

NON-GOVERNMENTAL ORGANISATION SOCIAL WORK STUDY AWARDS AGREEMENT

This Agreement is between:

The Sovereign in Right of New Zealand acting by and through the Chief Executive of the **Ministry of Social Development (“the Ministry”)**

AND

XXXXXXXXXXXXXXXXXXXX (“Employer”)

AND

XXXXXXXXXXXXXXXXXXXX (“Employee”)]

Background

- (a) The Non-Governmental Organisation Social Work Study Awards Programme aims to support Non-Governmental Organisation Employees who are seeking to complete a Course of Study in social work that is recognised by the Social Workers Registration Board as meeting the requirements for Social Worker Registration.
- (b) The Programme recognises that Non-Governmental Organisations typically have limited financial resources to support Employees in study and provides funding to assist Employees in their study. The long-term aim of the Programme is to achieve more positive outcomes for children, young people and their whanau by increasing the qualification level and the skills and competence of the social services workforce.
- (c) The Programme is administered by Family and Community Services, a division of the Ministry.
- (d) The parties wishes to record in this Agreement the terms and conditions upon which the Ministry will provide support to the Employer and the Employee.

Agreement

1. Definitions

In this Agreement (including the Background), unless the context otherwise requires:

“Academic Year” means a 12 month period of study, as determined by the Education Provider.

“Agreement” means this Non-Governmental Organisation Social Work Study Awards Agreement and its Schedules.

“Application” means the NGO Social Work Study Awards application form and supporting materials.

“Commencement Date” means the date when this Agreement is signed by all three parties, providing that the Conditions have been met to the absolute satisfaction of the Ministry.

“Conditions” means those conditions specified in Clause 2 of this Agreement.

“Course of Study” means a New Zealand Qualifications Authority level 6 to 8 (e.g Diploma, Bachelor, or Post-graduate Diploma/Applied Masters) social work qualification or equivalent social work qualification that meets the educational requirements for Social Worker Registration which, providing that other requirements of registration are also met, will enable the Employee to apply to the SWRB to become a Registered Social Worker. Students are required to undertake a level 7 (Degree) qualification or higher where study commences for the first time from 1 January 2006.

“Education Provider” means the tertiary provider named in Schedule 1.

“Expiry Date” means the earlier of the date of successful completion of the agreed Course of Study, or when the Funding has been fully expended; unless otherwise terminated or extended by the Ministry in accordance with this Agreement.

“Family Start Study Award” means an award administered by the Ministry which aims to support employees employed by employers (who are Family Start service providers) who are seeking to complete a course of study to New Zealand Qualifications Authority level 6 or higher in the disciplines of social work, health or early childhood education.

“Final Placement” means the second of the two 90 day (3 month) practice placements that are a requirement for social work qualifications at level 6 (Diploma) and higher. The final placement is generally required to be undertaken in a work environment which is different to the employee's normal place of work.

“Funding” means the amount of money provided by the Ministry to the Employer and Employee to assist with the Course of Study.

“Funding Categories” means the categories of Funding specified in Clause 4.3 of this Agreement.

“Ministry” means the Ministry of Social Development.

“NGO” means Non-Governmental Organisations.

“NGO Study Award” means an award under the Programme.

“Other Support” means any other scholarships, study grants, study awards or funding available to support the Employee's Course of Study.

“Programme” means the Non-Governmental Organisation Social Work Study Awards Programme to support NGO employees complete a Course of Study.

“Programme Administrator” means the nominated representative of the Ministry as named in Schedule 4.

“Registered Social Worker” means a social worker registered under the Social Workers Registration Act 2003 and “Social Worker Registration” has a corresponding meaning.

“Study Guidelines” means those guidelines issued by Family & Community Services from time-to-time that set out the study expectations for the recipients of NGO Social Work Study Awards.

“SWRB” means the Social Workers Registration Board established by the Social Workers Registration Act 2003.

“Term” means the term of this Agreement.

2. Conditional Offer

2.1 This Agreement is conditional upon all of the following Conditions being met:

- a. confirmation from the Employer that the Employee is an employee of an NGO;
- b. confirmation from the Ministry that the Employee has successfully passed a Police and Ministry vetting process; and
- c. confirmation from StudyLink (via the Verification of Study or "VOS" process) that the Employee is successfully enrolled in a Course of Study;

AND the Ministry will be under no obligation under this Agreement whatsoever until the Conditions have been met.

2.2 For the avoidance of doubt, the Ministry will not make any payment under this Agreement until all of the Conditions have been met to the absolute satisfaction of the Ministry.

3. Term of this Agreement

3.1. The Term of this Agreement will start on the Commencement Date and will expire on the Expiry Date (please see definitions in S 1 above).

4. Funding

4.1. The Ministry will provide Funding in support of the Employee's approved Course of Study within the specified Funding Categories only. No Funding shall exceed the maximum available in each Funding Category, nor the maximum funding available of \$29,111.12 (GST exclusive).

4.2. Subject to clause 15, the Ministry agrees to pay the Funding in accordance with this clause 4 and Schedule 3 of this Agreement,

4.3. The Funding shall be available in the following Funding Categories:

- a. **Course Fee Payment** – The Ministry will pay the Education Provider a Course Fee Payment of up to \$3,111.12 (GST exclusive) for those compulsory fees charged by the Education Provider, per Academic Year that the Employee undertakes their Course of Study. The compulsory fees may include such costs as course costs, extra-mural costs and photocopying costs. The maximum payment for Course Fee Payment per Employee over the total Course of Study is \$9,333.34 (GST exclusive) only.
- b. **Student Support Payment** – The Ministry will pay the Employer a Student Support Payment of up to \$4,000.00 (GST exclusive) per Academic Year. The Student Support Payment is calculated on the basis of \$2,000.00 (GST exclusive) per semester of study for each Academic Year that the Employee is funded to undertake their Course of Study. The maximum Student Support Payment per Employee over the total Course of Study is \$12,000.00 (GST exclusive).

- c. **Final Placement Payment** – The Ministry will pay the Employer a Final Placement Payment of \$7,777.78 (GST exclusive) at the beginning of the Final Placement, upon notification from the Employee and verification from the Employer that the Employee is about to commence their Final Placement.
- d. The Ministry reserves the right to determine the payments in the Funding Categories at its sole discretion and the Ministry's decision will be final.

4.4. This Funding is a contribution towards actual Course of Study costs; as such the Ministry is under no obligation whatsoever to meet all the costs associated with the Course of Study.

4.5. The Employer and Employee acknowledge that the Ministry is under no obligation to enter into any further arrangement, agreement, or to provide any funding whatsoever outside of this Agreement, or beyond the Expiry Date of this Agreement.

5. Other Support

5.1. Where the Employee receives Other Support, the Employee must declare this either in their Application, or as and when the Employee receives such Other Support during the Term of this Agreement.

5.2. The Ministry may, at its sole discretion, reduce the Course Fee Payment where the total amount of the Course Fee Payment plus the Other Support for course fees exceeds the actual costs of the course fees for any Academic Year of the Course of Study.

5.3. The Ministry reserves the right, at its sole discretion, to reduce, withhold, cease and/or recover any part or all of the Funding from the Employer or Employee where the Ministry determines that the Employee is in receipt of funding from a Family Start Study Award at any time during the Term of this Agreement.

6. Course of Study to be Supported

6.1. The Ministry will only provide Funding for a Course of Study where this Course of Study is agreed to by the Ministry.

6.2. The Employee is required to undertake a level 7 (Degree) qualification or higher where study commences for the first time from 1 January 2006. Where the Employee is initiating study at level 6 (Diploma) the Employee is required to provide evidence of his or her ability to transition from level 6 to level 7 to the satisfaction of the Ministry (e.g. An "Articulation Agreement", or a "Memorandum of Understanding" between Education Providers).

6.3. For the avoidance of doubt, the Ministry will be under no obligation to pay Funding under this Agreement where the Employee already holds a qualification that meets the educational requirements for Social Worker Registration.

7. Study Workload

7.1. The Ministry expects the Employee to undertake a study-load that is based on 50% of normal full-time study-load. Under this approach the Employee will undertake.

- 60 credits per Academic Year (or equivalent) for curriculum providers i.e. (Universities and Polytechnics)
- 75 credits per year (12 month period) for work-based assessment processes (i.e. Te Kaiawhina Ahumahi)

7.2. Where the Employee is enrolled in a Course of Study that is significantly different to this, he or she must provide additional information to the Ministry to assist the Ministry in making a decision whether or not to continue to support the Employee. In particular, the Ministry will be seeking additional information on:

- the reason(s) underpinning the Employee's decision to undertake the study-load he or she has chosen;
- the ability of the Employee to complete the Course of Study within the period of support from the Ministry, and to complete his or her study within the course regulations;
- the ability and willingness of the Employer to continue to support the Employee after the Funding expires.

8. Employee's Obligations

8.1. The Employee will declare Other Support in accordance with clause 5.1.

8.2. The Employee will attend a post selection workshop hosted by the Ministry informing successful applicants about the Programme and their obligations.

8.3. The Employee warrants that at the commencement of this Agreement, he or she:

- a. is employed by a NGO that has a contract with a Government agency;
- b. is a New Zealand citizen or a permanent resident of New Zealand;
- c. does not already hold a qualification that meets the educational requirements for Social Worker Registration;
- d. is not a fully registered social worker, including those granted registration under S13 of the Social Workers Registration Act 2003;
- e. does not have a conviction in New Zealand or overseas for an offence that is punishable by imprisonment for 3 months or more, or an offence where the nature and circumstances of the offence reflect adversely on his or her ability to practice social work;
- f. is a "fit and proper person", in accordance with section 47(1) of the Social Workers Registration Act 2003;
- g. has disclosed all material information and has completed the Application and provided any other information requested by the Ministry honestly and correctly;
- h. is enrolled or is intending to enrol in a Course of Study (see definitions in S ! above);
- i. will undertake the Ministry and Police Vetting Processes to determine if he or she is a suitable recipient of an NGO Study Award in that he or she is likely, in the opinion of the Ministry, to meet the requirements of section 47(1) of the

Social Workers Registration Act 2003, and be eligible for registration as a social worker; and

- j. is not receiving funding through a Family Start Study Award.

8.4. The Employee further warrants that for the Term of this Agreement the Employee will:

- a. diligently pursue and devote sufficient time and attention to his or her Course of Study, and use his or her best endeavours to successfully complete his or her Course of Study, within the Study Guidelines;
- b. not withdraw from their Course of Study without prior consultation with the Ministry;
- c. make every endeavour to remain enrolled in the Course of Study;
- d. make every endeavour to remain employed by a NGO that has a contract with a Government agency;
- e. not receive a Family Start Study Award.

8.5. The Employee undertakes that for the Term of this Agreement the Employee will report all information that is material to this Agreement to the Programme Administrator, in accordance with Schedule 2 of this Agreement.

9. Employer's Obligations

9.1. The Employer warrants that it:

- a. holds a contract with a Government agency at the commencement of this Agreement;
- b. has disclosed all material information and has completed the Application and provided any other information requested by the Ministry honestly and correctly;
- c. will use the Funding under this Agreement, solely and specifically for the purposes of supporting the Employee in his or her Course of Study;
- d. will use its best endeavours to support the Employee to complete his or her Course of Study by providing the Employee with reasonable and sufficient support, including but not limited to the following:
 - i. reasonable time-off to study relative to the Employee's study requirements;
 - ii. backfilling / diverting of the Employee's normal workload as appropriate;
 - iii. regular mentoring and supervision;
 - iv. assisting and supporting the Employee in the formation of study groups; and
 - v. assisting and supporting the Employee in travel and accommodation for block courses.

9.2. The Employer will attend a post selection workshop hosted by the Ministry to inform successful applicants about the Programme, and their obligations.

9.3. The Employer undertakes that for the Term of this Agreement the Employer will report all information that is material to this Agreement to the Programme Administrator, as detailed in Schedule 2 of this Agreement.

10. Ministry's Obligations

10.1. The Ministry undertakes to manage the Programme, ensuring that:

- a. the Employee and Employer are adequately informed about the Programme and their obligations during the Term of this Agreement;
- b. Employer or Employee issues are responded to and resolved within reasonable timeframes;
- c. Reviews are undertaken in accordance with clause 15 of this Agreement and the results of those Reviews are communicated to the Employee and the Employer within reasonable timeframes; and
- d. Funding payments are made as specified in Schedule 3 of this Agreement.

11. Reporting

11.1. The Employer and the Employee will report information in accordance with Schedule 2 of this Agreement.

12. Changes in Circumstances

12.1. Where the circumstances of the Employee or Employer change to the extent that either may no longer be able to meet the obligations of the Programme as specified in clauses 8 or 9 of this Agreement, such changes shall be reported to the Ministry in accordance with clauses 8.6 and 9.3 respectively.

12.2. Where the Employee is changing employers, the Ministry may seek to transfer the NGO Study Award to the new employer through a variation of this Agreement, providing that the Ministry is satisfied that the new employer meets the requirements of the Programme, and subject to the new employer becoming a party to this Agreement.

12.3. The Ministry may seek to vary this Agreement in accordance with clause 13, or suspend or terminate the NGO Study Award as appropriate, in accordance with clause 14, in response to such advice.

13. Variation of this Agreement

13.1. This Agreement may be varied by written agreement between the parties. No variation will be binding unless signed by all three parties to this Agreement.

14. Suspension or Termination

14.1. The Ministry may, in its absolute discretion, suspend or terminate this Agreement, or withhold all or any part of the Funding, by providing the Employer and Employee with 10 working days written notice, if the Ministry finds that:

- a. the Employee breaches an obligation as specified at clause 8 of this Agreement; or
- b. the Employer breaches an obligation as specified at clause 9 of this Agreement; or
- c. the Employer and/or the Employee commits a material breach of any term or condition of this Agreement.

PROVIDED THAT the Ministry may at the Ministry's absolute discretion give the Employer and/or Employee a reasonable opportunity to remedy the breach and in such case will terminate this Agreement only if the breach is not remedied to the Ministry's satisfaction by a date specified by the Ministry.

14.2. Where the Employee intends to change or changes employers, and the Ministry is not satisfied that the new employer meets the requirements of the Programme, the Ministry will terminate this Agreement.

15. Review

15.1. The Ministry will conduct an academic review of the Employee's NGO Study Award based on the Employee's academic results ("Academic Review"). The Employee is likely to be supported for further study during the Term of this Agreement only if he or she:

- passes 50 % of the credits attempted during the previous Academic Year. If the Employee is undertaking study through the Te Kaiawhina Ahumahi (TKA) workplace assessment process, he or she will need to achieve 50 credits over a 12 month period **or** have his or her study extensions considered by the Ministry on a case-by-case basis; and
- is able to demonstrate his or her ability to complete his or her Course of Study by providing any information required by the Ministry to allow the Ministry to assess this ability.

15.2. The Ministry may also conduct a review of the Employee's obligations as specified in clause 8 of this Agreement, at any time during the Term of this Agreement ("Employee Review").

15.3. The Ministry may conduct a review of the Employer's obligations as specified in clause 9 of this Agreement, at any time during the Term of this Agreement ("Employer Review").

15.4. Upon completion of any Academic Review, Employee Review or Employer Review the Ministry will determine in its sole discretion whether the Ministry will continue to provide Funding to the Employee or Employer for the purposes of this Agreement.

16. Recovery of Funding

16.1. The Ministry may, at its sole discretion, seek to recover all or any part of:

- a. the **Course Fee Payment** from the Employee for any Academic Year, where the Ministry, in its sole discretion, determines that the Employee has:
 - i. withdrawn from a component of their Course of Study; and where a full refund of that Course Fee Payment is not available from the Education Provider; or
 - ii commenced study for a level 6 (Diploma) qualification, and has undertaken to complete a level 7 (Degree) qualification, and fails to do so; or
 - iii breached his or her obligations under clause 8.
- b. the Ministry will consider the Employee's explanation of the circumstances leading to non-compliance with this Agreement before commencing the recovery of all or any part of that Course Fee Payment.

16.2. The Ministry may, at its sole discretion, seek to recover all or any part of:

- a. the Student Support Payment and / or the Final Placement Payment from the Employer, where the Ministry, in its reasonable discretion, determines that:
 - i. the Employee has ceased to be an Employee of the Employer, and / or that the Employer is not entitled to that Funding; or
 - ii the Employer has misused any of the Student Support and Final Placement Payments; or
 - iii an Employee has commenced study for a level 6 (Diploma) qualification, and has undertaken to complete a level 7 (Degree) qualification and fails to do so; or
 - iv the Employer has breached its obligations under clause 9.
- b. The Ministry will consider the Employer's explanation of the circumstances leading to non-compliance with this Agreement before commencing the recovery of all or any part of the Student Support and / or the Final Placement Payment.

17. Assignment and Subcontracting

17.1. The Employer will not transfer or assign any of the Employer's rights or obligations under this Agreement without the Ministry's prior written approval. This approval may be conditional.

18. Relationship between the Parties

18.1. The Employer is responsible for the liability of its employees, consultants and agents for all taxes and ACC premiums attributable to its employment or engagement of its employees, consultants and agents.

19. Representation

19.1. The Employer will neither represent itself as the Ministry's agent or representative nor give cause for anyone to believe that the Employer is the Ministry's agent or representative without the Ministry's prior written authorisation.

20. Conflicts of Interest

20.1. The Employer and Employee both warrant that they have no actual or potential conflict of interest which will or which may affect their obligations under this Agreement.

21. Privacy Act 1993

21.1. Under the terms of the Privacy Act 1993:

- a. It is not compulsory for the Employee or Employer to give the Ministry or StudyLink the information requested under this Agreement, but the Ministry may not be able to provide any Funding or continue to contract with the Employee and the Employer for the purposes of this Agreement, if the Employee and Employer do not provide the information requested.
- b. Information provided by the Employee or Employer for the purposes of this Agreement will be held by the Ministry.
- c. The Employee and the Employer have the right to request access to all information held about them and to request corrections to that information.
- d. Information provided by the Employee or Employer may be compared with information held by the Ministry of Education and the Tertiary Education Commission, in accordance with the Information Matching provisions of the Privacy Act 1993.
- e. Information provided by the Employee or Employer to the Ministry or StudyLink may be compared with other information the Employee or Employer has given the Ministry in relation to the Employee's Student Allowance and Student Loan Applications.
- f. Information provided by the Employee or Employer to the Ministry will be held and used for the functions and purposes of the Ministry, including:
 - i. assessing the suitability of an applicant for the Programme;
 - ii. administration and assessment of the Programme; and
 - iii. statistical and research purposes, including advice to Government.

22. Confidentiality

22.1. All information, including information pertaining to the Ministry and the Ministry's customers, acquired or received by the Employer and Employee during the Term of this Agreement, shall be kept confidential ("confidential information"). Confidential information shall not be divulged in any way to any person without

the prior written approval of the supplier of that information, provided that any party may in accordance with the Privacy Act 1993, disclose such information:

- a. to any outside professional consultant upon obtaining a similar undertaking of confidentiality from that consultant; or
- b. to the extent that the same is publicly available information; or
- c. to the extent that such person is required to disclose the same pursuant to the Official Information Act 1982; or
- d. is required by law to do so.

23. Co-operation

23.1. The Ministry will co-operate with the Employer and Employee to ensure the successful performance of this Agreement under the terms and conditions specified in this Agreement.

24. Changes Following a Government Directive

24.1. If:

- a. a Minister of the Crown gives a directive to the Ministry; and
- b. that directive relates in any way to the rights and obligations of any party under this Agreement;

then the parties will negotiate in good faith to agree to take any action that will permit the parties to continue performing this Agreement. That action may include agreeing to any changes that may be needed to this Agreement.

24.2. If the parties are unable to agree on the action to continue the performance of this Agreement, the Ministry may change this Agreement after giving the Employer 30 days' written notice of any such change. If as a result of that change, the Employer's operational financial viability is materially prejudiced, the Employer may terminate this Agreement on 30 days' written notice to the Ministry.

25. Resolving Disagreements

25.1. If a dispute or difference arises, which cannot be resolved by agreement, the parties undertake to resolve the dispute or difference by using methods such as negotiation, mediation and conciliation. If after such process, agreement has not been reached then, with the agreement of all parties, an independent expert appraisal can be sought. In the event that the dispute cannot be resolved the dispute shall be dealt with in accordance with the provisions of the Arbitration Act 1996.

EXECUTION

At Wellington on the.....day of..... 200

Signed by and on behalf of

The Sovereign in Right of New Zealand by the Chief Executive of the Ministry by Marti Eller, General Manager Operations (FACS) pursuant to delegation under section 41 of the State Sector Act 1988

Signature

Date

Signed for and on behalf of the Employer by XXXXXXXXXXXXX

..... [name, position]

Signature

Date

Signed for and on behalf of the Employee by XXXXXXXXXXXXX

Signature

Date

SCHEDULE 1

COURSE OF STUDY

1. The Employee will undertake the following Course of Study:

XXXXXXXXXXXXXXXXX (Course of Study) provided by XXXXXXXXXXXXXXXXXXXX
(Education Provider)

SCHEDULE 2

REPORTING INFORMATION

1. The Employee is required to report all information that is material to this Agreement to the Programme Administrator, as soon as possible. This includes but is not limited to:
 - a. changes in the Employee's employment circumstances, such as appointment to a new position with the Employer, or resignation from Employer;
 - b. early advice of withdrawal or non completion of a component of the Course of Study, with supporting explanation for the withdrawal;
 - c. academic results on an annual basis, as the academic results become available. The Employee will provide the Ministry with an original copy of their academic results or an original copy of their Record of Learning (if result slips are not issued by his or her Education Provider) at the end of each Academic Year of his or her Course of Study. The Employee may be asked for more regular information on his or her study results;
 - d. the date of the commencement for the Employee's Final Placement;
 - e. changes in personal circumstances that might adversely impact on the Employee successfully completing his or her Course of Study or becoming a Registered Social Worker with the SWRB (including information on any pending criminal charges, or any convictions against the Employee); and
 - f. where the Employee receives Other Support for his or her Course of Study.
2. The Employer is required to report all information that is material to this Agreement to the Programme Administrator, as soon as possible. This includes but is not limited to:
 - a. changes in the employment circumstances of the Employee, such as appointment to a new position with the Employer, or resignation from the Employer;
 - b. changes in funding circumstances, such that the Employer no longer holds a Government contract;
 - c. confirmation of the date of the commencement of the Final Placement for the Employee; and
 - d. events that might negatively impact on the Employee successfully completing their Course of Study, or becoming a Registered Social Worker.

SCHEDULE 3

PAYMENTS AND INVOICING

1. The Ministry will make payment of the Funding in accordance with this Schedule 3.
2. Before any payments can be made, this Agreement must be signed by all parties.

Funding Payment	Date of Funding Payment Due	Funding Criteria	Funding Amount (GST Inclusive)	Funding Payee
Course Fee Payment	No later than the last working day of March for each Academic Year that the Employee undertakes the Course of Study	Payment will be made following the Employee's successful enrolment in a Course of Study approved by the Ministry, and providing that the Employee completes and returns a Verification of Study process as required by StudyLink.	The total Course Payment for the approved Course of Study as calculated in accordance with clause 4.3 (a) of this Agreement, but not exceeding \$3,111.12 (GST exclusive) per Academic Year, or \$9,333.34 (GST exclusive) for the Course of Study.	Employee's Education Provider
Study Support Payments	No later than the last working day of March for each Academic Year that the Employee undertakes the Course of Study	Upon receipt of a valid invoice from the Employer, providing that the Employer has provided the requested payee information that allows the Ministry to make the payment to the Employer.	Payment of the Student Support Payment as calculated in accordance with clause 4.3 (b) of this Agreement, but not exceeding \$4,000.00 (GST exclusive) per Academic Year, or \$12,000.00 (GST exclusive) for the Course of Study.	Employer
Final Placement Payment	The later of the last working day of the month following commencement of the Final Placement; or the last working day of the month following notification of the commencement of the Final Placement.	Upon receipt of a valid invoice from the Employer, and providing that the Employer has provided verification to the Ministry's satisfaction that the Final Placement has commenced.	\$7,777.78 (GST exclusive) in accordance with clause 4.3 (c) of this Agreement.	Employer
TOTAL FUNDING			The total Funding will NOT exceed \$29,111.12 (GST exclusive) in accordance with clause 4.1 of this Agreement.	

3. All Funding payments are exclusive of GST and payable subject to the terms and conditions of this Agreement.

4. This Funding is a contribution towards actual Course of Study costs; as such the Ministry is under no obligation whatsoever to meet all the costs associated with the Course of Study.
5. Payment for all related overheads, expenses, costs or disbursements in connection with this Agreement are deemed to be included in the Funding payments. The Ministry will not make any further payments in addition to the Funding payments specified in Clause 4 and in this Schedule 3.
6. All Funding payments due under this Agreement to the Employer shall be paid by direct payment into the Employer's nominated bank account. The Employer shall supply the Ministry with verification of the nominated bank account details (either a pre-printed deposit slip or other bank-headed stationery) and a valid tax invoice to enable the payments to occur.
7. All Funding payments due under this Agreement to the Education Provider shall be paid directly to the Education Provider.
8. All Funding payments are subject to the Ministry's final approval.

SCHEDULE 4

NOTICES

1.1 Notices

(a) Notices for the **Ministry** shall be posted or delivered to:

Nominated Representative: Karri Gatfield
Programme Advisor
NGO Social Work Study Awards
Family and Communities
MSD

Postal Address: P O Box 1556
Wellington

Physical Address: Level 4, West Block,
Charles Fergusson Building West Block,
Bowen Street,
Wellington

Telephone: 04 -9142476

Facsimile: 04 917 0000

(b) Notices for the **Employer** shall be posted or delivered to:

Nominated Representative (Name)

Postal Address
.....
.....

Telephone

(c) Notices for the **Employee** shall be posted or delivered to:

Nominated Representative (Name)

Postal Address
.....
.....

Telephone