



## Scholarship Application Form Checklist

**Your application must be completed and returned to the Scholarship Manager Pak n Save, 99 Queen Street Pukekohe 2120 by Wednesday 15 November 2023. You can deliver to Customer Services at the Pukekohe Pak n Save store.**

You must correctly fill out the application form and include all documents listed below and requested in the Regulations. Incomplete applications will not be considered.

Please tick documents attached:

- Application Form page 1 (this form - the checklist)
- Application Form page 2 (Personal details)
- Application Form page 3 (Subjects studying this year)
- Principals/Head of Department Testimonial or reference
- Referee One Testimonial or reference
- Privacy Form
- Certified copy of birth Certificate and proof of New Zealand citizenship or permanent residency (if not born in New Zealand)
- Applicants Curriculum Vitae
- Statement outlining your financial hardship (no more than 250 words)
- Statement detailing your reasons for wishing to study at a New Zealand University and the proposed course of study (no more than 250 words)
- Available for an interview if short listed on **Wednesday 6 December 2023**



Pukekohe

Scholarship Application Form
(please print or type)

Name.....(Surname last).....

Permanent Address .....

..... Telephone .....

Cellphone ..... E-mail .....

Are you a New Zealand citizen? YES NO (Please circle one)

Are you a permanent resident of New Zealand? YES NO (Please circle one)

Secondary school(s) attended .....

Scholarships and prizes awarded both at school and elsewhere .....

What degree(s) do you intend to enroll for? .....

Have you applied for any other scholarships to assist you at University? If so, give details: .....

.....

Give a general indication of your future career plans .....

.....

Give the name and address of one person of standing whom you have asked to report in confidence for your application on your contribution to the Franklin Community, your general character, qualities of leadership, academic achievements and abilities. The Sponsorship Manager may contact this person directly for further information. IN ADDITION, you will need to ask your school Principal/Head of Department to submit a reference or testimonial with your application.

Name .....

Address .....

.....

Daytime contact numbers .....

.....

Declaration: I have read and understood the Guidelines & Regulations for the Pukekohe Pak n Save Scholarship

and agree to abide by them:

Date: .....Applicant's signature .....



## **PRIVACY FORM**

The information requested in this application form and your academic record will be used for the purposes of assessing your application for the Scholarship for which you are applying. Personal information contained in this application will be made available to members of the Selection Committee for this award, the membership of which is detailed in the awards regulation. The Selection Committee will use references from third parties designated by yourself, in assessing your application.

The Sponsorship Manager undertakes to store your application in a secure place in the event that you are successful in gaining an award or are selected as a reserve candidate for an award, and to destroy your application to preserve its confidentiality in the event that you are unsuccessful in gaining an award.

Should you have reason to believe that information held about you in either your application or your academic record is incorrect, you have the right of access to, that information.

Personal references that you have supplied from the persons you have named are obtained on the strict understanding that they are confidential.

Applicants shall agree to co-operate with any publicity of the scholarship for which they have applied. Such publicity may include material provided with your application, photographs and interviews with scholarship recipients.

I, ..... agree to the above conditions in respect of this scholarship application.

Signed: ..... Date: .....

## **ADVICE TO APPLICANTS**

Applications must arrive by the date shown on the application form. No undertaking is given to accept late applications.

It is your responsibility to contact your referees to ensure their references are included in your application pack and sent to Scholarship Manager Pukekohe Pak n Save 99 Queen Street, Pukekohe 2120.

References **MUST** be clearly marked with your full name.

Please do not send original birth certificates or other original documents. Send only copies that have been certified by a J.P, a solicitor, or a school Principal. The Select Committee accepts no responsibility to return any documents.

Please do not put your application into any sort of folder. Simply attach all pages with ONE staple in the top left hand corner. All pages should be A4 Size.

If you have any queries regarding your eligibility or how to apply please contact the Sponsorship Manager via email [contactinsight@gmail.com](mailto:contactinsight@gmail.com) or by mobile on 027 499 6540.

# PAK n SAVE

## Pukekohe

### Pukekohe Pak n Save Scholarship

#### Guidelines for Applying for the Pukekohe Pak n Save Scholarship

These guidelines are meant to be read in addition to the information for the Pukekohe Pak n Save Scholarship. Please make sure you read the information *thoroughly* before reading the guidelines. When you are sure that you are familiar with both, you should begin your application. If you have any queries about your eligibility for this scholarship you should contact the Scholarship Manager at [contactinsight@gmail.com](mailto:contactinsight@gmail.com) or by mobile 0274996540.

#### 1. Eligibility

- (i) All candidates must be New Zealand citizens or Permanent Residents of New Zealand and live in the Franklin Area.
- (ii) In the year of application, candidates must be Year 13 students who are studying towards their senior school exams i.e. NCEA)
- (iii) Candidates must be over the age of 17 years by the 1<sup>st</sup> of October in the year they would commence studies at University (i.e. the year following application)
- (iv) Candidate must be limited with their opportunity to study due to their financial situation;
- (v) Candidates must normally have completed their five years of secondary schooling in Franklin. Short trips overseas, i.e. Student Exchanges, may not preclude an applicant from applying. If candidates have doubts as to their eligibility under this condition, please contact the Scholarship Manager.

#### 2. Applications

**Applications must have the following attachments:**

- (i) Application Form page 2
- (ii) Signed Privacy Form
- (iii) Copy of candidate's birth certificate or other evidence of citizenship.
- (iv) The Candidates Curriculum Vitae
- (v) A statement limited to 250 words outlining candidate's financial hardship. Another statement limited to 250 words detailing candidate's reasons for studying at University and the candidates proposed course of study. Candidates should have researched their proposed course of study thoroughly, taken into account their life skills and academic strengths, have a clear idea of their goals at University and how it will benefit Franklin.

- (vi) Two references. One reference should be from the candidate's school Principal or Head of Department and should describe the candidate's character, contribution to Franklin, abilities, interests and academic achievements. The other reference should be community based, from a person of standing in the community not from the candidate's school, nor closely related to the applicant's family, describing the candidate's general character, leadership qualities and contribution to Franklin etc. The Sponsorship Manager may contact your referee/reference providers directly for more information. All references should be typewritten.
- (vii) A Certified copy of academic records to date. If you are awarded the scholarship a copy of your Year 13 results must be sent to the Scholarship Manager Pak n Save 99 Queen Street Pukekohe 2120 or emailed to [contactinsight@gmail.com](mailto:contactinsight@gmail.com) as soon as they become available early the following year.

### 3. Selection

- (i) The scholarship is awarded by Nigel Ollett owner of Pak n Save Pukekohe on the recommendation of a Selection Committee appointed at his discretion.
- (ii) Interviews will be held at a time and place to be confirmed each year. No scholarship will be awarded to anyone who has not attended a personal interview with the Selection Committee. The interviews will be held on **Wednesday 6 December 2023** at Pak n Save Pukekohe.

### 4. Important Dates

Applications close on **Wednesday 15 November 2023**.

After reviewing all the applications for this scholarship the committee will select a shortlist of approximately six candidates for interviews. The interviews will be held on **Wednesday 6 December 2023**, so candidates should be mindful that if they are applying for this scholarship they may be required to attend an interview in Pukekohe at this time.

### 5. Acceptance

The Scholarship will be awarded once the selected candidate has confirmed entrance into a New Zealand University. If the selected candidate fails to obtain entrance into a New Zealand University the scholarship will be awarded to the reserve candidate.

# PAK n SAVE

## Pukekohe

### Pukekohe Pak n Save Scholarship Regulations

The Pukekohe Pak n Save Scholarship was established in 2009 and is made available through the generosity of Nigel Ollett. Recipients of the scholarships shall be called the Pukekohe Pak n Save Scholars.

#### Purpose

The Pukekohe Pak n Save Scholarship provides an opportunity for students who have already distinguished themselves as a valued contributor to the Franklin Community to attend a New Zealand University of their choice. The expressed hope of Mr Nigel Ollett is that graduates will directly benefit Franklin and its people and that the scholarship will fund tertiary study for a talented South Auckland student, who is unable to fulfill their potential due to their financial circumstances of hardship.

#### Value and Tenure

The Scholarship enables the successful candidate to attend a New Zealand University of their choice and provides the tuition fees up to \$4000 each year. The Scholarship will be held for three consecutive years for the use of undergraduate studies, provided that the scholar continues to make satisfactory progress with his or her studies.

The Scholarship is available for students of all courses of study. The scholarship is to the value of \$4000 each year for three years and will be paid directly to the successful candidates chosen University upon presentation of the successful candidates Tuition Fees account being presented to the Pukekohe Pak n Save Scholarship Manager.

The Scholarship may be held concurrently with any other bursary or scholarship, provided that the rules of the other award allow this.

The Scholarship must be taken up in the year in which it is awarded.

The successful applicant must obtain a **minimum of a C+ average** to remain in the Pukekohe Pak n Save Scholarship Programme. Failure to do this may result in expulsion from the programme.

#### Eligibility

Candidates for the Scholarship must:

- be entered for the Year 13 senior school examination (for example, NCEA Level 3 etc) or equivalent senior school exam in the year of application at a school based in Franklin
- be over seventeen years of age on the first day of October in the year they would commence studies at the University of their choice (the year following application);

- be New Zealand citizens or have New Zealand permanent resident status and live within the old Franklin District Council boundaries;
- Candidate must be limited with their opportunity to study due to their financial situation;
- normally have completed their five years of secondary schooling at either Onewhero Area School, Tuakau College, Pukekohe High School, Pukekohe Christian School, Waiuku College, Wesley College or Strathallan College. Short trips overseas, i.e. Student Exchanges, may not preclude an applicant from applying. If candidates have doubts as to their eligibility under this condition, please contact the Scholarship Manager via email at [contactinsight@gmail.com](mailto:contactinsight@gmail.com) or by mobile 0274996540.

In making the award, the Selection Committee shall have regard not only to the academic ability of the candidates as evidenced by their performance in the Year 13 senior school examination (NCEA Level 3 or equivalent) but also to other factors such as character, qualities of leadership, contribution to cultural and/or sporting activities and intention to bring back benefits from the scholarship to Franklin.

The Scholarship shall be awarded without restriction of gender, ethnic background or creed.

If you have any queries about your eligibility for this scholarship you should contact the Pukekohe Pak n Save Scholarship Manager via email at [contactinsight@gmail.com](mailto:contactinsight@gmail.com) or by mobile on 0274996540.

## Applications

Applications, on the application form provided by the Pukekohe Pak n Save Scholarship, must reach the Scholarship Manager at Pukekohe Pak n Save by **Wednesday 15 November 2023**, the year prior to that in which the award is to be taken up.

**Every application shall be accompanied by:**

- A statement limited to 250 words outlining the applicant's **financial hardship situation**.
- A statement limited to 250 words detailing reasons for wishing to study at University and the proposed course of study. It is expected that applicants will have researched their chosen course of study, taken into account their academic strengths and life skills and have a firm idea of their degree programme and goals at University.
- Two references: One reference from one person as per the scholarship guidelines and one from the applicant's school Principal or Head of Department. The references should describe academic achievements, interests and abilities. At least one reference should be from a person of standing in the community not from the candidate's school, nor closely related to the applicant's family. The community-based references should describe the candidate's general character and leadership qualities etc. The Sponsorship Manager may contact your reference providers directly for more information.
- All references should be typed.
- A copy of birth certificate and proof of New Zealand citizenship or permanent residency.
- Applicant's Curriculum Vitae.
- Signed Privacy Form.
- Certified copies of academic records to date and other achievements.
- Year 13 Results: The committee requires a copy of these results once you receive them to confirm you have passed.



## Selection

The Scholarship is awarded by Nigel Ollett, Pukekohe Pak n Save owner, on the recommendation of a Selection Committee appointed at his discretion.

In determining the suitability of an applicant, the Selection Committee shall have regard to the applicant's academic record and experience, ambassadorial qualities, contribution to Franklin and the referees' reports. The decision of the Selection Committee shall be final. If, in the opinion of the Selection Committee, no applicant of sufficient merit has applied for the award in any year, then the award shall not be offered in that year.

Interviews will be held at a time and place to be confirmed each year. No scholarship will be awarded to anyone who has not attended a personal interview with the committee.

The Selection Committee's decision is final, and no correspondence will be entered into following the selection meeting.

## Important Dates

The closing date for applications is **Wednesday 15 November 2023**, the year prior to that in which the award is to be taken up.

After reviewing all the applications received for this scholarship the committee will select a shortlist of approximately six candidates for interviews. The interviews are December each year, so candidates should be mindful that if they are applying for this scholarship they may be required to attend an interview in Pukekohe at this time.

## Conditions

**Reports** -All holders of a scholarship shall make regular reports on the progress of their studies to the Pukekohe Pak n Save Scholarship Manager four times a year and shall submit their exam results and shall make a final detailed report each year and at the conclusion of the scholarship. The Scholarship Manager shall send a copy of each update and end of year report to each member of the Board of Selection. The Scholarship Manager shall be at liberty to publish any of such reports or make such other use there of as it may think fit. The scholarship holder will be required to obtain a minimum of C+ average for their grades. The scholarship holder will be required to meet the Selection Committee once a year whilst on the programme. You will be advised on this date by the Scholarship Manager and is usually on the interview date in December.

**Publicity** -The successful candidate will agree to have his/her name published and be available for interviews with the media if required.

**Suspension or Termination** -The Scholarship Manager may at any time suspend or terminate any scholarship or require the forfeiture of such proportion of the scholarship as the Committee may determine, if it is satisfied that the scholar is not diligently pursuing the approved programme or has failed to comply with any of the terms, conditions, and regulations on which the scholarship was awarded which includes that the approved programme must be passed. The scholarship shall be terminated, and no further payments shall be made if a scholar ceases to pursue the approved programme and/or fails to achieve a passing level in their studies.

## **Concessions**

The Selection Committee, may, if it thinks fit, relax or modify the application of any of these regulations in any special circumstances or in order to avoid hardship to any scholar or applicant for a scholarship.

## **Forms**

Application Forms (this includes the Privacy Form)

## **Regulations and Guidelines**

You need to read these before you start to fill in the application form. On your application form you are asked to sign that you have read and understood these documents.

## **Termination of Scholarship**

Pak n Save Pukekohe reserves the right to terminate the Pukekohe Pak n Save Scholarship programme at any given time, however any students involved in scholarships at the time of the termination of the programme will still be awarded their full scholarship for their original agreed period of study providing they are meeting the terms of the scholarship programme which includes maintaining a minimum of a C+ average in their results.