

THE KATE EDGER EDUCATIONAL CHARITABLE TRUST TRESSA THOMAS RETRAINING AWARD

PURPOSE

To assist mature women to prepare to return to a profession or to take up work (paid or unpaid) in the community.

REGULATIONS

1. A number of Tressa Thomas Retraining Awards of \$1,500 shall be offered annually.

Closing dates: 31 March, 31 July.

2. Applicants for these awards must be:

- a) women;
- b) New Zealand Citizens or Permanent Residents;
Either
- c) currently engaged in a specific project (for example, producing an information booklet)
or
- d) enrolled or preparing to enrol in a training or retraining course at the following institutions: the University of Auckland, the Albany campus of Massey University, Auckland University of Technology, Manukau Institute of Technology or Unitec.

3. In making these awards, the selection committee shall give consideration to:

- a) the project or course of study;
- b) the applicant's academic background as evidence of ability complete the course
- c) the applicant's need for financial assistance;
- d) the work (paid/unpaid) the applicants plan to do in the future;
- e) the applicant's referee's reports;
- f) any other factors considered relevant.

4. Each applicant for this award must submit her application **on the current prescribed application form**, together with:

- a) evidence of engagement in a specific project or of acceptance in a training or retraining course at one of the institutions named above;
- b) a certified copy of academic results from current course or previous study
- c) details of prior work experience, paid or unpaid (for example, study, work, child-raising);
- d) a brief outline of the work, paid or unpaid, she plans to do in the future;
- e) references from two referees on the prescribed forms and in sealed envelopes;
- f) a certified copy of evidence of status as a New Zealand Citizen or Permanent Resident;

“Certified copy” means a copy of the original, certified as true by an appropriate authority (for example Academic Registrar, Head of Department or Justice of the Peace).

5. The Tressa Thomas award is not available for research or travel expenses (for example, to conferences).

6. This award may not be held concurrently with an award of similar or higher value except with the express approval of the Awards Committee.

7. In special circumstances a successful applicant may be considered for one subsequent award but not more.

8. Tressa Thomas Retraining Awards will be paid in one instalment on presentation of evidence of engagement in a specified project or evidence of enrolment at one of the institutions named above (for example, a receipted fee invoice or a certified statement from the relevant department).
9. Each recipient of a Tressa Thomas Retraining Award is required to make a short written report at the end of the year of study.

APPLICATIONS AND ENQUIRIES

1. Application forms for these awards are available from:
 - a) Scholarships offices of the above named tertiary institutions;
 - b) The website www.kateedgertrust.org.nz
2. Enquiries and completed applications to: Tressa Thomas Retraining Awards, The Kate Edger Educational Charitable Trust, P O Box 74 350, Market Road, Auckland. Enquiries also to enquiries@kateedgertrust.org.nz

THE KATE EDGER EDUCATIONAL CHARITABLE TRUST TRESSA THOMAS RETRAINING AWARD Application Form

Complete both pages. Please use black ball point pen or type

A. PERSONAL DETAILS

NAME

.....
(First names) (Family name)

POSTAL ADDRESS (street address not Box number).

PHONE

Home

Mobile

EMAIL

STUDENT ID No.

RESIDENCY

New Zealand Citizen

Yes / No

Permanent Resident

Yes / No

You must supply a certified copy of evidence of your status: a birth certificate, citizenship certificate or relevant passport pages.

B. ACADEMIC GOALS

Degree/qualification for which you are studying

What is your current year or level of study?

Give a brief outline of your previous educational background and why you have chosen to study for this qualification

Expected date of completion of qualification:

You should supply any previous academic results, from school or other qualification to support your application

Or PROJECT

If you are applying for funding to support a project, please provide a statement describing your project (on a separate sheet), including estimated costs and supporting documents. References should be supplied supporting this project and your ability to complete it.

C. FINANCIAL SITUATION

What **sources of income/funding** do you have or hope to have to assist you in funding your studies? (eg Income support, student allowance, student loan, partner, paid employment, other awards or scholarships etc.

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Give a brief outline of any employment and community activities you are doing currently:

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Note any special circumstances – family, personal or financial that could be considered as part of your application. These could include number and ages of children, parenting status, health/disability status, debt situation:

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D. FUTURE GOALS

Give a brief outline of your future goals :

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REFERENCES

Ask **two** people to give a confidential reference on the forms supplied. These people should know you well and should not be relatives or partner. If possible chose one person from your place of work and the other from the educational institution where you are studying.

You must give the referees the forms for their reports. The referees should return their report to you in a sealed envelope. **You must send in their reports, in sealed envelopes, with this completed form.**

Give names of your referees

Name	Address/contact
1	
2	

Final check:

Please tick each statement after confirming you have met all requirements.

I have read the purpose and regulations of the award	
I have given full details in every section	
I have enclosed all the supporting documents required	
I have enclosed two sealed envelopes from referees	

Please keep a copy of your application

Your signature: _____ **Date:** _____

Please send this application by 31 March or 31 July to:

Tressa Thomas Retraining Awards
The Kate Edger Educational Charitable Trust
P O Box 74 350
Market Road
Auckland.

THE KATE EDGER EDUCATIONAL CHARITABLE TRUST TRESSA THOMAS RETRAINING AWARD

Referee's Report Form

The purpose of the Tressa Thomas Retraining Award is to assist mature women to prepare to return to a profession, or to take up work paid or unpaid in the community. It is not a condition that the applicant undertakes study at tertiary level. All information supplied is confidential to those involved in the selection procedures.

Applicant's Name:	Referee's Name:
Address:	Address:
Closing Date:	Occupation:

If you are willing to act as a referee for the applicant, please complete this report.

How long have you know the applicant? _____

In what capacity? _____

Please rate the applicant on a 1-5 scale in the following categories. If you are unable to comment please write DK [don't know]:

	Low 1	2	3	4	High 5
WORK SKILLS:					
Effort and commitment to the course/project					
Ability to balance study and other responsibilities					
POTENTIAL:					
She is likely to complete the course/project					
She is likely to use the qualification in employment paid or unpaid					
PERSONAL QUALITIES:					
She is reliable					
She is motivated					
She is well organised					
She perseveres					
She shows initiative					
She works well with others					
She is able to cope with stress					
She is a good role model					

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