

Guidelines

ELIGIBILITY

Massey Wellington Students Association (MAWSA) members are able to apply for financial assistance for essential costs that cannot be covered with their normal level of income.

To qualify for assistance the costs must be:

- Unforeseen and temporary
- Creating unusual or severe hardship
- Threatening continued study at Massey University

Assistance is available in the form of a grant up to the value of \$500.

Applicants must have tried to get assistance from ALL possible sources, including Work and Income New Zealand (WINZ) and/or Studylink, before making an application to MAWSA.

THE APPLICATION PROCESS

1. Make an appointment at the MAWSA office to see Student Advocate, or book an appointment with the Student Advocate by email.
2. Fill out the application form on the following pages as much as you can.
3. Once the Advocate has received all necessary evidence to support your application, your application will then be taken to a small committee to consider.
4. The committee may have further questions for you to answer.
5. You may be required to have budgeting support.
6. Grants will be paid to creditors only.
7. You will receive an email detailing the decision within five working days of application (counting from the day that the applicant has submitted all invoices and details for payments to be made).

You have the right to appeal the decision by contacting the MAWSA President directly within one calendar month from the date of the letter.

The application process could take up to two days; every effort will be made to process urgent requests as quickly as possible. Applications are welcome to send through all documents by email. Applicants must provide screenshots showing the closing balance of their bank statements, and the courses enrolled at Massey.

IMPORTANT POINTS

- No student can be approved more than two applications in one year.
- The money can only be used to pay for costs directly; for this reason payments will only be made directly to the company/individual to who the money is owed – NOT to the student.
- Original documents you provide to support your application will be returned to you at the interview, with photocopies being made where necessary.
- The application is assessed by a committee of up to three MAWSA staff or executive members who are preapproved and have background knowledge of the hardship process.
- Your application will be held confidentially by the Student Advocate. The committee considering your application will keep your details confidential. You can request for the committee to consider your application anonymously.
- If the advocate needs to ask agencies for information about your case, this will be done with your consent.

Application Form

Once complete return this form to the MAWSA Student Advocate. If you have not heard back from anyone about your application within two days, please contact us on 04 979 3762

CONTACT DETAILS

Full Name: _____ **Student ID:** _____

Email: _____ **Phone number:** _____

Term Address: _____

DECLARATION

I declare the information contained within this application to be true and correct to the best of my knowledge. No information that could have material bearing on my application has been withheld. I understand that if it comes to the attention of MAWSA that information given is not correct or has been omitted, their decision may be reversed and I will be liable for the amount I received and the costs of collection.

Student Signature: _____ **Date:** _____

PERSONAL DETAILS

Gender: _____ **Age:** _____ **D.O.B:** _____

Ethnicity: NZ European/Pākehā NZ Māori Pasifika Asian Other: _____

Dependants: e.g. Children No Yes, how many: _____

Living arrangements: Renting/Flatting Private Board Halls of residence Own home
 Other: _____

Living with: Family Partner/spouse Children Flatmates Alone
 Other: _____

COURSE DETAILS

Programme of study: _____ **No. of points studying for this year:** _____

Year level: 100 200 300 400 700 Other: _____

WEEKLY BUDGET

Income

Student loan or allowance	
Wages	
Total income	

Expenses

Rent/board/Mortgage	
Food	
Power/gas	
Phone	
Transport	
Personal items	
Entertainment	
Hire Purchase/lay-by	
Debt repayments	
Total expenses	

Total income - total expenses =

CHECKLIST – HAVE YOU?

- | | |
|---|--|
| <input type="checkbox"/> Completed all sections of this form in full including the budget | <input type="checkbox"/> Provided the last two months bank statements (from date of application) for ALL bank accounts |
| <input type="checkbox"/> Provided copies of invoices to support the statements made in your application | <input type="checkbox"/> Provided a letter from WINZ or Studylink explaining why they can't help (if applicable) |
| <input type="checkbox"/> Provided an up-to-date Massey University academic record | <input type="checkbox"/> Signed the declaration on the front page |