



MANAAKI
NEW ZEALAND
SCHOLARSHIPS



NEW ZEALAND

Manaaki New Zealand Scholarships:

In Pacific Tertiary Scholar Policy Guidance

January 2026



Manaaki New Zealand Scholarships - Policy Guidance for In Pacific Tertiary Institutions

This copy of Policy Guidance for Institutions is **not for wider distribution**, including to scholars.

Scholars are able to access a condensed version of the policy guidance on the Manaaki New Zealand Scholarship website.

Standard font text in this document is in the Scholar Policy Guidance.

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1 Decision making responsibilities and obligations

It is important that you read the guidance and that you note:

- what your responsibilities are as a scholar
- what you are able to do -
- what you are **not** able to do.

This includes your responsibilities around satisfactory academic progress, compliance with visa/study permit conditions, appropriate behaviour in your study country.

The guidance also provides guidance to you about the responsibilities of the institution where you are studying and the responsibilities of the New Zealand Government. In addition to these, the New Zealand Government retains the right to make decisions outside of the guidelines in this policy guide.

Your responsibility as the scholar is to:

- read and understand the conditions of your scholarship as described in your Letter of Scholarship Offer, including your Scholarship Declaration
- read and understand the requirements and obligations of the scholarship as described in this policy guide.
- make sure that you follow and adhere to reasonable requests made by either the institution where you are studying or by New Zealand Government, and do so in a timely manner
- provide necessary information and supporting documents to support any changes requested to your scholarship
- understand that if:
 - you do not follow the conditions described in the Letter of Scholarship Offer and/or the requirements and instructions described in this guide
 - you do not follow and comply with reasonable requests by the institution or New Zealand Government

then you may be in breach of your scholarship, and your scholarship may be terminated.

The institution is responsible for:

- orientation of all new scholars
- day-to-day management of scholars enrolled at their institution
- pastoral care and support for scholars
- decision making within approved limits as defined in this guide
- reporting to ENZ on scholar progress and submitting recommendations to ENZ as required.

ENZ is responsible for:

- reviewing recommendations made by institutions and making final decisions where this guide (or other policy) indicates that it is ENZ's responsibility.

2 Scholarship Conditions

Scholars must meet all obligations under the Scholarship Conditions of their Letter of Scholarship Offer.

Scholars agree to:

- return to your home country for at least two years on completion of your scholarship
- maintain an acceptable standard of conduct, as outlined below

- attend classes, meet all course requirements, and sit exams
- notify the ISO at your institution of any change of personal circumstances
- be responsible for the care and support of any dependants you bring to the study country
- allow ENZ and MFAT to use your relevant details in publicity and alumni-related activity as outlined in the Letter of Scholarship Offer
- participate in ENZ, MFAT or institution feedback surveys.

Scholars may have specific obligations, including bonded periods to their home government. Neither ENZ, MFAT nor institutions are responsible for meeting such obligations. If these obligations affect scholars' ability to meet the Manaaki New Zealand Scholarship obligations, then the provisions of the Letter of Scholarship Offer and New Zealand law take precedence while you are in your study country."

2.1 Conduct

Scholars agree to maintain an acceptable standard of conduct while on scholarship, as specified by the Scholarship Conditions in the Letter of Scholarship Offer. The Conditions apply to you from the date of departure from your home country for study country, until the date of arrival in your home country upon completion of the scholarship. These Conditions also apply when you undertake a component of the approved Study Programme in your home country.

Acceptable scholar conduct includes:

- abiding by the laws of study country
- treating others with respect
- behaving with honesty and integrity
- acting in a manner that reflects your role as a representative of your home country.

You should be aware that it is a criminal offence to use violence of any kind against another person, which includes physical, sexual, or psychological violence including against family members such as partners or children. It is also unacceptable to neglect or exploit children in your care, or to use physical discipline of any kind.

2.2 Academic requirements

Scholars agree to meet all academic requirements outlined in the Letter of Scholarship Offer and as discussed with your ISO. This includes attending all classes, completing all assessments that are compulsory course requirements, and sitting all exams. Scholars are required to achieve satisfactory academic progress in accordance with the continuation criteria set by the New Zealand Government and the institution.

2.3 Change of circumstance

If your personal circumstances change while you are on scholarship, **you must let your ISO know as soon as possible**. The ISO can provide support and advise you of any impacts on your scholarship. Examples of a change in personal circumstances include getting married, having a child, becoming seriously ill or being diagnosed with a serious health condition. In the case of pregnancy, you must let your ISO know of your pregnancy as soon as practicable and before the end of the first trimester of pregnancy to enable appropriate advice and support to be put in place.

You must tell your ISO immediately if you are charged with an offence by the Police in the study country.

You must also advise your ISO if you change your address, and if there are any changes in the personal circumstances of any dependants who are with you in the study country. This includes letting your ISO know of the pregnancy of your spouse or partner as soon as practicable and before the end of the first trimester of pregnancy.

2.4 Deferring an offer prior to commencement

Scholars must take up their scholarship in semester one of the academic year immediately following the year of application.

Pre-award deferrals are permitted only when you are experiencing one of the following: significant temporary personal or family problems, temporary medical problems, or the pregnancy of the scholar or their partner. A scholarship offer cannot be withdrawn by ENZ due to the pregnancy of a scholar or their partner.

If you are seeking a pre-award deferral, you must apply in writing to ENZ with the reasons for, and proposed duration of, the deferral. For all non-PhD scholars, deferrals can be for either one semester (depending on course availability) or up to one year. PhD scholars may apply to defer for any time period of up to one year.

ENZ will consider other circumstances on a case-by-case basis, including where a scholar experiences delays outside of their control in obtaining a student visa.

Pre-award deferrals are not permitted:

- for the convenience of the scholar or their employer
- when the scholar fails to meet the unconditional entry requirements of the institution, including English language requirements,
- when the scholar fails to obtain a visa in time for departure, and this failure is due to their inaction
- when the scholar fails to obtain a visa in time for departure, and this failure is due to delays in the scholar's dependants obtaining visas.

2.5 Debt to New Zealand Government

The Letter of Scholarship Offer is an agreement under New Zealand law. Under it, you acknowledge and agree that you will incur a debt to the New Zealand Government if:

- you do not return to your home country within the time specified in the Scholarship Conditions described in the Letter of Scholarship Offer
- you do not remain in your home country for a minimum period of two years at the end of your scholarship.

You also acknowledge and agree that where you incur a debt to the New Zealand Government, the amount of this debt is the total cost of your scholarship including actual tuition fees, airfares, allowances, stipends, and other costs (all including Goods and Services Tax) paid by the New Zealand Government to you or on your behalf in relation to your scholarship.

You undertake to fully discharge the debt by either:

- immediately returning home for a period of two years in your home country, or
- promptly repaying in full the total amount of the debt to MFAT.

You acknowledge and agree that these debt provisions survive the duration of your scholarship.

2.6 First point of contact

The ISO at the institution where you will be studying becomes your primary point of contact from the time you sign the Letter of Scholarship Offer through to the end of your scholarship.

You must respond to all requests for information from the institution in a timely manner.

The institution will make initial contact with you after you have signed and returned the Letter of Scholarship Offer.

The institution will provide advice and guidance to you on:

- travel to, and accommodation in, study country;
- study permits;
- insurance;
- allowances and entitlements;
- course enrolment processes;
- and living in study country.

The institution will make some of the necessary arrangements for you before you depart your home country, such as travel and insurance. The institution will also assist you with arranging accommodation for when you first arrive. Each of these areas are discussed in detail below.

You will be required to make some of the necessary arrangements to travel to your study country before you are able to depart your home country. This includes applying for and obtaining any necessary study permit and completing the necessary medical checks.

3 Preparing to come to New Zealand

3.1 Pre-departure briefing

In countries with a New Zealand Embassy or High Commission, MFAT will provide a pre-departure briefing for all scholars, where possible.

The briefing is an essential aspect of preparing for your scholarship and you are expected to attend. Family members who may accompany you to your study country may be invited to the briefing.

MFAT, through its Post, may arrange and cover the costs for you to attend this briefing.

MFAT, through its Post, may pay for some or all of these costs if you live in a remote part of a country or region and the cost to attend the pre-departure briefing is extremely high, or if a group of scholars is travelling together to an Embassy or High Commission located in another country to attend the briefing.

However, MFAT/ENZ will not provide funding towards these costs if there are a small number of scholars in a country without a New Zealand Embassy or High Commission who are departing at different times for these briefings.

MFAT/ENZ will not provide funding towards the costs of family members attending the briefing.

If you do not receive a pre-departure briefing, ENZ will provide you with [pre-departure briefing material](#), which you must read in full prior to your departure for your study country. This material may be online or in hard copy.

3.2 Dependants

If you have dependants, you and your family will need to decide whether they will accompany you to your study country and, if so, when this will occur. Dependants include your spouse or partner, and children aged 19 years or younger. Before you decide whether to bring your dependants with you to your study country, you need to think carefully about whether you will have adequate funds available to support them. The costs of living in your study country may be different to what you are used to in your home country.

To help you and your family make this decision, you need to be aware that ENZ will not provide any funding assistance to bring your dependants with you to your study country.

You should also consider other factors when deciding whether your dependants should accompany you to your study country, such as how your family will adjust to life in the study country, including schooling and employment that may be very different from that in your home country. Your studies may suffer if your family is unhappy in your study country.

If you decide to bring your dependants with you to your study country, ENZ strongly recommend that you wait at least six months before they join you. This gives you enough time to settle into your new life, become accustomed to study requirements, and find suitable accommodation and schooling in preparation for your family's arrival. If you are completing a bridging qualification prior to gaining entry into a main qualification, you are strongly advised to wait until you have completed this and have gained entry into the main qualification before bringing your family to the study country.

If you do bring your family to your study country during your bridging qualification but then you do not gain entry into the main qualification, you and your family will have to return home soon after arriving. This will be very disruptive and may cause you and your family significant financial hardship. If you do decide to bring any of your dependants to your study country, you must advise your ISO of the necessary details (names, ages, travel details) before they arrive. More details on the requirements that you need to meet to enable dependants to join you in the study country are outlined in the sections on immigration and study permits, and insurance.

3.3 Initial travel to Study Country and accommodation

Your initial travel to the study country to commence your scholarship is funded through the scholarship offer.

You must respond to institutions' requests for information relating to your travel in a timely manner. This includes:

- providing a copy of your approved study permit
- providing any other information as requested
- notifying the institution if you have any family accompanying you.

Initial travel for you will include:

- travel from the closest departure point to where you live (airport, bus terminal, train station, or seaport as relevant) to your accommodation in the town or city where your institution is located
- standard economy-class ticketing on the most economical route. Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers en route if these costs are not covered by the airline.
 - A stopover needs to be over 9 hours in duration for you to qualify for an accommodation entitlement, but you also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

You must not make any changes to flights booked for you without consulting with, and obtaining the approval of, the institution. Any unauthorised alterations are a breach of your Scholarship Conditions.

If you do not adhere to the flight bookings made by the institution, and the institution incurs costs in making new flight bookings, you may be required to reimburse the institution for costs incurred. The provisions in this paragraph apply to all your travel entitlements under the scholarship.

Initial travel for you will not include:

- stopovers in third countries or within your home country or study country, including for purposes of sightseeing or to visit family and friends
- funding for any accompanying family members.
- transportation from the airport in study country to accommodation if you are accompanied by family members in your initial travel.

Transit visas may be required for scholars whose travel itinerary requires a stopover in a third country. You must ensure that you hold a valid transit visa if it is required for your travel itinerary.

4 Insurance

4.1 What is provided?

You will be provided with insurance cover as part of your scholarship, as set out below.

It is important that scholars carefully read the insurance information provided by the institution and the detailed terms and conditions contained in the insurance policy. Scholars must comply with the provisions of this policy, including what they must do if they need to make an insurance claim. Scholars need to be aware that any fraudulent claims may affect their ability to retain future insurance cover, including being able to submit further claims under the insurance policy.

Institutions will arrange medical-related insurance for scholars. This insurance commences from the time that scholars depart their home country and covers the full period that they are in the study country. It concludes when they return to their home country. It will include cover when travelling between the study country and their home country for approved home-located research, reunion travel, compassionate travel and mandatory work attachments or practical training and if returning home for the period between two academic years.

This insurance will cover:

- full coverage for emergency and urgent medical care, including evacuation if required, where this is not provided by publicly funded health and disability support services
- repatriation costs in the event of death
- emergency dental care

The insurance will **not** cover any pre-existing medical conditions that a scholar may have. Nor will it cover ancillary services, such as dental visits, optical services (for eyes) and physiotherapy. There will also be other limits – for example, scholars will need to pay for some pharmacy costs.

Scholars will need to pay any additional expenses that are incurred. It is recommended that they purchase additional health insurance to cover such ancillary services as dental visits and optical services.

The exact terms and conditions of the insurance policy will outline in detail what is covered and what is not covered under the policy. The insurance cover does not include any dependent family members who may accompany scholars to the study country. Scholars are responsible for obtaining and paying for appropriate insurance cover for their dependants. It is strongly recommended that scholars obtain sufficient cover for each of their dependants, including for medical care that is not provided by publicly funded health and disability support services, dental care, and personal items. The ISO can advise on how to obtain this and suggested levels of cover.

4.2 Repatriation provisions in case of death

If either you or one of your accompanying dependants dies in the study country, ENZ, through your institution, will pay for actual and reasonable repatriation costs and associated family airfares, if these costs are not covered by insurance. Your ISO can advise you or your accompanying family on the details if this assistance is required.

5 Support while you are studying

5.1 Orientation

You must attend the full orientation programme provided by your education institution. The start date of the scholarship will include the orientation programme. If you cannot arrive in time for orientation because of visa delays, unscheduled flight delays or unexpected personal or medical issues, your

scholarship may be deferred to the following semester. However, failure to attend the full orientation programme on other grounds will be deemed a breach of your Scholarship Conditions.

5.2 Monitoring your health and wellbeing

Your health and wellbeing are important. You are responsible for your own welfare, and that of your dependants.

Adjusting to life in a new country may bring unexpected personal or academic challenges, including culture shock. The social norms, mannerisms, etiquette, food and weather in the study country may differ to what you are used to in your home country. Services and support are available to help you adjust. It is important that you communicate with your ISO about any difficulties you are experiencing so they can work with you to overcome these. These include any incidents of harassment or violence directed at you.

You must attend monitoring meetings as scheduled. These will be at least once per semester. At these meetings, you should bring to the attention of your ISO any personal or academic issues, or any change of personal circumstances that may affect your study or for which you require support. If you do not attend these meetings or respond to requests from your ISO, you will be in breach of your Scholarship Conditions.

5.3 Health services

Your institution has student health services to assist you with any health problems or concerns you may have while studying. If necessary, the student health service will refer you to a specialist.

The student health service can also provide you with **confidential** information about family planning and sexual health.

5.4 Student counselling

Your institution has counselling services to help you overcome problems you may experience while studying. These services are included in your fees covered by your scholarship.

5.5 Pregnancy

Institutions must ensure that any pregnant scholar is made aware of the nearest medical and counselling services and facilities, either on or close to campus, and how to access those services and facilities.

To maximise scholars' chances of successfully completing their scholarship, **ENZ strongly recommends that pregnant scholars consider deferring their scholarship and resuming their studies in study country after the birth of their child.**

If you are pregnant and do not utilise an on-award deferral, ENZ expects that the scholarship will be completed in the original scheduled timeframe.

You must:

- notify your ISO of your pregnancy as soon as practicable and before the end of the first trimester of pregnancy to enable appropriate advice and support to be put in place
- consider an on-award deferral and resuming your studies in the study country after the birth of your child
- keep your ISO informed of your condition
- notify your ISO of the pregnancy of your spouse or partner if they are in the study country as soon as practicable and before the end of the first trimester of pregnancy.

5.6 Accommodation

First-year accommodation for new undergraduate, unaccompanied scholars is arranged by the institution in the study country.

Accommodation is not arranged for those scholars who arrive in the study country accompanied by dependants or for scholars undertaking postgraduate studies. Relevant scholars are responsible for making accommodation arrangements in these cases.

Wherever available, unaccompanied scholars are to live on campus for at least the first full academic year of their scholarship. Any first-year scholars who wish to live off campus must have prior approval from the institution before arranging other accommodation.

Except in situation where previously arranged by institution, scholars are responsible for paying accommodation costs from their living allowance (stipend). The establishment allowance can also be used to cover some accommodation-related costs such as bonds.

All scholars are responsible for their own accommodation arrangements in their second year of study and subsequently. Scholars may move off campus if they wish. Scholars who decide to move off campus should try to secure basic furnished accommodation (including beds, table, chairs, laundry facilities, kitchen facilities such as stove and refrigerator) as close as possible to the institution. The institution and can provide scholars with advice on this.

Accompanied scholars are responsible for finding their own accommodation for themselves and their Immigration and visa requirements

5.7 Passports

You need a current passport to enter the study country. You also need to ensure that your passport is valid for at least six (6) months longer than the expected completion date of your scholarship. If you don't have a current passport, you are responsible for applying for one and for paying all of the necessary costs.

If your passport is lost or stolen, you must apply for a replacement passport immediately at your nearest embassy, high commission or consulate. You will be responsible for paying the necessary costs. You will need to report the loss of the passport to the local police.

5.8 Visas and Permits

Your institution will assist you in obtaining an entry permit. You will need to apply for a student permit on arrival in your study country, before the entry permit expires. You must provide the necessary documentation for your student permit to your institution.

You should arrange the documentation you will require ahead of time; this is likely to include police clearances and medical checks.

If you have dependants accompanying you on your initial travel, you are responsible for all of your family's visa/permit applications, including your own. Your institution will not lodge these on your behalf.

For information about immigration requirements and the application portal, see:

Fiji Immigration Information page - <https://immigration.gov.fj/student-permit-application/>

Fiji Online Application Form - <https://immihub.immigration.gov.fj/FIDPortal/welcome>

Institutions may assist with permit applications for scholars if they are travelling alone; however, institutions should not lodge applications for dependants. Scholars are solely responsible for organising visas/permits for their dependants. If a scholar has dependants accompanying them on their initial

travel, the scholar is responsible for organising their own visa/permit as well as those of their dependants.

You need to be aware that the study country's immigration Authority is solely responsible for assessing the visa/study permit applications of Manaaki New Zealand Scholarship recipients and their dependants. Receiving a Letter of Manaaki New Zealand Scholarship Offer does not guarantee that the scholar will receive a visa/study permit. The scholar must independently meet all requirements as set by relevant Immigration authority.

The New Zealand Government and the institution have no influence or control over visa/student permit decisions made by study country immigration authorities. If the scholar is unable to secure a visa/student permit, the scholarship offer will be withdrawn.

5.9 Application fee and immigration levy

ENZ will reimburse the student visa application fee (including the application service fee if applicable), any transit visa fees, and the immigration medical check fee, on scholar arrival in the study country, unless the New Zealand High Commission or Embassy in their home country has already paid for these.

Scholars must provide receipts to their institution on their arrival to be eligible for reimbursement. The costs that ENZ will cover are set out below.

5.10 Cost of medical checks

ENZ will cover:

- the cost of standard medical check for visa immigration purposes as part of the scholarship. One standard medical check will be paid for the entire visa application process
- the cost of a second standard medical check if required for a visa extension.

ENZ will **not** cover:

- travel and any related costs for scholars to undergo medical checks
- any additional tests and reports required because of identification of a health condition during the standard medical check
- any medical checks required for immigration purposes for their dependants.

In some Pacific countries, ENZ, via Posts, will pay for the standard medical check undertaken in their home country. Where ENZ has paid these costs directly to the provider, scholars are not eligible for reimbursement.

ENZ reserves the right to require individual scholars and any accompanying dependants to have additional medical checks, including specific immunisations, to provide assurance that they do not pose a health risk before they are given tickets for travel. Scholars and any accompanying dependants may also be required to have such checks within a defined period after arrival in the study country.

5.11 Other costs associated with applying for a visa

You must pay any other costs associated with applying for a visa/study permit, including courier fees. ENZ will not reimburse you for these costs.

5.12 Reimbursement guide: study permit -related costs for new scholars

Cost	Paid by ENZ via post or reimbursed via institution in study country (only with receipts)
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Visa application fee	Yes
Transit visa (if required)	Yes
Immigration medical check fee (maximum of one per visa application)	Yes
Travel to location where medical check occurs	No
Travel to location where visa interview occurs	No
Police clearance fee	No for initial (Yes for renewals, if request is for clearance in the study country)
Courier fee for visa application	No
Passport application fee	No
Passport renewal fee (for example, for expired passport or name change)	No
Any costs, including application fee and medical check, for dependants' visas	No

6 Visa/ permit obligations

You must make sure that you have a current, valid visa for the full duration of your scholarship.

You must make sure that you comply with all of the conditions associated with your visa/permit, as set out below. You are obligated to inform the study country immigration authorities of any changes in your circumstances that would affect the conditions associated with your visa/permit.

- You must maintain full-time enrolment in your study programme. Failure to be enrolled full time or to meet the minimum attendance requirements may mean that your scholarship will be terminated by ENZ.
- You must not apply to change the type of visa you hold without the written approval of ENZ. Also, you must not apply to extend your visa beyond the duration of the scholarship without the written approval of ENZ. If you seek to change your visa status without ENZ's approval, your scholarship may be terminated by ENZ. If one of your accompanying dependants seeks to change their visa status without ENZ's approval, your scholarship may be terminated by ENZ. If your scholarship is terminated for one of these reasons, you will be required to repay to ENZ the total costs of your scholarship in full. Alternatively, you can discharge the debt by returning to your home country for a period of two years.
- If you do not have a current valid visa/permit, or if your visa/permit is revoked or cancelled by the local immigration authorities, ENZ will terminate your scholarship as per the termination process. If your scholarship is terminated for this reason, you will be required to repay the total costs of your

scholarship in full to ENZ. Alternatively, you can discharge the debt by returning to your home country for a period of two years.

6.1 Visa/ permit extensions or changes

If your scholarship duration is extended and your study country's immigration authority requires you to undertake new medical checks, ENZ will reimburse you for these costs, via the institution.

If you require a new visa/permit because the study country's immigration authority's process means you do not have a valid visa/permit for the full duration of your scholarship, the visa/permit application fee costs, and the costs of a new medical check if required, will be reimbursed by ENZ, via the institution.

You are entitled to reimbursement of costs for visa/permit extensions or visa/permit condition changes in other circumstances when the change is through no fault of your own and/or when a change to your programme of study has been approved by ENZ.

If you need a replacement passport during the duration of your scholarship because your existing passport is lost or stolen, you may need to apply for a replacement visa/permit. Your ISO can advise you on this. You will need to provide a copy of the police report in which the loss of the passport is reported. If your passport is lost or stolen, you should inform your ISO and the police as soon as possible.

Full details of when ENZ will reimburse you are set out below.

Circumstance	Reimbursed via institution only with receipts)
The original visa/permit was issued for a shorter period than the duration of the scholarship	Yes
Immigration medical check fee, if required (maximum of one per visa application)	Yes
You changed course with ENZ approval	Yes
You were granted an extension because you failed one or more papers	Yes
You were granted an extension because of circumstances outside your control (for example, health issues)	Yes
You were granted a deferral following receipt of your visa, which necessitated a visa extension	Yes
You lost your passport or it was stolen	Yes
Any costs associated with changes to dependants' visas	No
The original visa/permit was issued for a shorter period than the duration of the scholarship	No

6.2 Institutions' obligations

The institution where you are studying will have certain responsibilities on immigration-related issues. The institution will:

- contact the study country immigration authorities if you have any enquiries about immigration restrictions for you or your dependants after you arrive in the study country.
- inform ENZ if you or one of your dependants has breached, or is likely to breach, the visa conditions
- inform the study country immigration authorities about any scholarship changes that affect student visas/permits – in particular, if you complete your scholarship early or your scholarship is terminated. Institutions will advise the study country immigration authorities in writing of these details and advise the local immigration authorities that you and your dependants are no longer supported by the New Zealand Government.
- advise you that if you become pregnant during your scholarship, you need to ensure you are not in breach of your student visa/permit or the Scholarship Conditions if you are not formally enrolled in a study programme following the birth of the child in the study country.

6.3 Working while on scholarship

As scholars are expected to study full time, and your student permit prohibits working, you are not entitled to work while on scholarship, unless the work is an unpaid work attachment or an approved and compulsory practical training component.

If, in breach of your scholarship declaration, you apply for a work visa to remain in, or return to, the study country to work during or within two years of completion of your scholarship, you will incur a debt to the New Zealand Government for the total cost of your scholarship. You must repay the debt in full or return to your home country for at least two years.

Your spouse or partner may be able to obtain a work permit for the duration of your scholarship. However, even if your spouse or partner is able to obtain a work permit in the study country, it may be difficult for them to find work. The work that is available may not be in the occupation that they worked in at home, or it may not provide a sufficient income.

6.4 Visa/permit and other requirements for accompanying dependants

You are responsible for ensuring that you inform your spouse or partner and any dependent children who accompany you to the study country of their visa/permit-related obligations

You must make sure that your spouse or partner and any dependent children who accompany you to the study country hold current passports. You also need to ensure that their passports are valid for at least six (6) months longer than the expected completion date of your scholarship. You, and your spouse or partner, are responsible for applying for a passport, if required, and for paying all of the necessary costs.

You must ensure that your spouse or partner and dependent children who accompany you to the study country hold current, valid visas/permits. You will be responsible for paying any visa/permit application fees, and for paying for all of the other costs involved with the visa/permit application, including medical checks, police clearances, and bonds payable to the immigration authorities in the study country. If your scholarship is extended, and your spouse or partner and any dependent children require new visas/permits, you are responsible for applying for these and for paying all necessary costs.

Your spouse or partner and any dependent children who accompany you to the study country cannot apply for permanent residency in any country during the duration of your scholarship, or within two years of the completion of your scholarship.

You are solely responsible for the living costs, permits, welfare and wellbeing of your dependants while they are with you in the study country. You may, however, be eligible to receive an accompanied stipend which will help you meet some costs. You must also ensure 33

that your dependants abide by the laws of the study country. You may contact your high commission/embassy/consulate in the study country for any assistance or advice if required.

ENZ support is limited to providing an accompanied allowance, and emergency repatriation costs if required, for scholars whose dependants are in the study country.

6.5 Two-year stand-down period

You will be required to depart the study country within 14 days of the date you complete your study programme and your scholarship ends. Your spouse or partner and any dependent children will also be required to depart the study country at the same time. You will need to return to your home country for a minimum period of two years. During this period, you may not apply to return to the study country for purposes of work, study or residence. You may, however, travel to the study country for one short-term visit, subject to the visa application process.

Your spouse or partner is not eligible for any visa class in the two-year period following completion of your scholarship, unless they have written approval from ENZ (with the exception of a short-term visitor visa or if you are posted overseas on a diplomatic assignment).

During this two-year stand-down period, you may not apply for a work permit for, or permanent residency in, any other country.

6.6 Spouse or partner on non-Manaaki New Zealand Scholarship

If your spouse or partner entered the study country on the basis of a non-Manaaki New Zealand scholarship, then the stand-down provisions do not apply. In these instances, your spouse or partner may remain in the study country to complete their scholarship and there are no visa eligibility restrictions on them in the two-year period. Any dependent children whose entry to, and position in, the study country is tied to that of the spouse or partner who is on a non-Manaaki New Zealand scholarship are also exempt from the provisions in this section.

7 Family entry policy and procedures

7.1 Accompanying family members

If you have dependants, you and your family will need to decide whether they will accompany you to the study country, and, if so, when this will occur. Dependants include your spouse or partner, and children aged 19 years or younger. Before you decide whether to bring your dependants with you to the study country, you need to think carefully about whether you have adequate funds available to support them.

You need to ensure that your spouse or partner and any dependent children who accompany you are cared for while they are in the study country. This includes ensuring they receive adequate financial support for living costs. If your children are aged between 6 and 16 years, they must be enrolled in a primary or secondary school. All children who are enrolled must attend classes. If any of your children aged between 16 and 19 years are not enrolled in school, they must comply with the relevant conditions of their visa/permit.

You may be eligible for an accompanied stipend to help meet some of the costs of family members (dependants) who join you in the study country. You must meet all of the necessary requirements. The relevant details are outlined below.

The scholarship does not, however, provide financial assistance to help scholars meet the costs incurred by family members should they decide not to join you in the study country.

7.2 Scholarship Support for families

An accompanied stipend rate is available to support eligible scholars to help meet some of the costs of dependants who join them in the study country. To be eligible for the accompanied stipend rate, you must have provided the institution with full written details of your immediate family members, and passport entry evidence that an immediate family member has joined you in the study country.

Immediate family is defined as the spouse or de facto partner and the dependent children (aged 19 years and under) of the scholar and/or their spouse or partner. The status of a de facto partner must be verified.

The accompanied stipend rate is estimated to meet modest living costs for up to two adults and two children while in the study country. It will not be sufficient to cover travel and related costs, nor living costs for large families. There is no additional financial support available from ENZ to help cover these costs. Neither is there any financial support available from your institution or any other New Zealand government agency. Local immigration authorities may require evidence of funds when your dependants apply for permits. 34

If you decide to bring your dependants, you are responsible for paying for all costs. These costs include: family travel, immigration (for example passports, entry permits, and airport departure tax), travel insurance, any living expenses not covered by the accompanied stipend, medical/healthcare, school fees and childcare.

You should think carefully about whether you will have adequate funds available to support any dependants who accompany you. You should also consider other factors, including how your family will adjust to life in the study country, including schooling and employment that may be different to that in your home country. Your studies may suffer if your family is unhappy.

7.3 Timing of family entry

If you decide to bring your dependants with you to the study country, we recommend that you wait at least six months before they join you. This gives you enough time to settle into life in the study country, become accustomed to the study requirements for the study country, and find suitable accommodation and schooling in preparation for your family's arrival. If you are completing a bridging qualification prior to gaining entry into a main qualification, you are strongly advised to wait until you have completed this and have gained entry into the main qualification before bringing your family to the study country.

Family entry for scholars must not disrupt the scholar's study and cannot be used to justify a request for an extension.

7.4 Other considerations

Approval of family entry is dependent on the agreement of the immigration authorities in the study country. ENZ has no influence or control over permit decisions made by the immigration authorities in the study country.

Your spouse or partner may be able to obtain a work permit for the duration of your scholarship. However, even if your spouse or partner is able to obtain a work permit in the study country, it may be difficult for them to find work. The work that is available may not be in the occupation that they worked in at home, or it may not provide a sufficient income. 35

7.5 Process for family entry

Scholars must provide complete family details to institution in writing. This includes certified copies of relevant birth certificates (or certified church baptism certificates), marriage certificate, and where relevant, statutory declarations that confirm the family member's relationship to the scholar. Scholars must respond to any requests for further information in a timely manner.

Scholars must give the Study Country Post at least three weeks' warning of planned family entry travel. You must also ensure that the Sending Post is advised of travel plans.

7.6 Immigration requirements related to family entry

You and your family can only apply for the necessary permits after you have provided your institution with complete family details as outlined in section 12.5. The institution must acknowledge receipt of these details before you and your family can apply for permits.

Each of your dependants will need a current passport to be able to enter the study country. If dependants do not have a current passport, they are responsible for applying for one. You and your family are responsible for paying all necessary costs. All family members seeking to enter the study country will need a return air ticket.

You need to be aware that the immigration authorities in the study country are solely responsible for assessing permit applications. Your receipt of a Letter of Scholarship Offer does not guarantee that your dependants will receive a permit.

You must independently meet all requirements as set by the immigration authorities in the study country.

7.7 Eligibility for accompanied stipend rate

To be able to receive the accompanied stipend rate, scholars must provide the institution with passport entry evidence that an immediate family member has joined them in the study country. The accompanied stipend rate is payable from the date of the family's arrival. A previously unaccompanied scholar must have any child born in the study country or spouse (married while on scholarship) included on their SAM record, in order to be eligible for an accompanied stipend rate.

Payment of the stipend at the accompanied rate continues when:

- family members leave the study country for absences that coincide with institution holiday (vacation) periods, or are of no more than six weeks' duration outside holiday (vacation) periods
- a scholar returns to their home country for approved fieldwork or work attachment
- a scholar requires urgent hospitalisation outside the study country.

If your personal circumstances with regard to immediate family members changes, while you are in receipt of the accompanied stipend rate, you must let the Institution know as soon as possible. 36

If these changes mean you are no longer eligible for the accompanied stipend rate, and you have not advised the Institution, the accompanied allowance will cease immediately, and you will be required to repay any overpaid allowance.

7.8 Scholar couples

If you are married to, or the de facto partner of, another scholar who is on a Manaaki New Zealand Scholarship, adjusted stipend arrangements apply. One scholar receives the accompanied stipend, and the other receives the unaccompanied rate.

If you complete your study programme before your spouse/partner, you may remain in the study country, subject to ENZ approval, as the dependant of the scholar who is still on scholarship. The period of time that you may remain in the study country is subject to ENZs approval. One accompanied stipend is paid from that date.

7.9 Short visits

If any immediate family members are in your home country but seek to visit the study country to join you for a period of under six months, they can seek a visitor's permit (subject to the study country's immigration requirements).

You and your family members are responsible for fulfilling all of the necessary travel and immigration requirements. No funding assistance is provided by ENZ towards the costs of immediate family members making short visits.

Scholars should let Institutions know as soon as possible if immediate family members have arrived for a short visit.

8 Scholarship Allowances & Entitlements

This section covers the allowances and entitlements available to scholars. Please note that, depending on the level and duration of study, you may not be eligible for all of the following allowances and entitlements.

Scholars should not expect to receive any allowances or entitlements in addition to those listed in this section, either from ENZ or from their institution.

Scholars are responsible for managing and paying their expenses in the study country, except for:

- tuition and associated fees
- travel to and from the study country
- insurance.

Scholars should also note that:

- scholarship allowances are tax free
- scholarship allowances and entitlements are subject to review at ENZ's discretion.

8.1 Payment of allowances and entitlements

The stipend is payable from the start date of the scholarship (as stated in your Letter of Scholarship Offer), but only if you have arrived in the city you will be studying in by this date. It is paid continuously throughout the year while you remain on scholarship, including during:

- public holidays and the institution's normal vacation periods during the academic year
- the November–February period between academic years
- approved summer school
- approved extensions
- approved reunion travel
- approved, compulsory practical training/work attachment/internship (where the position is unpaid) in your home country for up to 12 weeks, or in the study country for up to 12 months
- approved compulsory study towards a professional qualification
- approved, home-located research for up to three months for Master's scholars, and up to six months for PhD scholars

- approved compassionate leave for up to four weeks
- approved brief absences from your study country for personal international travel
- the first three weeks if you are hospitalised.

Institutions must arrange payment to scholars of:

- an initial establishment allowance
- an ongoing establishment allowance in subsequent years
- a fortnightly allowance (the scholarship “stipend”)
- any other allowance entitlements that scholars may be eligible for.

The stipend and any other allowance entitlements are credited directly into scholars’ bank accounts every fortnight. At the discretion of the institution, the initial establishment allowance is either paid in full on arrival or may be split into two payments.

8.2 Ceasing payments of allowances and entitlements

Once scholars have completed their final exam (or attended the final class or submitted the final assignment if they do not have exams) or submitted their thesis (for research scholars), the scholarship ends. This date may be different from the end date on the Letter of Scholarship Offer.

When the scholarship ends, scholars must return to their home country within 14 days, or before their visa/permit expires, whichever comes first. Stipends will continue to be paid during this 14-day period and then will cease.

The stipend and other entitlements will also cease if scholars:

- have an unexplained absence from the study country
- fail to return to the study country from personal international or domestic travel in time for the start of a semester
- fail to return to the study country following the completion of any home-located research
- are on compassionate leave for more than four weeks
- have been hospitalised for more than three weeks
- are undertaking compulsory practical training in their home country and remain longer than the approved duration of the practical training
- are on paid, full-time work including when as compulsory component of your study
- are on an on-award deferral
- have their scholarship terminated
- voluntarily withdraw from their scholarship
- breach any conditions of the scholarship (including applying for a work permit without approval or applying for permanent residency to New Zealand or another country).

Stipends are not paid where scholars undertake a semester at the USP Centre in their home country, if studying fewer than two papers.

8.3 Allowances and entitlements guide

Type	Description
Tuition fees	Full tuition fees for the approved study programme, including enrolment, orientation, and student union fees. Fees are not paid for any professional membership.

Type	Description
Travel between a scholar's home country and study country at the start and end of the scholarship, and also at the start and end of any approved on-award deferrals	Standard economy class travel from the closest departure point to a scholar's home (airport, bus terminal, train station, or seaport) to the town or city where their institution is located, by the most economical route. Ticketing should include provision for in-flight meals.
Establishment allowance	A set amount in the first academic year, to meet textbook costs and for other set-up costs in the study country. A set amount at the beginning of each additional calendar year, to cover the full year. For scholars with less than a calendar year remaining in their study, this amount is pro-rated.
Unaccompanied living allowance (stipend)	A set amount per week paid over the scholarship duration, and any extension of the scholarship to scholars not accompanied by their immediate family in the study country. Stipends are paid fortnightly in arrears.
Accompanied living allowance (stipend)	A set amount per week paid over the scholarship duration and any extension of the scholarship to scholars with at least one member of their immediate family accompanying them in the study country. Stipends are paid fortnightly in arrears.
Medical and travel insurance	To meet basic requirements.
Additional tutoring	Up to F\$500 per semester for tutoring if an undergraduate scholar; up to F\$400 per semester for tutoring if a postgraduate scholar. These amounts are paid at equivalent levels in local currency for any scholars not studying in Fiji.
Postgraduate research allowance	F\$1,500 for postgraduate research scholars (one-off payment). These amounts are paid at equivalent levels in local currency for any scholars not studying in Fiji.
Postgraduate research travel	Scholars may be entitled to economy class travel to their home country for approved home-located research.
Postgraduate thesis allowance	Up to F\$650 for non-PhD postgraduate scholars. Up to F\$1,150 for PhD scholars. These amounts are paid at equivalent levels in local currency for any scholars not studying in Fiji.
Reunion travel	Scholars may be entitled to an economy class reunion airfare to visit their home country.

8.4 Allowance and entitlement guide – study country specific details

Note: Allowances and entitlements are subject to review, and possible amendment, as ENZ deems necessary.

Study country	Allowance	Unaccompanied Scholar Rate	Accompanied Scholar Rate
Fiji – F\$	Initial Establishment Allowance	2,250	2,250
	Ongoing Establishment Allowance (this amount pro-rated as per details below)	750	750
	Fortnightly stipend	659	1,204
	Reintegration allowance	750	750

8.5 Initial establishment allowance

The initial establishment allowance helps scholars with their immediate costs on arrival in the study country. It is paid in the first year of study.

The initial establishment allowance helps with costs such as:

- temporary accommodation
- accommodation bonds (usually equivalent to four weeks' rent), and rent in advance (usually equivalent to two weeks' rent)
- utility bonds for services at rental properties, such as electricity and telephone
- suitable clothing
- course expenses
- textbooks
- household items, if moving into rental accommodation.

The institution must pay the initial establishment allowance, or part of it, as soon as practicable and within five working days after the scholar arrives in your city of study. If the institution deducts any costs from your establishment allowance or stipend (for example, to pay halls of residence deposits) you must ensure that the scholar is aware of the reason for the deduction and the amount deducted.

Scholars transferring to another institution midway through the academic year are not entitled to a second establishment allowance, even if the transfer is an approved part of their study programme.

The institution may pay the establishment allowance in two instalments. In this case, you can request the second instalment allowance at any time if needed for establishment costs. The institution must

ensure that you are aware of this provision. The institution must pay the second instalment allowance as soon as practicable.

8.6 Ongoing establishment allowance

Institutions must pay scholars subsequent yearly establishment allowance at the beginning of each calendar year. This applies to all scholars who started their scholarship at some point in the period from January to October in the preceding year. These funds help with housing costs, course-related costs, and research costs.

If a scholarship finishes in the middle of a year, scholars receive a portion of this amount to the nearest three-month period, as follows:

Months of scholarship remaining	Pro-rated establishment amount
1–3 months	F\$187.50
4–6 months	F\$375
7–9 months	F\$562.50

If scholars:

- have fewer than four weeks of study remaining, scholars are not eligible to receive any ongoing establishment allowance for that period of time
- are enrolled as the result of a scholarship extension, scholars are entitled to receive an ongoing establishment allowance as a pro-rated amount
- are returning from an on-award deferral at the beginning of or during the calendar year, scholars are entitled to receive an ongoing establishment allowance on return to the study country (subject to the exceptions below)
- are returning from an on-award deferral during the calendar year, you are entitled to receive an ongoing establishment allowance on return.

You receive only one ongoing establishment allowance in any calendar year. A scholar who receives the full allowance at the beginning of the calendar year, but who then goes on an on-award deferral before returning at the start of the second semester, does not then receive an additional allowance.

8.7 Provisions for scholars at USP campus in their home country

Scholars completing the first semester of their study programme at the USP campus in their home country are not entitled to the initial establishment allowance until they arrive at the USP campus in the study country (for their second semester of study).

Scholars completing their final semester of their study programme at the USP campus in their home country should receive the standard ongoing establishment allowance entitlement (whether they commence the academic year in the study country or their home country.) They are not entitled to an additional ongoing establishment allowance.

In this instance, the reintegration allowance will be paid by the institution before the scholar departs the study country. No further reintegration allowance will be paid at the completion of the scholarship.

8.8 Course-specific provisions

Scholars enrolled in postgraduate study programmes in Medicine will have their registration and indemnity costs paid for. This is paid by study country institution.

8.9 Stipend (living allowance)

The institution must pay scholars a stipend, which contributes towards basic day-to-day expenses, such as:

- accommodation (rent or board)
- food
- living expenses, such as telephone, electricity, and water bills
- transport to and from the institution
- incidentals and personal items, such as clothing and toiletries.

The stipend also covers less regular expenditure on:

- course-related clothing, such as uniforms and protective wear
- stationery, photocopying, internet, and other course-related costs
- field trips, projects, workshops, and conferences
- computer equipment and software.

Stipends are paid fortnightly.

8.10 Accompanied stipend

Your institution must pay you an accompanied stipend, which contributes towards day-to-day expenses, if you are accompanied by approved immediate family members (dependants) in the study country.

8.11 Adjusted stipend arrangements

Your institution pays an adjusted set of stipends when a scholar is the spouse of, or the de facto partner of, another current Manaaki New Zealand scholarship recipient.

If both scholars are on a Manaaki New Zealand Scholarship and there are dependent children in the study country, then one scholar is paid the accompanied stipend rate and the other is paid the unaccompanied rate.

If one scholar is on a Manaaki New Zealand Scholarship, and their spouse/partner is on another (non-Manaaki New Zealand) Scholarship, then the stipend received by the Manaaki New Zealand scholar is based on whether there are dependent children in the study country, and on whether these dependent children are in the study country as dependants of the Manaaki New Zealand Scholarship recipient or of the non-Manaaki New Zealand Scholarship recipient. If the latter, then the scholar on a Manaaki New Zealand Scholarship is paid the unaccompanied stipend rate.

8.12 Additional tutoring allowance

You may apply for funding for additional academic, study or skills tutoring. Your institution approves requests for additional tutoring.

Support for additional tutoring can be considered, subject to:

- the institution determining it necessary
- you are already making use of tutorials and support provided free of charge by the institution or other on-campus providers, but require additional tuition and support

For scholars in Fiji, up to F\$500 per semester is available for this additional tutoring if an undergraduate scholar; up to F\$400 per semester is available if a postgraduate scholar. These amounts are paid at equivalent levels in local currency for any scholars not studying in Fiji.

There may be instances where a scholar may not need to utilise the full allowance; however, scholars should be encouraged to utilise as much as is required. This additional tutoring complements tutorials and support provided free of charge by the institution or other on-campus providers.

Such additional tutoring may be required to assist scholars to attain their original qualification in the original scholarship timeframe, or within the extension period. This additional tutoring should not be used to assist scholars who are already achieving - for example, additional tutoring should not be made available to a scholar who wishes to improve their grades from a B to an A. In those cases where a scholar is generally performing at an A or B level, but is struggling with one particular paper, additional tutoring should be confined to this one paper.

- The relevant process is as follows:
- The scholar submits a request outlining the tutoring support they are already receiving and providing the rationale for additional support.
- The institution considers the request, seeking further information from the scholar and relevant faculty as required. Where relevant, institution advise ENZ of decisions.
- The additional tutoring can be booked by the scholar or institution.
- If the scholar has new tutoring needs which emerge later in the same academic year, in relation to a new subject(s) or paper(s), they submit a request outlining the tutoring support they are already receiving in this area and providing the rationale for additional support.
- Institutions should include the additional tutoring programme(s) as a component of a scholar success plan, where relevant, and monitor progress.
- Payments are made by the Institution to the tutor or internally.
- The Institutions submits the change request.

8.13 Postgraduate research allowance

Institutions can approve up to F\$1,500 (or the equivalent in local currency) towards the costs incurred by postgraduate scholars when they carry out research as a mandatory component of their qualification. The allowance may support home-located research or research in another, approved country.

The postgraduate research allowance is paid once during the scholarship, usually at the time that home-located research is carried out (see section 21.3).

Institutions consider the request, seeking further information from the scholar as required. The Institution should pay the allowance in full as a one-off payment.

Provision for the allowance should be included in the budget component of the original scholar placement.

8.14 Postgraduate thesis allowance

ENZ contributes towards the costs incurred by postgraduate scholars for proofreading, printing, and binding a thesis. The thesis must be at least 90 credits or equivalent for scholars to be eligible for the allowance.

The postgraduate thesis allowance:

- is a one-off allowance, not an annual payment
- is a reimbursement for actual and reasonable costs incurred, with the expectation that institutions will invoice only for actual costs or a reasonable estimate (which may be less than the entire amount allowed for)
- can be paid in a number of instalments
- might not cover all thesis costs, in which case scholars are expected to fund the additional costs from their stipend, establishment allowance, or personal funds
- can be reimbursed to scholars when they return to New Zealand for their PhD oral examination. Scholars must provide receipts to be reimbursed; **or**

- payment may be made in advance of the scholar’s return home at the end of the scholarship (when the thesis is submitted) on the basis of a quote for services.

Scholars may use the additional tutoring allowance for additional one-on-one tutoring in editing, proofreading, and writing, as well as for proofreading services.

8.15 Reunion travel

Reunion travel enables scholars who are away from home for an extended period to maintain links with their families, employers or potential employers, and communities. To be eligible for funding to return to your home country for visits, your scholarship must be for a period of more than 1.5 years (548 days).

Reunion travel entitlements are calculated on the duration of your study programme, starting from the first study component (includes bridging, pathway or main qualification), and concluding on completion of your study programme. It does not include arrival date or the orientation period, or the 14-day period after the completion of study before the scholar departs.

ENZ does not consider whether you have dependants or the location of those dependants when determining eligibility for reunion travel.

The number of reunion travel entitlements varies depending on the study programme duration:

Study programme duration	Reunion travel entitlements
Under 1.5 years (0–548 days)	None
1.6 to 2.5 years (549–913 days)	1
2.6 to 3.5 years (914–1,278 days)	2
3.6 to 4.5 years (1,279–1,643 days)	3
4.6 to 5.5 years (1,644–2,008 days)	4
5.6 to 6.5 years (2,009–2,373 days)	5
6.6 to 7.5 years (2,374–2,738 days)	6

You may take reunion travel at any time as long as it does not interfere with your academic obligations. For example, the Scholarship Conditions in your Letter of Scholarship Offer require that you must attend all classes, and submit all assignments on time. Where applicable, such as for block courses, you must be present for the entire period of the relevant semester or semesters. You should discuss the most appropriate time to undertake reunion travel with your ISO. Any reunion travel must be taken during the scholarship period, but not within the last six months of the scholarship.

You must submit a request for reunion travel at least four weeks in advance of the date of proposed travel. Late requests will not be considered.

PhD scholars are entitled to a maximum of four weeks’ reunion travel per entitlement, as they are expected to be working on their thesis full time throughout the calendar year.

The reunion travel entitlement is:

- standard economy class travel from the town or city where you are studying to the closest arrival point to your home (airport, bus terminal, train station or seaport) by the most economical route. Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers en route if these costs are not covered by the airline.

A stopover needs to be over 9 hours in duration for you to qualify for an accommodation entitlement, but you also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

Travel will not include any stopovers in third countries or within your home country or New Zealand, including for purposes of sightseeing or to visit family and friends.

If you are an undergraduate scholar, a scholarship extension may entitle you to an additional reunion travel entitlement. Any additional entitlement is calculated by the adjusted total duration of your study programme. However, if you are a postgraduate scholar, a scholarship extension does not entitle you to an additional reunion travel entitlement.

You cannot use a reunion travel airfare to pay for a dependant to travel to or from the study country.

Institutions approve requests for reunion travel, and will arrange and pay for this travel, including departure taxes.

9 Modes of Study

It is expected most scholars will study full time on campus as detailed in their Letter of Offer.

You must apply in writing to your Institution if you wish to complete your first semester of study, or your last semester of study, in your home country.

Split-site study will only be approved where:

- there is evidence that completing either the first or last semester of study in the home country will be of benefit to the scholar.
- there is confidence that the scholar will successfully complete their study programme within the original scholarship timeframe, or within the approved extension period where applicable.

Note, how you intend to manage entitlement payments must be discussed and agreed with your ISO in advance. The New Zealand Government will not make accommodations to their payment schedule should split site study be approved.

ENZ makes decisions on split-site study. Any request to support online or distance education must adhere to the above criteria.

Current scholars undertaking online or distance education which does not adhere to the above criteria are permitted to continue these studies under grandparenting provisions.

10 Conjoint degrees/double majors

A conjoint degree is where two degrees are studied concurrently. They carry a higher workload than single degrees and, therefore, a higher risk of non-completion. For this reason, ENZ prefers scholars to complete single degrees only where possible.

At some Pacific institutions, a qualification may only be offered as a conjoint degree (or “combined programme”). In these instances only, ENZ will support the conjoint degree. Similarly, ENZ will support double majors only where the double major is a study programme requirement.

Conjoint degrees and double majors are approved by ENZ at the time of placement.

ENZ makes decisions on supporting conjoint degrees or double majors, as with other course changes, on recommendation from the Institution and Sending Post.

11 Majors and double majors

Scholars are selected for a scholarship based on the details of their qualification including their major subject, as listed in their application. ENZ will only support double majors in particular circumstances, unless a double major is a study programme requirement.

You must apply in writing to your ISO if you wish to start a second (double) major. When requesting to start a second major, you must provide:

- a letter demonstrating how the second major will contribute to your home country’s development
- written confirmation from the institution that the double major can be completed (scheduling of papers) within the original scholarship timeframe, and
- a copy of the academic transcript showing successful completion of two semesters of study with strong grades (A grade average).

Institutions should only recommend supporting double majors if all of the above criteria are met. ENZ will not approve in the absence of any of the above documentation.

12 Professional qualifications

Some professions require practitioners to complete a professional qualification before they can gain admission to the profession.

The scholarship will only provide for a professional qualification where:

- the scholar’s original qualification is insufficient to allow them to gain professional registration or membership of a professional body in their home country, without which they are unable to practice, and
- it is short term, and
- it is approved by the institution.

The professional qualification must be approved by ENZ at the time of placement and will therefore form part of the scholarship duration, outlined on the Letter of Scholarship Offer.

Where the professional qualification was not included at the time of placement, a change request must be submitted for ENZ manager approval.

In most instances, it is expected scholars will complete the professional qualification in the study country immediately following the completion of their original qualification.

The only exception is where the professional qualification is not offered in the study country. In this case, the scholar should complete the professional qualification in their home country where available, or in another Pacific country (excluding New Zealand or Australia). ENZ makes decisions on professional qualifications.

Scholars undertaking an approved professional qualification will continue to receive their stipend at the standard rate. Scholars must not receive payment from other sources as this will put them in breach of their visa/permit conditions.

Relevant medical registration costs and indemnity insurance should be included in the placement budget.

13 Course, major or qualification changes

ENZ makes decisions on course, major or qualification changes when it receives a recommendation from an institution.

ENZ, in partnership with MFAT, offers Manaaki New Zealand Scholarships for a specific field, level of study, and qualification that meets the human resource development needs of a scholar's country. Course changes are only approved in exceptional circumstances, and must be within the original duration of the scholarship.

When requesting a change to a course or qualification, you must provide:

- a letter to the ISO advising why you want to change your course or major, and demonstrating how the proposed course will meet the development needs of your home country
- written confirmation from the faculty confirming that you would be accepted into the new course
- a copy of your academic transcript.

Scholars must have met the scholarship continuation criteria if you request a change to a course or qualification.

When ENZ receives the request from an institution, it may seek input from the relevant post and the partner government before reaching a final decision.

13.1 Change to a lower-level qualification (downgrade)

Sometimes you are unable to complete your original qualification for personal or academic reasons. Rather than withdrawing or terminating the scholarship, the institution must consider changing the scholarship to a lower-level or downgraded qualification (for example, bachelor's degree to diploma), if available at the same institution.

If you are undertaking a pathway qualification and do not meet the entry requirements for the next level of study, ENZ will downgrade your scholarship to the highest level of study completed. For example, a postgraduate scholar who has a pathway of postgraduate diploma to master's, but does not meet the entry criteria for master's, will complete their scholarship after the postgraduate diploma portion and must then return to their home country.

13.2 Institution changes

ENZ strongly prefers that scholars do not change institutions. Therefore, institution changes will be approved only in exceptional circumstances. Institutions make a recommendation to ENZ where they believe an institution change may be appropriate for a scholar.

ENZ is responsible for final approval of an institution's recommendation about institution changes.

Institution changes may be considered in any of these cases:

- the scholar has not met the continuation criteria for their current programme of study for reasons other than fail grades (for example, the courses have a higher grade-point average standard of entry, or there are fewer places available in the programme at their current institution), and is eligible for entry to a similar qualification in the same priority sector at another institution
- the scholar has not met the continuation criteria for their programme of study at their current institution, and a relevant downgraded qualification is available at another institution
- circumstances outside the scholar's control affect their ability to continue study at the current institution, such as lack of appropriate supervisors, or compelling medical or personal situations.

The institution's recommendation to change institutions must demonstrate that:

- they have considered all options for a scholar to remain, including downgraded qualification, course change, or change of supervisor
- the scholar could complete their qualification at the alternative institution of their original scholarship (that is, within one semester for undergraduates, one year for full-year courses, or three to six months for postgraduate scholars)
- there is a high likelihood of the scholar succeeding at the new institution, and
- the scholar would be accepted into the proposed course at the new institution.

Each of these requirements must be met.

In deciding whether to grant the transfer, ENZ will consider whether:

- the scholar's proposed programme of study at the new institution contributes to a priority sector for their home country
- all appropriate options for remaining at the current institution have been thoroughly investigated
- there is evidence the scholar could successfully complete their qualification within the guidelines their original scholarship
- any budget changes resulting from the proposed institution change are reasonable.

Each of these requirements must be met.

If you receive ENZ approval to change institutions, you are entitled to funding for travel costs to the new institution.

Travel must be taken by the most economical route possible.

ENZ does not fund other relocation costs, such as moving furniture or loss of accommodation bonds.

You should discuss the procedure for funding and arranging such travel with your ISO at least two months in advance of travel, where possible.

13.3 Student exchanges

You are not permitted to participate in an exchange programme between your institution and an institution in another country. Manaaki New Zealand scholarships are New Zealand Government-funded scholarships for study at specific Pacific institutions.

14 Postgraduate research and PhD examinations

14.1 Home-located research criteria

If scholars are enrolled in a PhD or a postgraduate qualification with a mandatory research component, they're eligible for funding for fieldwork/research in their home country. ENZ does not provide this funding for small-scale research projects; it will only consider research that is a minimum of 90 credit points or equivalent.

To meet the criteria the fieldwork should be:

- essential for the successful completion of their programme (supervisor must provide evidence of this)
- undertaken in the home country, so that:
 - it is under local conditions
 - it can contribute to the development of the home country
 - it can support scholars to develop and maintain professional and employment networks in the home country.

As an alternative, scholars may choose to apply to undertake fieldwork in the study country or another developing country. Fieldwork in the study country or another developing country will only be approved on an exceptional basis; scholars must make a strong case to their institution that clearly demonstrates why this fieldwork will be of greater benefit to their research than fieldwork in the home country. Any request to support fieldwork in another developed country will not be approved.

Institutions approve home-located research:

- for a maximum period of up to three months for master's scholars and up to six months for PhD scholars
- only if the fieldwork will not result in the need for a scholarship extension
- normally once only per scholarship
- only after the institution and the relevant Ethics and Research committees have approved the detailed research plan submitted by the scholar
- only if the detailed research plan accords with the criteria listed above for home-located research

In exceptional circumstances, ENZ recognises that a particular research topic may require two periods of home-located research. Institutions will make the decision on this. If approved, funding to help meet relevant costs will be available.

If institutions agree to a second period, the total time spent overseas for fieldwork/research must not exceed the maximum time available to the master's or PhD scholar.

14.2 Home-located research plan

Scholars must submit a home-located research plan to the ISO at least two months in advance of the proposed fieldwork. The plan must include:

- an itinerary/timetable and description of research
- budget information on what the post-graduate research allowance will be spent on
- any justification for home-located research that does not meet the home-located research criteria – for example, research in another developing country
- any relevant supporting documentation.

Scholars must provide any additional information sought by the institution. The ISO, in conjunction with the scholar and the faculty, will determine whether they could feasibly undertake primary research within the constraints of the study programme without needing an extension to the scholarship. For some scholars, depending on the duration of their programme and size of their intended research project, there will not be sufficient justification to support home-located research.

Following discussions with the ISO and the faculty, scholars may be expected to make adjustments to the initially submitted home-located research plan. If this plan is approved, scholars must follow it and be aware that assessments of the scholarship progress will be made with reference to the approved plan.

14.3 Home-located research funding and insurance

ENZ limits financial assistance during home-located research to:

- stipend, which continues at the same rate during the fieldwork research period
- one standard, return economy class travel entitlement from the town or city where they are studying to the closest arrival point to their home (airport, bus terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals. ENZ will not fund travel to multiple research locations in their home country
- in exceptional circumstances, a second standard, return economy class travel entitlement from the town or city where the scholars are studying to the closest arrival point to their home (airport, bus terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals

- overnight accommodation for unavoidable stopovers enroute, if these costs are not covered by the airline
- a postgraduate research allowance to assist with additional costs related to the fieldwork (the level of allowance provided is the same regardless of whether one or two periods of home-located research are approved)
- additional insurance in some circumstances.

A stopover needs to be over 9 hours in duration for them to qualify for an accommodation entitlement, but scholars also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

Travel will not include any stopovers in third countries or within your home country or study country, including for purposes of sightseeing or to visit family and friends.

Institutions may provide or source funding for scholars to undertake additional research, fieldwork, or study-related travel (including conference attendance) not covered by the scholarship. Any additional research, fieldwork, or travel must not extend the maximum periods of up to three months for master's scholars and up to six months for PhD scholars or the duration of the scholarship and cannot be taken after the scholarship is completed.

14.4 PhD oral examinations and thesis-related tasks

PhD scholars must submit their thesis while in the study country by the end of the scholarship.

Usually, the PhD oral examinations will take place in the study country three to six months after the scholars submit their thesis. This means that, after scholars have submitted their thesis, they must return to their home country to await the oral examination. Where required, they must return to the study country to sit the examination and complete thesis tasks.

Scholars may choose to undertake their PhD oral examinations online from their home country if the supervisor and institution endorses this request. Institutions must be confident that scholars will have a suitable environment to undertake their oral examination online, such as having suitable access to electricity and internet.

Scholars must sit the oral examinations within one year of submitting their thesis.

If scholars return for a PhD oral examination, scholars may remain in the study country for a maximum of six weeks to prepare for and sit the oral examination and make necessary amendments or revisions to the thesis required to complete the PhD.

ENZ will support only the minimum amount of time required. For example, in some cases, two to three weeks will be sufficient.

If the necessary amendments or revisions to the thesis required to complete the PhD exceed the maximum six-week period supported by ENZ, scholars must return to their home country to complete this. All ENZ entitlements and allowances cease after the maximum six-week period permitted, and scholars are responsible for all further costs. This includes any further return travel to the study country for a further oral examination if this is required.

14.5 PhD downgrade options

If a scholar is not awarded a PhD, the institution may decide to award a lower-level qualification at the same institution or not to award any qualification.

14.6 PhD returning scholars — entitlements

When scholars return to their home country to await the oral examination and then return to the study country to sit it, they are entitled to:

- one standard, return economy class travel entitlement from the closest departure point to where they live (airport, bus terminal, train station, or seaport as relevant) to their accommodation in the town or city where the institution is located by the most economical route (in addition to the final travel). Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers enroute, if these costs are not covered by the airline
- visa/permit application costs, if required
- entitlements and allowances including insurance that apply to the scholarship while scholars are in the study country. This does **not** include an establishment allowance.

A stopover needs to be over 9 hours in duration to qualify for an accommodation entitlement, but scholars also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

Travel will not include any stopovers in third countries or within the home country or the study country, including for purposes of sightseeing or to visit family and friends.

ENZ will **not** pay allowances and entitlements while scholars are out of New Zealand.

15 Withdrawal from scholarship

Some scholars may experience unexpected personal or medical issues that prevent them from continuing with their study. In the first instance, ENZ encourages these scholars to take a deferral of study of up to one year– please discuss this with the ISO at the institution.

However, if these issues cannot be resolved through pastoral care support or a deferral, the scholar may voluntarily withdraw from their scholarship.

Withdrawal is not available to scholars who have not met the academic continuation criteria or whose scholarship is being considered for termination.

To withdraw from their scholarship a scholar must discuss this with their institution.

15.1 Termination criteria and responsibilities

ENZ may terminate a scholarship if:

- a scholar does not meet the scholarship continuation criteria at the end of a semester, and a downgrade is not suitable or not available
- a scholar is excluded by the institution because of misconduct (as defined by the institution), including academic misconduct such as plagiarism
- a scholar completes the maximum period of English language training available under the scholarship and is still unable to meet English language requirements for entry to their main programme of study
- at any time, a scholar breaches any of the Scholarship Conditions, including expectations around conduct.

15.2 Scholarship continuation

Each semester you are assessed against scholarship continuation criteria. If you do not meet all the criteria below, there are options available ranging from attending summer school, to downgrading the qualification, to terminating the scholarship. Success plans are also put in place by the institution to support you.

15.2.1 Criteria

At the end of each semester the institution assesses you against the scholarship continuation criteria. You are deemed to have met the scholarship continuation criteria if you:

- are on track to complete the qualification(s):
 - within the original scholarship offer duration stated on the Letter of Scholarship Offer (including summer school), or
 - within the original scholarship offer duration (including summer school) plus one approved extension (conditional or otherwise) up to the maximum duration listed in section 14.3, or
 - within a revised duration approved by ENZ for compassionate reasons (for example, resulting from an on-award deferral), and
- meet the education institution's continuation criteria, such as the minimum grade-point average required to continue to the next stage, and
- have complied with all the Scholarship Conditions, including expectations around conduct, and
- have met the conditions of the conditional extension, if applicable, and
- have fulfilled the requirements of the scholar success plan, if applicable.

If you **do not** meet all of the scholarship continuation criteria, the institution makes one of the following recommendations to ENZ:

- **Downgrade** — academic: the qualification is downgraded to a lower-level qualification at the same institution, as a consequence of poor or marginal academic performance. The scholar may either depart New Zealand immediately, as they have already qualified for the downgraded qualification or remain in New Zealand to complete the remainder of the downgraded qualification
- **Termination**: ENZ terminates the scholarship
- **Non-completion**: the scholarship duration ends without the scholar having completed a qualification. This includes cases where a scholar is unable to complete their qualification within their extension period.
- **Institution change**: the scholar changes to a different institution to complete a qualification

If you meet the scholarship continuation criteria but need an extension or have marginal academic performance, the institution may:

- recommend to ENZ a Course change: the scholar changes to a different course at the same institution, and the institution puts an SSP in place
- recommend to ENZ a **Downgrade — academic**: the scholar changes to a lower-level qualification at the same institution, and the institution puts an SSP in place.
- approve an extension and put a SSP in place.

15.3 Termination process

Termination of a scholarship is serious. ENZ is responsible for making the decision to terminate a scholarship.

The institution must:

- meet with the affected scholar to advise that it will recommend to ENZ that the scholarship be terminated and the reasons for this
- submit the recommendation for termination to ENZ, including the reasons for this
- monitor and address any concerns about the scholar's safety and ensure they are aware of support services available to them, such as counselling.

Before a final decision is made, the scholar has the opportunity to submit a written response to the ISO about the proposed termination. This must be submitted within three working days of receiving the termination proposal letter.

ENZ must then:

- review the proposal for termination and the scholar's response (if provided)
- make the final decision on the scholarship termination and inform the scholar and institution.

If ENZ's decision is to **not** terminate the scholarship:

- ENZ must:
 - inform the institution about why the scholarship is not being terminated
 - consider issuing a warning to the scholar (for example, for breach of visa conditions or violation of expectations around conduct)
- the institution must:
 - meet with the scholar to advise them that their scholarship is not being terminated and deliver ENZ's written reply, including any warning issued. If this is not possible, the institution should send the ENZ letter to the scholar by email
 - put in place any scholar success plan as required by ENZ.

If ENZ's decision is to terminate the scholarship:

- the institution must:
 - monitor and address any concerns about the scholar's safety, and ensure they are aware of support services available to them, such as counselling
 - meet with the scholar to inform them that their scholarship is being terminated, and to deliver the ENZ termination letter. If this is not possible, ENZ should send the letter to the scholar by email
 - arrange the scholar's final travel.

15.4 Change to a higher-level qualification (upgrade)

ENZ does not allow scholars to change their qualification to a higher level of study than what is stated on their Letter of Scholarship Offer.

15.5 Subsequent eligibility

The table below sets out a scholar's subsequent eligibility to apply for a Manaaki New Zealand Scholarship if their scholarship is terminated or downgraded, or they withdrew or did not complete. It includes the mandatory stand-down period before the scholar can apply again.

Circumstances	Subsequent eligibility to pay
Scholarship is terminated on grounds of inappropriate conduct	Scholar permanently prohibited from applying for a further Manaaki New Zealand Scholarship.
Scholarship is terminated on academic grounds	Scholar prohibited from applying for a further Manaaki New Zealand Scholarship for a period of five years after returning home.
Scholarship is downgraded on academic grounds	Scholar prohibited from applying for a further Manaaki New Zealand Scholarship for a period of five years after returning home.
Scholar returns home without completing a qualification	Scholar prohibited from applying for a further Manaaki New Zealand Scholarship for a period of five years after returning home.

Circumstances	Subsequent eligibility to pay
Scholarship is downgraded on personal grounds	Scholar can apply for a further Manaaki New Zealand Scholarship after a stand-down period of two years after returning home.
Voluntary withdrawal from scholarship on compassionate grounds due to unforeseen personal circumstances	Scholar can apply for a further Manaaki New Zealand Scholarship after a stand-down period of two years after returning home.
Voluntary withdrawal from scholarship prior to scholar commencing their studies	Scholar can apply for a further Manaaki New Zealand Scholarship when applications reopen and are not subject to a stand-down period.

16 Preparing to return home

The purpose of the scholarship is to provide academic study or skills training so that scholars can contribute to the social and economic development of their country when they return home.

At the end of the scholarship, scholars are obligated to return to their home country for a minimum of two years.

16.1 Scholar final travel and departure

Scholars (and their spouse or de facto partner and any other dependants) must leave the study country within 14 days of completing their study. The completion date will be one of the following:

- final class
- final exam
- final assignment
- thesis submission in accordance with the study plan
- the date of the withdrawal letter from ENZ (this is the date listed at the top of the letter)
- the date of the termination letter from ENZ (this is the date listed at the top of the letter).

The dates listed on the Letter of Scholarship Offer and/or the student visa are indicative only, and the scholarship end date is determined by the factors listed above. Once the scholarship has been completed, scholars and their dependants must depart the study country within 14 days or before the visa/ permit expires, whichever comes first.

Institutions must arrange travel at the end of the scholarship for all scholars.

The return travel entitlement for all scholars includes:

- standard economy class travel from the town or city where scholars are studying to the closest arrival point to their home (airport, bus terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers enroute, if these costs are not covered by the airline.

A stopover needs to be over 9 hours in duration for scholars to qualify for an accommodation entitlement, but they also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

The entitlement does **not** include:

- stopovers in third countries or within the study country, including for purposes of sightseeing or to visit family and friends
- travel costs for any dependants.

Approval may be given for one stopover in the home country for purposes of employment or if health related.

Scholars are not allowed to make changes to travel arrangements or dates. If they do not adhere to the flight bookings made by the institution, and the institution incurs costs in making new flight bookings, scholars may be required to reimburse the institution for these costs.

Local immigration authorities will be notified if you do not depart on the expected date.

16.2 Support services

The institution must ensure that if a scholar is returning home early due to scholarship termination or withdrawal, wherever possible, they have access to counselling and support services prior to their departure.

16.3 Notification to local Immigration authorities

If a scholar completes their scholarship before their visa/permit expires (for example, if the scholarship is terminated, or the qualification is completed early), the institution must advise the local immigration authorities in writing of the departure details. The institution must also advise the local immigration authorities that the scholar and their dependants are no longer supported by the New Zealand Government.

16.4 Notification to ENZ

If a scholar's scholarship date of completion is significantly earlier than planned (for example, if the qualification is completed early), the institution must advise ENZ of the scholar's departure date.

16.5 Scholars who wish to remain in the study country

If an institution becomes aware that a scholar or their dependants wish to remain or have remained in the study country following the completion of their scholarship, the institution must advise ENZ and, where possible, meet with the scholar to remind them of the conditions of their scholarship. The scholar will be reminded that:

- they have agreed as a condition of their scholarship to return directly to their home country for a minimum period of two years, to use the knowledge they have gained to contribute towards the social and/or economic development of their home country
- if they remain in the study country in breach of the Scholarship Conditions, they will incur a debt to the New Zealand Government for the total cost of their scholarship and must repay the debt in full or return to their home country for at least two years
- they and their dependants cannot remain in the study country for more than 14 days following the scholarship date of completion for any reason, including:
 - to pursue other studies
 - to undertake paid or unpaid work
 - to seek medical treatment
 - to seek permanent residency
 - to continue schooling for any dependants
 - to stay with a spouse or partner who is also a scholarship scholar but has not yet completed their scholarship.

Documentation will be stored in Anamata.



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