



Government of the Cook Islands

Department of National Human Resources Development

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IN COUNTRY STUDENT ASSISTANCE FUND (SAF) APPLICATION FORM 2011-12

SECTION A: SAF INFORMATION

DNHRD Use only:

Date/time received: _____

Staff Initials: _____

Number of receipts received: _____

Number of results copies received: _____

The aim of this In-Country funding assistance is, to enable Cook Islanders and PRs **without any form of sponsorship** (e.g. from employers) to undertake post secondary education and training **while living in the Cook Islands**. There are two forms of assistance available under this programme:

OPTION 1: PARTIAL REIMBURSEMENT OF TUITION FEES AND PRESCRIBED TEXT BOOK FEES.

- Criteria 1:** Applicants who are unemployed or whose annual income is below \$15,000 may apply for a **75% reimbursement of course fee(s) and prescribed textbook(s)**. This amount is payable only if the applicant has proof of having passed the course(s) and paid the course fee(s) in full.
- Criteria 2:** Applicants whose annual income is in the range of \$15,000 and over may apply for a **50% reimbursement of course fee(s) and prescribe textbook(s)**. This amount is payable only if the applicant has proof of having passed the course(s) and paid the course fee(s) in full.

For Option 1: There are **NO** restrictions on reimbursements for students who complete more than one course per semester. **Please note, applications for reimbursement will only be considered if the application is within the current financial year indicated on this form.**

OPTION 2: REQUEST FOR FUNDING DUE TO JUSTIFIABLE FINANCIAL HARDSHIP OR UNEMPLOYMENT.

If an applicant in **Criteria 1** is unable to meet the up front payment of tuition fees and prescribed textbook for a current course due to **lack of employment or justifiable financial hardship**, the applicant should:

- i. Write a letter to the Director of DNHRD explaining why you need assistance under this option.
- ii. Obtain a Letter of Guarantee from the course provider or tutor that help or assistance will be provided to the applicant in completing the course successfully.
- iii. Make an up front payment of **\$50.00** at the time of enrolling for this course. Attach the receipt for this amount paid.
- iv. Submit with this application an Invoice from your training provider for outstanding amount to be paid for this course. **If you have paid more than \$50 for this course only the outstanding amount will be paid by DNHRD.**

In approved cases, DNHRD will pay **only the balance of outstanding course** and prescribed textbook fees for this course.

- v. **Upon completion of this course the applicant is requested to provide the official pass mark or grade to DNHRD.**
- vi. **Applicants, who fail to complete their course without good reason, will NOT be considered for future subsidies under this arrangement.**
- vii. **Assistance under this option is only available for one course per semester.**

SECTION B: ELIGIBILITY FOR FINANCIAL ASSISTANCE

1. The applicant must be an indigenous Cook Islander or has Cook Islands Permanent Residency status and is currently residing in the Cook Islands.

However, where the applicant is neither of the above but contributes to key areas of government operations; this will be considered on a case by case basis. A supporting letter will be required from the employer to confirm that the applicant is suitable based on their professional performance.

2. The applicant will not be a current scholarship holder under any government administered scholarship schemes. Request for SAF assistance to repeat a course when it was already paid under the SAF scheme and under any government administered scholarship schemes or other externally funded study awards are not eligible for this scheme.
3. Persons, whose course fees are already partially or fully paid by their employers either public or private, are not eligible for this scheme.
4. THE COURSE OF STUDY SHOULD BE PURSUED HERE IN THE COOK ISLANDS EVEN IF THE PROVIDER IS LOCATED OF SHORE.

SECTION C: SUBMISSION OF APPLICATIONS TO THIS SCHEME

1. All applications are to be submitted to DNHRD only for tertiary level courses you have passed, AFTER official final result(s) have been received and full payment of course fee(s) have been made.
2. Eligible copies of receipts and final results from training providers must be submitted with this application.
3. If you are applying under Option B the relevant documents must be submitted after enrolment in your proposed course for funding assistance.
4. Assistance is relevant only to studies completed and passed within the government financial year from **1ST JULY 2011 - 30TH JUNE 2012.**

Checklist of documents attached to this application

1. A copy of passport details page.
2. A copy of Cook Islands PR certificate or passport page with Cook Islands Immigration PR stamp.
3. This completed application form signed by the applicant on page 4.
4. Signed declaration by current employer and relevant financial personnel at current workplace on page 4.
5. For unemployed persons only: Signed declaration by the relevant training provider personnel on page 4.
6. A copy of the receipt(s) required in Option 1 or 2. Number of receipts attached: _____
7. A copy of the final result(s) required in Option 1. Number of copies attached: _____
8. A letter to the DNHRD Director as required in Option 2.

NOTE: The amount of assistance that can be provided is restricted by the available funds. It may not be possible to assist everyone if courses are oversubscribed. In this event, assistance will be on a first come first serve basis.

SECTION D: REQUEST FOR ASSISTANCE

I am applying for financial assistance under:

- Option 1, Criteria A in Section A: 75% of reimbursement of course fee(s) and prescribed textbook.
- Option 1, Criteria B in Section A: 50% of reimbursement of course fee(s) and prescribed textbook.
- Option 2, in Section A funding as stipulated for this option due to unemployment or justifiable hardship.

SECTION 1: PERSONAL DETAILS

Q1.1 Name: Please note that the name entered in this section should be your full name as it appears on your birth certificate or passport. (Attach a copy)

First Name _____ Maiden Name _____
 Middle Name _____
 Last Name _____

Q1.2 Date of Birth: / /
 (Day) (Month) (Year)

Q1.3 Gender: Male Female

Q1.4 Residency Status: (*tick one answer*)

- Cook Islands Maori currently living in the Cook Islands
- Person with Cook Islands Permanent Residency status current living in the Cook Islands (Attach a copy of your Cook Island PR certification)

Q1.7 Postal Address and contact details:

POBOX: _____
 Island of usual residence: _____
 Home Phone: _____ Mobile: _____
 Work Phone: _____ Fax Phone: _____
 Email address: _____

(Please ensure that the email address provided is one that you check regularly as this will be the DNHRD main communication channel)

Q1.8: Bank Account details

You understand that reimbursements for successful applications will only be made to your designated Cook Islands bank account. This is in accordance with DNHRD policy for this scheme and MFEM banking requirements.

The name of your bank account: _____

The name of your local bank: ANZ / BCI / Westpac (*Circle appropriate answer*)

Your bank account number: _____

SECTION 2: DETAILS FOR COURSES

What is the name of your training provider? _____

What is your programme of study? _____
 (*e.g: Certificate in Law, Bachelor of Commerce, Master of Art*)

Provided details for course(s) completed or for the course you intend to complete under Option 2.

Course Code	Course Name	Semester /Year	Total course fee Costs (\$)	Total text book cost (\$)	Receipt Number(s)	Total Costs PAID for this course
Total Costs paid for all courses on this application						

SECTION 3: DECLARATION BY FINANCE PERSONNEL AT YOUR CURRENT PLACE OF EMPLOYMENT

This is to confirm that the applicant is currently employed by this organisation and earns the following income on an annual basis:

Income Category (*Please tick answer*) less than \$15,000 greater than \$15,000

This is to confirm also that this employee was solely responsible for the full payment of tuition and prescribed textbook(s) costs for course(s) on this application.

This applicant's/employee's occupation or job title: _____

Name of Finance Manager or Finance Officer: _____

Name of current place of employment: _____

Signature of Finance Manager or Finance Officer: _____

Date: _____

Name of Current Employer or Division Manager _____

Signature of Current Employer or Division Manager: _____

Date: _____

SECTION 4: FOR THOSE WHO ARE UNEMPLOYED - DECLARATION BY TRAINING PROVIDER

On behalf of this organisation I confirm that this applicant is a:

Current student at this training institute and is studying at the tertiary level.

I am in support of this application for assistance as requested by the applicant.

Name of training provider: _____

Name of person making this declaration: _____

Name of position held at this organisation: _____

Signature: _____

Date: _____

SECTION 5: DECLARATION BY THE APPLICANT:

- I hereby certify the above information is accurate and correct in all aspects.
- I understand the conditions and requirements of the SAF scheme. I understand to that the Government of the Cook Islands reserves the right to confirm the accuracy of the information in my application with the appropriate authorities, and that incorrect statements may result in my being declared ineligible for financial assistance under the SAF scheme.
- I declare that if I fail to complete a course without good reason under Option B as stated in Section A of this application form I understand that I will no longer be considered for another subsidy under the Option B arrangement.

Date: _____

Signature: _____