CENTRAL REGIONAL COUNCIL

SCHOLARSHIP FUND POLICY

Dated: MARCH 2017
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1.0 INTRODUCTION

1.1 The Central Regional Council (CRC) are allocated Scholarship Funds by the Nurses Trust Management referred to in this policy as “The Trust”.

1.2 Interest born from “The Trust” investments are allocated to the CRC Scholarship Fund. The amount of monies allocated to CRC Scholarship Fund from “The Trust” are variable and reliant on the levels of interest accrued from those investments.

1.3 The CRC have the decision making ability to award monies from the CRC Scholarship Fund, pursuant to the criteria outlined in this policy document.

1.4 New Zealand Nurse’s Organisation (NZNO) Finance Department are responsible for arranging financial payments from CRC Scholarship Fund bank account on behalf of and when instructed to do so by CRC.

1.5 The purpose of the CRC Scholarship Fund is to assist those financially, to undertake relevant study pertinent to Healthcare, excluding undergraduate study.

1.6 Careful consideration needs to be taken to ensure that the funds are being spent as initially agreed by the CRC and within the financial allocation of the CRC Scholarship Fund from “The Trust”.

1.7 A subgroup of the CRC has been allocated the task of ensuring that the applications received are within those boundaries and subsequent to meeting the criteria outlined in this policy.

1.8 NZNO Finance Department referred to in this policy document are based at NZNO National Office, Wellington.

1.9 The CRC Secretary referred to in this policy document is the NZNO Palmerston North Central Regional Administrator, based in NZNO’s Central Regional Office, Palmerston North.

2.0 ALLOCATION MANAGEMENT OF THE CRC SCHOLARSHIP FUND:

2.1 The CRC has decided the following criteria:

a) The allocation amounts from CRC Scholarship Funds are determined/restricted by the interest available at the time of each individual application;

b) The financial year for the CRC Scholarship Fund shall run from January to December;
c) Only one application per year, per member;

d) Applicants are required to complete and submit the application form titled “NZNO CRC Professional Development Grant from the CRC Scholarship Fund - Application Form” when making an application.

e) The applicant should submit a completed application form and post to: Central Regional Administrator, NZNO Central Regional Office, PO Box 1642, Palmerston North 4410;

f) All CRC Scholarship Fund application forms received will be considered at the next scheduled CRC meeting;

g) Where multiple applications are received, priority of need will be determined by the CRC and then the allocation of funds will be awarded to the applicant on the grounds of priority, pursuant to and dependant on the availability of funds. Retrospective applications may also be considered pursuant to availability of funds;

h) CRC Scholarships Funds can only be awarded at the discretion of the CRC;

i) The CRC reserves the right to decline any applications should they not meet the criteria outlined in this policy;

j) The CRC also reserves the right to decline any applications should there be no funds available within the financial year that the application has been made/received;

k) CRC application decisions are final and there is no right of appeal.

3.0 APPLICANT CRITERIA

3.1 Applicants are expected to:

a) Be a current financial member of NZNO Union and employed within the NZNO Central Region (i.e. Wanganui/Taranaki/MidCentral);

b) Be undertaking relevant study pertinent to Healthcare;

c) Provide a letter and supporting evidence (including evidence of cost) with their application;

d) Have not received any funding for the same item(s) pertaining to the application from any other source;

e) Any other funding awarded from another source must be declared. If there is evidence of failure to declare other funding, any monies awarded by the CRC will have to be repaid to the CRC Scholarship Fund;
f) If successful, the applicant must provide a brief written report on completion of study, which details how their working practice has been enhanced, as a result of the CRC Scholarship Fund award.

4.0 RECEIPT OF APPLICATION PROCESS

4.1 Upon receipt of a CRC Scholarship Fund Application Form:

   a) CRC Secretary will forward all received applications, together with supporting letter and evidence to the CRC;

   b) Applications will then be presented at the next CRC meeting for consideration and final approval or declined decision;

   c) All applications are subject to the availability of funds and the criteria outlined in this policy document under heading sections 2.0, 3.0 and 5.0;

   d) The application will then be given to the CRC Secretary to notify the applicant in writing of the approval or decline of the application;

   e) For approved applications the CRC Secretary will send the written approval letter to NZNO Finance Department, together with instructions for NZNO Finance Department to arrange payment of the successful application at the amount award by the CRC from the CRC Scholarship Fund bank account;

   f) Upon receipt of the instructions from the CRC Secretary, the NZNO Finance Department will make payment by cheque and send the cheque together with the written approval letter to the applicant;

   g) For declined applications the CRC Secretary will send the written declined letter to the applicant directly;

   h) Pursuant to 2.1(k) CRC application decisions are final and there is no right of appeal.

5.0 ITEMS CRC SCHOLARSHIP FUNDS CAN AND CANNOT BE AWARDED FOR

5.1 The CRC Scholarship Fund can cover, but is not limited to, costs towards items such as:

   a) Course related costs;

   b) Stationery;

   c) Travel.

5.2 The CRC Scholarship Fund specifically excludes, but is not limited to items such as:
a) Loss of wages/salary to attend course;

b) Any cost that has been funded by any other source (no duplicate funding);

c) Registration fees for the Nursing Council;

d) Annual practicing certificates;

e) Computer hardware/electronic equipment;

f) Accommodation costs;

g) Food and beverage costs.

6.0 SUMMARY

6.1 Pursuant to section headings 2.0, 3.0 and 5.0 of this policy document, approval will be given dependant on the availability of funds and supporting evidence of costs.

6.2 Pursuant to 4.1(a) the CRC Secretary will pass on all applications in a timely and prompt manner to the CRC;

6.3 Pursuant to section heading 5.0, the CRC reserves the right at any time to decide and make reasonable changes to what items are included or excluded from CRC Scholarship Funding.

6.4 The CRC reserves the right to make the full and final decision as to the outcome of each application subject to availability of funds and subject to the criteria outlined in this policy having been met.

6.5 Applicants have no right of appeal against application decisions made by the CRC.