not be considered if received three (3) weeks prior to the course end date.	Yes	No
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Note: There is a maximum amount of assistance each student can access per year.

Please see Student Support on your campus or email: studentsupport@ara.ac.nz, phone 0800 24 24 76.

Submit the completed application form to Student Support or via email.

Head of Department or Programme Leader/Manager support is required for this application:

Name of staff member	Signature
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Where possible you will be contacted within two working days.

Your name and details

Student ID number

Programme/course

Surname or family name

Given name(s)

Address

Telephone Home

Mobile

Email

Date of Birth

Citizenship

New Zealand Citizen

New Zealand Permanent Resident

Other

Ethnicity

Iwi

Marital status

Single

Married

De Facto

Do you live alone?

Yes

No

Dependent children

No

Yes If yes, list their ages

(Children you are financially responsible for)

Financial situation

Have you received any Ara financial assistance so far this year?

Yes

No

Do you have a student loan this year from StudyLink?

Yes

No*

Have you applied for an allowance or loan (for living costs) including course related costs from StudyLink?

Yes

No*

Do you have a student banking package with an overdraft facility?

Yes

No*

If you have an overdraft have you exhausted this?

Yes

No*

Do you currently have regular paid employment?

Yes

No

Considering your course commitments, do you intend looking for work?

Yes

No

***For applications to be considered, you must have exhausted all other means of assistance.**

What financial support are you able to obtain from your parents or relatives?

What amount are you seeking from the Ara Completion Grant?

Please tell us about your needs for this assistance.

Are you attending classes regularly and are your assessments up to date?

I hereby declare that the information that I have given is true and correct; no information which could have a material bearing on my application has been withheld. I understand the making of a false declaration is an offence under the Crimes Act 1961.

The personal information you provide on this application is protected by the Privacy Act 1993.

It will not be used for any purpose other than assessing your eligibility for an Ara Completion Grant and for compiling statistics.

By signing this application, I agree to Ara collecting information about my student loan/allowance and/or benefit from StudyLink/WINZ if required, for the purpose of this application.

Signed

Date

Budget Form

Name

Date

When you are completing this budget form, please include all income sources, eg including your partner/spouse if applicable, and list the total expenses.

How many adults/children does this budget cover?

Adults

Children

HOUSEHOLD INCOME

Wages/salary
Income Support payments
Other income
Total income

Monthly	Weekly
\$	\$

TRAVEL COSTS

Fares (eg bus, train)
Petrol/fuel
Car insurance
Car registration
Car warrant of fitness
Car maintenance/repairs
Total travel costs

Monthly	Weekly
\$	\$

GENERAL COSTS

Alcohol/cigarettes
Entertainment
Childcare
Hire purchase/s
Bank fees
Club fees/subscriptions
Donations
Fines
Court required payments
Other (please specify)
Total general costs

Monthly	Weekly
\$	\$

HOUSEHOLD COSTS

Rent/board
Mortgage
Groceries
Power
Gas
Phone (landline/mobile/internet)
Rental of goods
Rates
House maintenance
Household goods
Insurance (house/contents)
Total household costs

Monthly	Weekly
\$	\$

FAMILY COSTS

Child support payments
School fees/donations
School uniforms
Medical costs
Dental costs
Prescription costs
Pet registration
Veterinary fees
Clothes and shoes
Holidays
Gifts
Life insurance/superannuation
Total family costs

Monthly	Weekly
\$	\$

	Monthly	Weekly
Total household costs		
Total travel costs		
Total general costs		
Total family costs		
Total costs	\$	\$
Total income	\$	\$
Balance (costs minus income)	\$	\$

Note: Figures on the budget advice form have been supplied by the student. Ara takes no responsibility for their accuracy.