

Course Participation Assistance application



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

Course Participation Assistance is to pay for costs you have because you are attending a short-term employment related course or programme. To get this assistance you must be receiving a benefit or be on a stand-down for a benefit and meet some other conditions.

In this application, if we say 'your partner' this only applies if you have one.

Tell us about yourself

Write your Client number here. It can be found on your Community Services Card.

Client number

Tell us your details

1

What is your full name?

First and middle names

Surname or family name

2

What date were you born?

Day Month Year

Tell us how we can contact you

3

Where do you live?

Flat/House number Street name

Suburb

Town/City

HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your: RAPID number, fire number, emergency services number.

4

Is your mailing address different from where you live?

No

Yes



Tell us your mailing address

HOW TO ANSWER Q4:

Mailing address can include a postal box (PO Box), rural delivery details, or C/O address.

5

How else can we contact you?

Tick the best way for us to first contact you

Home phone	()	
Mobile phone	()	
Other mobile phone	()	

Tell us about your income and assets

Tell us about your income

6

Do you and your partner get any income?

- Wages or salary No Yes Jointly with partner
- Termination pay No Yes
- Redundancy pay No Yes
- Accident compensation (eg ACC) No Yes
- Income insurance (replacement/protection) No Yes Jointly with partner
- Farm or business income No Yes Jointly with partner
- Payments from self employment or contract work No Yes Jointly with partner
- Interest from savings, investments or bonds No Yes Jointly with partner
- Dividends from shares, unit trusts, or managed funds No Yes Jointly with partner
- Income from rents No Yes Jointly with partner
- Payments from boarders or flatmates No Yes Jointly with partner
- Child support payments No Yes
- Other income for a child No Yes
- Maintenance payments No Yes
- Payments from a former partner No Yes
- Student Allowance, scholarship, or Student Loan living cost payments No Yes
- Overseas pension, benefit or allowance payments No Yes
- Other superannuation or retirement scheme income (government or private) No Yes
- Income from an estate, if you have inherited money No Yes Jointly with partner
- Income from trusts No Yes Jointly with partner
- Other No Yes Jointly with partner

ATTACHMENT FOR Q6:
Bring a copy of your business accounts.

INFORMATION NOTE:
In this form 'partner' means the person you are married to or in a civil union or relationship with, not a business partner.

ATTACHMENT FOR Q7:
You need to show us proof of income you receive.

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Did you answer 'Yes' or 'Jointly with partner' to any of the sources of income listed in question 6?

No Yes



Tell us the total before-tax amounts.

Where does the income come from?	Payment made to?		
	You	Partner	Jointly with partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Tell us about your assets

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Do you or your partner have any of the following cash assets?

Money in the bank or other savings No Yes

Bonus bonds, shares, debentures or stocks No Yes

Money lent to other people or organisations No Yes

Other cash assets No Yes

ATTACHMENT FOR Q8:

You will need to show us proof of your assets and their value.

9

Did you answer 'Yes' to any of the sources of the assets listed in question 8?

No Yes

↓ Please write the details below.

Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Tell us about the course

Tell us the course details

10

What is the name of the organisation that is running the course or programme?

11

What are the dates of the course or programme?

Start date

Day Month Year

End date

Day Month Year

HOW TO ANSWER Q10:

Examples of organisations include:

- Wellington Institute of Technology
- Te Wānanga o Aotearoa

If you are doing work experience, please provide the employer's name.

12

What work skills do you want to get from the course or programme?

HOW TO ANSWER Q12:

Examples of work skills include:

- drive a forklift
- welding

13

What type of paid work will this course or programme help you get?

Tell us about your training costs

14

What extra costs do you have while you are on the course or programme?

What the cost is	How much	How often (for example, weekly, fortnightly)
	\$	\$
	\$	\$
	\$	\$

ATTACHMENT FOR Q8:

Please bring proof of the things you need to pay for.

Signature page

By ticking the boxes and signing this form, you agree to meet your obligations.

Change of circumstances obligations

I must tell Work and Income or my Contracted Service Provider (where I have one assigned to me) immediately if either my partner or I:

- have a change in work situation (such as starting part-time, casual or full-time work, whether paid or unpaid)
- become self-employed/start to run a business
- have changes to my/our income or financial circumstances
- intend to travel overseas
- start/finish part-time or full-time study
- have changes to personal details (such as name, address or bank account number)
- have changes to my/our living situation (such as marriage or separation, starting or ending a civil union, starting or ending a de facto relationship with someone of the same or opposite sex, change in the number of children supported, change in accommodation costs)
- are imprisoned/held in custody on remand
- are admitted to or discharged from hospital
- have been granted an overseas pension
- have any other change that may affect my/our benefit entitlement or rate.

If we find out later that any information you gave us is not true, or that you knew information you should have told and did not tell us, we may stop paying your benefit. You might need to pay money back, we may impose a penalty or you could be prosecuted.

The legislation administered by the Ministry of Social Development allows us to check the information that you give us. This may happen when you apply for assistance and at any time after that. The Privacy Act 1993 requires us to tell you why we collect the information and what we will do with it. If you want to see a copy of the Privacy Statement go to www.workandincome.govt.nz or ask us.

I have read (or had explained to me) and understood the obligations, and understand what will happen if I do not meet them

The information I have provided in this form is true and complete

Name (print)

Client's signature

Date