**Informational – NGO Social Work Study Award Payments**

**Policy Framework**

The NGO Social Work Study Award is not intended to meet all costs associated with study – whilst it is probable that this study award will meet a significant portion of the costs, it is anticipated that both the student and the employer will both incur some costs at times as well. Where there is a shortfall between the funding available and actual costs, the student and the employer will need to agree how to fund this shortfall.

Each study award has a maximum possible value of $33,244.45 (Including GST). This funding is available within three clearly defined categories, each with annual and total funding limits. MSD will pay:

Course Fee Payments – up to $3,500 per year, and up to $10,500 in total

Student Support Funding – Up to $4,000 per year, and up to $12,000 in total (+ GST)

Final Fieldwork Placement Payment – a once-only payment of up to $7,777.78 (+GST).

The amounts for each annual and total funding limit cannot be exceeded in any circumstance, and any unused funding cannot be transferred between categories or students.

Each student can have access to only one NGO Social Work Study Award - this funding is not “reset” if the student leaves the programme and subsequently rejoins with the same, or with a different employer.

**Application**

Course Fee Payments

Course fees are broadly defined as being those compulsory items charged by the education provider, and may include a variety of items such as course costs, extra-mural costs, photocopying costs, student union fees, etc.

MSD will pay up to $3,500.00 (incl. GST) per year for course fees, with the maximum payment for course fees per student over the total course of study is $10,500.00 (incl. GST). In some instances these amounts will not fully fund fee costs, and the student is responsible for making up any shortfall.

Fees will be paid directly to the Education Provider by StudyLink on behalf of MSD. In the main part this will be done without the active involvement of the student in the payment process - however, the student may be contacted by StudyLink to assist if there are any issues.

Student Support Payments

The Student Support funding is paid to the employer and is to assist the employer to support the student in study. It can be used to pay for a wide variety of costs and expenses, such “back-fill”, and / or to help cover the cost of travel and accommodation for block courses, and / or to purchase study resources for students, such as books, etc. – these and other expenses cannot be claimed separately from MSD. This funding is managed by the employer.

Employers and students should discuss how to get the best value from this funding - if students are seeking funding for study-related costs, this will need to be discussed with and agreed with the employer if it is to come from the student support funding. This process should be open and transparent, and the student should know how the funding is being used – expenditure needs to be visible to the student.

Annual reporting of expenditure is not required, however periodic audit checks will be undertaken to determine how this funding is used, and to ensure that this is used appropriately.

* MSD will pay the employer a standard student support payment of $2,300.00 (incl. GST) per semester of study, with a maximum payment of $4,600.00 (incl. GST) per calendar year where the student is studying in both semesters.
* Where students are studying for a part-year only (e.g. for one semester only, or if their study starts or concludes mid-year), then only a single semester payment of $2,300.00 (incl. GST) will be payable.
* The maximum student support payable per student over the total course of study is $13,800.00 (incl. GST).

However, where students are studying over a period longer than 3 years employers may opt for a reduced payment **per year** to assist in spreading this financial support over a longer period of time. In these instances employers **must** ring MSD to make this arrangement first (Free phone 0508 346376).

This is not a general purpose grant and can **only** be used to support the student in study.

External Fieldwork Placement Payment (Please see the separate informational paper on this website)

This payment is made to the employer and is a contribution towards the additional costs incurred by the employer in supporting the student during their external placement process.

Ordinarily MSD will pay the employer a standard final placement payment of $7,777.78 (Excl. GST) upon verification of the details of the placement, and where MSD determines that this payment is warranted. In some instances a lesser amount may be agreed between MSD and the employer where a full payment is not warranted.

**The minimum expectation through making this payment is that the student is paid during their final placement process.**

**NGO Social Work Study Awards – Payment Expectations**

For students who have just been offered a new NGO Social Work Study Award no payments can be made until the Agreement is signed by both the employer and the student and returned to the Ministry of Social Development. Both students and their employers will then be advised that the offer of a study award is “unconditional”.

For existing students no payments can be made until the student has submitted their study results for the previous academic year, and these results have been reviewed by MSD through the annual Academic Review process. Both students and their employers will then be advised that the student “has passed the academic review process”, and will be supported for a further 12 months.

Fees

Normally this is a “once-a-year” process, undertaken at the beginning of each calendar year. Most payments will be made in early February each year, but the exact timing depends on when the required documentation is returned by the student to MSD. Students should **not** send their fee invoices directly to MSD, StudyLink or to MSD for payment as this is not the payment mechanism.

If students change their papers, or enrol in additional papers after submitting their Study Plan for the forthcoming year, then MSD **must** be advised, otherwise StudyLink will not know that there are fees to pay, and they will not be paid.

Student Support Payment

Most payments will be made during March or April each year, depending on when the required documentation is provided to MSD by the student, and by the employer.

The employer will need to generate an invoice for the full payment for the forthcoming year and to send this to MSD once the offer has become “unconditional”, or after the study award has been extended for a further 12 months through the academic review process.

The Student Support payment is paid directly to the employer by MSD.

External Placement Payment

Most payments will be made within one month of the placement commencing, depending on when the required documentation is provided to MSD.

MSD should be advised by the student once their external placement has been confirmed. This should include both the timing of the placement process, and the place of placement.

Once the placement has actually commenced, the employer will need to send an invoice to MSD – this should include details of the placement, including the student’s name, the place of placement, and the period of the placement.

No placements will be paid before they have actually commenced, and all placements will be verified before payment is made.

**Invoices**

Please note that the student support and the external placement payments **cannot** be paid without the employer first sending to MSD a valid tax invoice. A sample invoice is attached for your information as Appendix I – please make sure you include at least the minimum information required.

Once payable, Employers should send an invoice(s) to MSD as soon as possible for the Student Support Payment, and / or the Final Placement Payment to:

The Administrator,

NGO Social Work Study Awards,

Family and Community Services,

Ministry of Social Development,

PO Box 1556,

Wellington 6140

**Provider Name, Address and Telephone No**

Service Provider

**Provider Invoice Number:** XXXXXXXX

**Provider GST Number:** XX-XXX-XXX

**Invoice Date:** *(e.g. 1 March 2013)*

**Community Investment Provider Number:** *(If a current Provider – e.g.12345*, *otherwise leave blank)*

1122 Three Street

Out there

Ph: 01 234 5678

**Tax Invoice Example**

**To:**

NGO Social Work Study Awards

MSD

Ministry of Social Development

P O Box 1556

Wellington

**Attention:** Derek Howell

|  |  |  |
| --- | --- | --- |
| **Service Provided** | **Quantity** | **Cost** |
| ***Details*** *(e.g. Payment for Student Support for NGO Social Work Study Awards for [Student Name] for Semester 1 and Semester 2 for 2016)* |  | ***$4,000.00*** |
|  | **GST (@ 15 %)** | ***$600.00*** |
| **Total Payment** | | ***$4,600.00*** |

**Note – to be valid the invoice HAS to include**:

* GST number, or a statement stating that the Employer is not GST registered
* Date of the Invoice
* Invoice Number (i.e. Employer’s Invoice no)
* MSD Provider Number (If known – otherwise leave blank)
* The Providers current Postal Address
* A description of the Service being provided (Must include the words “*NGO Social Work Study Awards”, the Student’s name, and “Student Support”* to correctly identify the payment)
* Net amount (without GST)
* GST Amount
* Total Amount of Funding being invoiced (i.e. Net plus GST).