

MANAAKI FINANCIAL SUPPORT GRANT

Document Control	
Policy Manager: Customer Support Services Manager	Date First Approved: March 2006
Policy Owner: Executive Director – Finance	Authorised by: Chief Executive
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Wintec Taxonomy: Customer Service	Next Review Date: September 2023
Relates to NZQA Tertiary Evaluation Indicator(s):	3. Student Engagement 4. Governance & Management

1. Purpose & Scope

The intention of this policy is to provide financial support to Wintec students to help them overcome any financial barriers that may adversely affect their ability to continue their programme of study.

- This policy applies to all enrolled Wintec students.
- The fund is limited to the annual budget approved by the Chief Executive.
- The fund is administered through the Health Services.

2. Policy Statement

Wintec students can apply for a grant to overcome financial difficulties that adversely affect their ability to continue their course of study. Through this policy Wintec will:

- 2.1. Clarify in which circumstances grants will be approved
- 2.2. Describe limitations to circumstances for which grants will be approved
- 2.3. Define how the grant will be administered.

3. Key Roles and Expectations

- 3.1. There will be two Manaaki Financial Support Grant committees; one Domestic and one International to enable informed decisions based on the targeted focus and knowledge of each cohort, the types of hardship they are experiencing and the support available to them by the committee, Wintec and the wider community.
- 3.2. Each committee will have a minimum of four member, and the Chair of each committee will be the Customer Support Services Manager. To ensure consistency it is also recommend at least one other member is retained across both committees.
- 3.3. Three members constitute a quorum.
- 3.4. The committee may second additional member[s] to maintain a quorum to represent Wintec and students.
- 3.5. The committee will meet as often as required [minimum weekly] to ensure applications are dealt with promptly.

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- 3.6. In cases of emergency the committee can make decisions by phone conference, to be confirmed at the next meeting.
- 3.7. The committee membership shall be reviewed annually, and the Chairperson shall be nominated by the Customer Support Services Manager.

4. Measuring Success

- 4.1. All applications received with relevant supporting documentation for committee assessment.
- 4.2. All applications assessed and grants awarded in timely manner, in line with stated policy and procedures.

5. Procedures

- 5.1. All applicants must be currently enrolled as students at Wintec (full or part time).
- 5.2. An application form and brief budget must be completed by every applicant.
- 5.3. The fund is available to assist Wintec students overcome financial barriers that are directly related to and adversely affect the student's ability to pursue their current course of study.
 - 5.3.1. Wintec is not a welfare agency and the limited resource allocated to the fund does not enable it to extend assistance to the relief of ongoing or accumulated general living expenses.
 - 5.3.2. Assistance is not provided to meet debts, or expenses that pre-date the student's current course of study.
- 5.4. Assistance approved will be in the form of a one-off, non-repayable grant.
- 5.5. Students must apply for all other forms of financial assistance that they are eligible for, including student loans, allowances, any qualifying income support, and/or sundry grants before they may receive a Manaaki Financial Support Grant. The fund does not provide additional income over and above student allowances, student loans, or income support payments.
- 5.6. Students may have counsellors or other staff members assist them with their applications and/or accompany them to any necessary interviews.
- 5.7. Students applying for assistance may be interviewed at the student's request or at the discretion of the approving committee or staff member.
- 5.8. Manaaki Financial Support Grant guidelines will be liberally interpreted to ensure decisions are based on student's needs. The guidelines are not rigid, inflexible rules.
- 5.9. Before allocating a grant to any student, the staff member or committee members making the decision will satisfy themselves that the applicant's needs are greater than those of most other students in similar circumstances.

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- 5.10. Students must provide specific details of the assistance they require and provide sufficient information for the committee to assess the special need. Students may be required to provide documentary evidence in support of their stated financial situation at the discretion of the approving staff member or committee.
- 5.11. Grants will only be approved to assist students meet compulsory course-related charges and expenses where it is clear that the payment of course fees etc may have contributed to personal hardship, or where it is essential to enable a student to continue with their course.
- 5.12. Under no circumstances will grants be available to assist with the payment of court fines, loans, and hire purchase.
- 5.13. At the discretion of the approving committee, grants may be paid direct to students' creditors. All grants are payable by direct credit into a nominated authentic NZ Bank Account, either that of the student applying, or a nominated creditor. The applicant is responsible for providing this accurate information.
- 5.14. All applications will be considered by the Manaaki Financial Support Grant Committee.

6. Records Management

In line with the Public Records Act 2005, Wintec is required to provide a records management programme to ensure that authentic, reliable, and usable records are created, captured and managed to a standard of best practice and to meet business and legislative requirements. All records relevant to a specific policy need to be listed in every policy in the following format:

Record	Minimum Retention Period	Disposal Action	GDA Reference #
Manaaki Financial Support Grant. This policy document.	Until superseded and administratively no longer required for reference purposes.	Retain as a public archive	5.1.1
Student grants The processing of approving hardship and food grants	7 years after date of last action	Destroy	3.2.3

7. Version History

Version	Date Approved	Details
1	March 2006	First Published. Originally titled <i>Special Needs Fund</i> .
2	April 2012	Minor updates.
3	November 2016	Reporting lines changed. Clarification of approval criteria, limitations, and administration of the grant. Name changed to <i>Hardship Grant</i> policy.
4	September 2020	Name changed to <i>Manaaki Financial Support Grant</i> policy. A second committee added for international students (in addition to the domestic committee). Other minor updates.