

Overseas Relocation Grant Teacher Reimbursement Application Form

The Overseas Relocation Grant (ORG) is available for recruitment of qualified overseas teachers (both New Zealand trained and overseas trained) who are registered and certificated by the Teaching Council of Aotearoa New Zealand.

Eligibility criteria

You must be registered and certified by the Teaching Council of New Zealand.

Your role must start between 1 July of one year to 30 June the following calendar year, and your contract must be full-time for at least 12 months in a:

- › state or state-integrated school (excluding independent schools)
- › licensed early learning centre.

An applicant must already be a qualified teacher before coming to New Zealand. Students coming to New Zealand to train as teachers are not eligible for this grant.

Any overseas teacher must not have been teaching in a New Zealand school or licensed early learning service in the 12 months prior to their start date.

If you have previously received approval for an overseas relocation grant, you will not be eligible for additional payments.

Places will be allocated evenly across each of the categories above on a first-come, first-served basis until the allocation is spent. We will be monitoring allocations closely and we will inform the sector as soon as allocations have been exhausted.

Supporting documentation

You must have the following before filling out this form:

- › A signed and dated copy of your employment contract
- › Evidence of your arrival in New Zealand e.g., full flight itinerary. Note: this must be within 6 months of your start date of employment
- › Evidence of a New Zealand bank account (details of requirements are on page 3)
- › Evidence of expenditure for all actual and reasonable costs. This must be evidenced by a tax invoice or receipt. Eligible relocation expenses can be found on the Inland Revenue website here:
[Eligible relocation expenses \(ird.govt.nz\)](https://www.ird.govt.nz/eligible-relocation-expenses)
- › There are further tips on page 3 about what kind of expenses will and will not be accepted.

Your application must be made within three calendar months of the start of your employment.

Teacher details

First name:

Surname:

Phone number:

Email:

Nationality:

MOE Number:

Teacher Registration number:

Title of teacher qualification:

Country where teaching qualification was gained:

Date gained teacher qualification (dd/mm/yy)

Position classification:

Teacher Principal Other

Position sector:

Primary Secondary ECE

Where applicable, list the subjects being taught:

Position start date:
(dd/mm/yy)

Position end date:
(dd/mm/yy)

School details

School name/ECE centre name:

School ID/ECE centre ID:

Principal's/Centre Manager's name:

New Zealand address

Teacher Declaration

Please confirm the following:

I confirm that I meet all the eligibility criteria and have attached all the necessary documents to support my application.

I understand that if my application is not complete it may not be considered.

I understand that the Ministry of Education will conduct checks into any previous teaching in New Zealand.

I understand that if I leave teaching in New Zealand before completing 12 months of employment the Ministry may look to recover some, or all, of any Overseas Relocation Grant payment made.

Payment details

If your application is approved, we require bank generated evidence of the account into which the grant will be paid.

Evidence/Documentation Checklist

All applications and documentation must be legible.

Teachers Overseas Relocation Grant payment

Completed application form.

Evidence of expenditure for all actual and reasonable costs. This must be evidenced by a tax invoice or receipt.

Bank account details to meet requirements as follows.

Bank account requirements

Please attach a copy of bank evidence. Failure to provide correct evidence will delay your application process.

Your application includes one of the following forms of bank account proof:

A bank statement showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding date.

A pre-printed deposit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name.

ATM printout which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's full name.

Bank teller account confirmation dated and stamped by the bank which shows the full bank account number (bank, branch, account number and suffix) and the account holder's name.

An internet printout which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and the web address along the top or bottom of the page.

Bank account proof must not be more than 6 months old. Your name must match the bank

account name or provide supporting documents to establish the identity link (e.g. marriage certificate).

Privacy Statement

The Ministry of Education will use the information collected on this form together with the information held in Education Service Payroll to:

- › consider your application for an Overseas Relocation Grant
- › administer your payment(s).

For these purposes, the Ministry of Education may share your information with your employing school and the Education Service Payroll to confirm your eligibility. The Ministry may contact the Education Council to request details of your registration status. The Ministry may also use this information for statistical and research purposes and all data are held securely by the Ministry of Education. You have the right to access your information and to request correction of anything that you think is wrong.

Where to send your application

You can email your application and additional documents to: Teacher.Supply@education.govt.nz

We will not be accepting posted applications. Applications sent by post will not be considered.

If you have any questions, call us on 0800 165 225 or email: Teacher.Supply@education.govt.nz

Examples of what costs you can and can't claim

- ✓ **Transport costs that relate to relocating are accepted:** E.g. flight receipts which show passenger names and dates of travel, shipping and quarantine costs, rental car on arrival.
- ✓ **Costs to become a teacher in NZ are accepted:** E.g. teacher registration fee, NZQA fees, English language assessments.
- ✓ **Administration costs of relocating & settling are eligible:** E.g. passports, visas, medical requirements/tests. Charges to connect utilities (power, internet, gas etc). Up to \$500 for miscellaneous items (e.g. household goods or clothes).
- ✓ **Temporary accommodation upon arrival can be claimed:** E.g. hotel or similar when you first arrive. You are eligible for 12 weeks' rent. If you provide evidence of a minimum of 4 weeks, we will extend that to 12 weeks. Evidence must show your rental agreement, and payments on a bank statement. Written receipts from a landlord and screenshots of bank evidence will not be accepted.
- ✓ **Relocating with your family:** Relocation costs associated with bringing your dependants with you to NZ can be included in your claim.

- ✗ **Bank statements alone are not valid receipts.**
- ✗ **Illegible or unclear receipts not accepted:** All receipts must include the currency type and it needs to be clear what they relate to.
- ✗ **Groceries and non-relocation items not eligible:** Receipts for groceries, food, utility bills after arrival will not be accepted.
- ✗ **Incomplete accommodation claims not accepted:** To be reimbursed for rent, we need evidence of your rental arrangement (tenancy agreement or letter from landlord) and bank statement showing rental payments. Bonds and cash payments for rent will not be accepted.
- ✗ **Car purchase, loans, flight upgrades not eligible:** E.g. receipts for buying a car or taking out a loan will not be eligible for assessment.
- ✗ **Student visas:** We do not cover student visas for you the applicant, only for dependants.

Note: The combined expenses of yourself and an eligible dependant cannot be claimed more than once if you are applying separately.

List of my expenses:

List your expenses below, with the value and currency type that you paid. List the most expensive items first. If you can provide bank statement evidence (not screen shots) of rental paid regularly for 4 weeks we will approve 12 weeks' rent. Continue on a separate page if required.

[illegible]

A reminder that costs for miscellaneous items are capped at \$500. The purchase of cars, groceries, phones, and utilities are not covered.

We accept eligible relocation expenses, as defined at the Inland Revenue website here:

Eligible relocation expenses (ird.govt.nz)

