



TeachNZ Scholarships Allowance and Fees Payments Guidance

Fees payments

To finalise your scholarship, we will ask you to submit the following certified documents and we will process your fees payment:

- evidence of your bank account
- evidence of your IRD number, and
- your signed scholarship agreement.

We will also require you to provide your Confirmation of Enrolment (if available).

Your fees are paid through StudyLink, who will pay your tertiary provider directly. Fees payments do not cover course-related costs such as stationery, textbooks or travel.

If your scholarship covers more than one year of study, we will continue paying your fees if you meet the requirements. You must send us your certified results at the end of each academic year and pass at least 50% of your study. If you do not meet these requirements, you will be in default of your scholarship. You may be required to pay back all or part of the money you received. You may also not receive future payments.

Fees payments schedule

If we are unable to make your payment by your tertiary provider's due date, we will discuss other options with you. This could be through a StudyLink Student Loan or by paying yourself until we can process the payment on your behalf. We will advise you about reimbursement.

Allowance payments

After we receive your certified documents and your fees are paid, we will work with StudyLink to start your allowance payments. Eligibility is assessed each year of your scholarship.

To be eligible for full allowance payments, you must:

- be a full-time student (equivalent to 0.8 EFTS or 96 credits of study) or have limited full-time status from StudyLink the year you were awarded your scholarship, and
- pass all your study in the academic year.

If you have limited full-time status, email us as soon as StudyLink approves it.

If you are a full-time postgraduate student, you must confirm you are enrolled in semester two. Submit a Confirmation of Enrolment for semester two.

To be eligible for reduced allowance payments, you must:

- be a part-time student studying equivalent to 0.375 EFTS to 0.75 EFTS, or 45 to 90

- credits of study the year you were awarded your scholarship, and
- pass all your study in the academic year.

You may still be eligible for allowance payments if:

- we consider your failure to pass is because of exceptional circumstances that were beyond your control, or
- you resit and pass a failed paper of equivalent EFTS at your own expense in the same study year.

If you do not pass all your study, you may fall into default of your scholarship terms and conditions. You will need to pay back all or part of the money you received from your scholarship.

Allowance payments and tax

Inland Revenue may consider your allowance payments as income. If this happens, contact us and we will provide you with a letter to give to Inland Revenue. This letter will explain your scholarship entitlements to them.

If you do not pass all your study, you may fall into default of your scholarship terms and conditions. You will need to pay back all or part of the money you received from your scholarship.

Allowance payments and schedule for Te Huarau, Te Tipu Whakarito and Kupe scholarships

Allowance payments and schedules depend on your scholarship, if you are a full-time or part-time student and if you are studying at undergraduate or postgraduate level. You will only receive an allowance if you are eligible.

Allowance payments for full-time undergraduate students

If you are a full-time undergraduate student, your allowance payment or payments are divided into equal instalments during your scholarship. You will be paid within six weeks of us receiving your academic results, in most cases. See the table below for full-time undergraduate annual allowance payments.

Table 1: Allowance payments for full-time undergraduate students

Scholarship duration	Te Huarau and Te Tipu Whakarito annual allowance instalment	Kupe annual allowance instalment
1 year	\$10,000	\$15,000
2 years	\$5,000	\$7,500
3 years	\$3,333.33	\$5,000

Allowance payments for full-time postgraduate students

Full-time postgraduate students will be paid in two equal instalments. You will receive the first instalment at the start of your first semester. You will receive the second instalment in your second semester.

Te Huarau and Te Tipu Whakarito recipients will be paid \$5,000 per instalment.

Kupe recipients will be paid \$7,500 per instalment.

Allowance payments for part-time undergraduate and postgraduate students

Part-time undergraduate or postgraduate students who received a Te Huarau or Te Tipu Whakarito scholarship will be paid an allowance totalling \$10,000 for a maximum of six years. Annual allowance instalments depend on how many years you are studying part-time. For example, if you are studying part-time for six years, your annual allowance instalment would be \$1,250.

Part-time undergraduate or postgraduate students who received a Kupe scholarship will be paid an allowance totalling \$15,000 for a maximum of six years. Annual allowance instalments depend on how many years you are studying part-time. For example, if you are studying part-time for six years, your annual allowance instalment would be \$2,500.

Allowance payments and schedule for Te Huawhiti and Te Waka Whakarei Career-Changer scholarships

Full-time students will be paid an allowance of \$30,000 per year, for a maximum of three years. You will be paid fortnightly, starting in February and ending in November each year.

Part-time students will receive a reduced allowance of \$15,000 per year, for a maximum of six years. This is paid as a lump sum at the start of the academic year.

Payment processing and academic results

Each February, we request academic results from your tertiary provider. You must submit your academic results if your tertiary provider does not provide them.

We must assess your academic results at the end of your academic year before we process any payments (fees and allowance). If you have yours before this time, you can send them to us for assessment.

Your fees and allowance payments could be late or left unpaid and your scholarship defaulted if you do not submit your academic results.

If you are a mid-year scholarship recipient, or if your tertiary provider does not provide them, you must send us your academic results yourself.

Provide your academic results in one of the following ways:

- A certified copy of your academic transcript.
- A certified copy of your end-of-year results from your online student account. The certified printout must contain the following sentence to be accepted: 'Original results seen online; this is a true and accurate copy'.
- A digital copy of your academic transcript emailed directly from your tertiary provider.
- eEquals results emailed directly to us.

We only accept certified copies of documents. Read the [Certified Documents for TeachNZ Scholarships guidance](#) on the Education Workforce website to learn who can certify copies. Submitting uncertified documents will impact processing and payment timing.

Contact us

If you have any questions, we're here to help.

Email: teachnz.admin@education.govt.nz