



**HIGH PERFORMANCE
SPORT NEW ZEALAND**

Prime Minister's Scholarships

Programme Guide for:

Athlete & Athlete Gold Level Scholarships

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1. INTRODUCTION

This document sets out the conditions by which the Prime Minister's Scholarship Programme operates and is written for National Sporting Organisations (NSOs), potential applicants and current scholarship recipients.

2. BACKGROUND

2.1. HPSNZ Vision

More New Zealanders winning on the world stage

At Olympic/Paralympic Games and World Championships in targeted sports.

2.2. HPSNZ Mission

Creating a world leading, sustainable high performance sport system.

2.3. HPSNZ Mandate

To lead the high performance sport system in New Zealand, working in partnership with NSOs and key stakeholders by:

- Allocating resources to targeted sports and athletes
- Delivering world leading support to impact NSO, coach and athlete performance
- Constantly striving to outperform international benchmarks.

2.4. The Prime Minister's Scholarship Programme

The Prime Minister's Scholarship Programme is a New Zealand Government initiative established in 2000. Currently there are scholarship programmes for:

- Athletes
- Coaches
- Support Teams and Officials.

The Prime Minister's Scholarship Programme is managed by HPSNZ on behalf of the Government. Scholarships are aligned to the HPSNZ High Performance Strategy 2013-2020 and scholarship outcomes must positively impact HPSNZ's Vision.

The purpose of the Athlete Scholarship Programme is to invest in educational opportunities that enable world leading performances from New Zealand's top athletic talent, by assisting athletes to develop holistically outside sport in ways that contribute towards their post-athletic career and enable the sustainability of our athlete talent pool.

The programme supports the achievement of tertiary and vocational qualifications while pursuing excellence in sport. The programme provides support in:

- High performance planning, including career advice to assist recipients to make well-considered decisions regarding Study Plans and workloads, and manage their lives effectively in the pursuit of sporting excellence
- Financial contribution to academic fees
- Financial contribution towards other study costs, referred to as the Study Support Allowance (SSA), which may include living expenses, study expenses (for example, exam-related fees), and books.

3. DEFINITIONS AND INTERPRETATION

In this document, the terms set out below have the following meanings:

Athlete Performance Support Plan means the framework of entitlements for Carded Athletes to access performance services, consistent with the NSO's High Performance plan.

Applicant means the individual athlete who applies for a scholarship through their NSO.

Application means the written application for a HPSNZ Prime Minister's Athlete Scholarship supplied as per the standard HPSNZ application form and as submitted by the NSO.

Campaign Investment Sports means sports/athletes that are provided with Campaign Investment from HPSNZ for the achievement of agreed performance outcomes.

Carded means certified by HPSNZ as being eligible to access performance services via HPSNZ as agreed by the NSO and HPSNZ.

Course means series of papers, modules, units (or equivalent) enrolled and/or undertaken within a specified timeframe (usually a 6-month period or semester).

EFTS means Equivalent Full Time Study.

Global Sports means four continents and 75 countries for men, three continents and 40 countries for women, and three continents and 25 countries for Winter sports.

GST means Goods and Services Tax.

HPSNZ means High Performance Sport New Zealand, a subsidiary of Sport NZ established to lead the high performance system in New Zealand, working in partnership with NSOs and key stakeholders.

Moderation means a request for change to an existing scholarship.

NSO means National Sporting Organisation.

PEGs means Performance Enhancement Grants as awarded by HPSNZ.

Performance Services means HPSNZ sport science services, sport medicine services, athlete life services and other athlete services provided by HPSNZ to Carded Athletes.

Programme means the Prime Minister's Scholarship Programme.

Recipient means the individual athlete who applies for a scholarship through their NSO and is granted one by HPSNZ.

Scholarship means the award applied for in the application.

Service Plan means the framework of entitlements for Carded Athletes to access performance services, consistent with the NSO's High Performance plan.

Sport NZ means Sport New Zealand (Sport NZ) and is the name for the government organisation responsible for sport and recreation.

Study Support Allowance (SSA) is a financial contribution available twice yearly through the programme to eligible recipients and is intended to be used for other study costs which may include living expenses, study expenses, exam-related fees and books.

Supported Sports means inclusively:

- Targeted Sports (Tiers 1-3)
- Other sports and athletes on a Campaign Investment project basis (as identified by HPSNZ)
- Other sports as determined by HPSNZ.

Targeted Sports means sports targeted for medal success assessed in line with the HPSNZ Strategic Plan 2013-2020 and HPSNZ Investment Framework 2013-2020.

4. ELIGIBILITY

4.1. Eligibility Criteria for a Scholarship

4.1.1. The applicant must satisfy all of the following criteria:

- a) Be a New Zealand citizen.
- b) Be identified by HPSNZ as one of the following:
 - i. A Carded Athlete within a HPSNZ Targeted Sport or within a HPSNZ Campaign Investment Sport
 - ii. An athlete within a Targeted Sport (or in special cases a Campaign Investment Sport) who is likely to become carded within the next 6 months and as agreed by HPSNZ, or
 - iii. In special cases, at the discretion of HPSNZ, an athlete in a non-Carded Campaign Investment Sport.
- c) The proposed study must fit within the athlete's Individual Performance Plan (IPP) for the next 12-month period, with study requirements that do not restrict the athlete's ability to commit to their agreed national training and competition plans.
- d) Submit a complete application.
- e) Be endorsed by their NSO and HPSNZ leading up to and during the scholarship, which includes having an agreed study plan and/or development plan.
- f) Have met all athlete requirements whilst studying under the scholarship in the previous 12 months, unless HPSNZ agrees otherwise (athletes re-applying for a scholarship only).

4.1.2. The NSO may be required to satisfy the following criteria:

- a) Have no outstanding requirements in any of the three Prime Minister's Scholarship Programmes.

4.2. Qualifications

4.2.1. To be eligible, the qualification sought by the applicant must appear on the New Zealand Register of Quality Assured Qualifications at www.kiwiquals.govt.nz. These qualifications have been approved by the relevant quality assurance body (New Zealand Qualifications Authority, Committee on University Academic Programmes or Institutes of Technology and Polytechnics Quality). Exceptions may be made by HPSNZ for pre-requisite and co-requisite courses for a quality-assured qualification.

- 4.2.2. The qualifications must be at the tertiary (post-secondary) level and must be open to other students outside of the programme. Exceptions may be made by HPSNZ for specific cases.
- 4.2.3. The range of eligible qualifications can cover trades, short courses such as undergraduate certificates and diplomas through to post-graduate study.
- 4.2.4. Scholarships will only be provided for study at an education provider that is registered in New Zealand and whose qualifications appear on the New Zealand Register of Quality Assured Qualifications. Exceptions may be made by HPSNZ for specific cases.

5. AWARD

5.1. Academic Fees

- 5.1.1. A maximum of up to \$10,000 per year (including GST if applicable) is available for academic fees per scholarship.
- 5.1.2. Fees will not be paid at international student rates.
- 5.1.3. The amount of fees allocated at the award of the scholarship will be the maximum entitlement for the scholarship year.
- 5.1.4. Academic fees may be used for courses at more than one education provider.
- 5.1.5. Fees are paid directly to education providers upon receipt of an itemised invoice from the education provider.
- 5.1.6. Restrictions:
 - a) Fees will not be available to recipients who receive another fee-paying scholarship, except where the other scholarship does not meet the full cost of the tuition fees.
 - b) Fees will not be available following non-refundable, late withdrawal from a course.
 - c) Academic fees awards do not cover books, course materials, travel or accommodation.

5.2. Study Support Allowance (SSA)

- 5.2.1. The SSA is to contribute towards athletes' study-related costs such as living costs, books and course materials.
- 5.2.2. Allocations of the SSA are confirmed each year and can vary from year to year. Provided all athlete requirements are met, recipients may receive a capped amount of up to \$2,500 (inclusive of GST if applicable) per 6-month period.
- 5.2.3. PEGs or GST registered athletes must invoice HPSNZ within 1 month after the semester starts to receive SSA payments.
- 5.2.4. Please note that recipients may be eligible to receive the student allowance and other financial assistance administered by Study Link. For more information see www.studylink.govt.nz.
- 5.2.5. SSA restrictions:
 - a) At all times recipients must be enrolled in equal to or greater than 0.4 EFTS in the 12-month period (whilst studying in both 6-month periods) or 0.2 EFTS in a 6-month period (if studying for one 6-month period) in order to receive a full allocation of the SSA for that period. Courses not specifying EFTS or periods of

study that do not fall into a 6 or 12-month period will be evaluated by HPSNZ on a case-by-case basis.

- b) SSAs will be recalled whenever a recipient's course falls below the minimum EFTS, for example if a recipient withdraws from a paper, unless HPSNZ agrees otherwise.
- c) In all instances, the awarding of the SSA is at the discretion of HPSNZ.

6. APPLICATION PROCESS

- 6.1. The Prime Minister's Scholarship Programme Guide is available on the HPSNZ website at www.hpsnz.org.nz.
- 6.2. NSOs are required to publicise, endorse and in some cases prioritise applications.
- 6.3. Applicants who have met the eligibility criteria in these Guidelines (section 4) should contact their NSO as each one may have their own eligibility criteria.
- 6.4. Applications are made online via the HPSNZ Prime Minister's Scholarship management system at www.scholarships.hpsnz.org.nz.
- 6.5. HPSNZ will be offering two scholarship intakes per annum:
 - 6.5.1. The primary intake being December annually and for the purpose of education in the following academic year.
 - 6.5.2. The secondary intake being June and for the purpose of education in the second 6-month period of the current academic year (note that the secondary intake is subject to available Prime Minister's Scholarship Programme funds).
- 6.6. Scholarship application closing dates:
 - 6.6.1. The scholarship application closing date for the December intake may be stipulated by your NSO but will be no later than the programme deadline of 5pm, 30 November. Early applications are appreciated but will not be considered until after the closing date.
 - 6.6.2. The scholarship application closing date for the June intake may be stipulated by your NSO but will be no later than the programme deadline of 5pm, 30 April. Likewise, early applications are appreciated but will not be considered until after the closing date.
- 6.7. Scholarships are generally awarded for 12-month periods but athlete requirements apply in respect of 6-month periods (see section 8). The 6-month periods are 1 January – 30 June and 1 July – 31 December.
- 6.8. Additional applications throughout the year (outside the intakes stipulated above) may only be considered at the discretion of HPSNZ on a case-by-case basis.

7. SELECTION

7.1. Selection Process

- 7.1.1. Applications are assessed and prioritised by a HPSNZ assessment panel tasked with evaluating and prioritising applications in line with the selection criteria.
- 7.1.2. It is unlikely that all applicants will receive a scholarship because the demand for them typically exceeds the financial resources available.

7.2. Selection Criteria

7.2.1. All applications are evaluated against the criteria and priorities as outlined in Schedule 1.

7.3. Selection Outcome

7.3.1. Applications will be either approved or declined.

7.3.2. Notifications:

a) For the December intake:

- HPSNZ will notify NSOs in writing of both approved and declined applications by 22 December of the year in which they apply.
- HPSNZ will notify applicants in writing of both approved and declined applications by 24 December of the year in which they apply.

b) For the June intake:

- HPSNZ will notify NSOs in writing of both approved and declined applications by 22 May of the year in which they apply.
- HPSNZ will notify applicants in writing of both approved and declined applications by 24 May of the year in which they apply.

8. ATHLETE REQUIREMENTS

8.1. Academic

8.1.1. All study must be passed by the recipient in each 6-month period. Late withdrawals, incomplete, did not sit, did not complete and failed papers are not deemed to be 'passed'.

8.2. Reporting

8.2.1. Recipients are required to complete up to two online questionnaires or feedback surveys in each year of receiving a scholarship. The requirements for completing these will be communicated by HPSNZ.

8.3. Anti-Doping

8.3.1. Attendance by the recipient at a full Drug Free Sport New Zealand approved anti-doping seminar is required for all **non-Carded** first time Prime Minister's Athlete Scholarship recipients. This is to be completed within the first 12 months in which the scholarship is awarded.

8.3.2. If the recipient is unable to attend an approved anti-doping seminar within the appropriate timeframe for reasons acceptable to HPSNZ, then they must complete the alternative Drug Free Sport New Zealand requirement.

8.3.3. Recipients are required to adhere to the anti-doping policy of the NSO and comply with the World Anti-Doping Code.

8.4. Certificate Presentation Ceremonies

8.4.1. HPSNZ will host up to four scholarship certificate presentation ceremonies per year. It is expected that recipients will make the best possible effort to either:

8.4.2. Attend the ceremony in their most appropriate region, or

8.4.3. Arrange suitable representation should they be unable to attend.

8.5. Tax and Income Declaration

- 8.5.1. The Prime Minister's Scholarship funding attracts GST.
- 8.5.2. GST and income tax obligations are the responsibility of the recipient. HPSNZ recommends advice is sought from the Inland Revenue Department.
- 8.5.3. SSA payments will count toward the income assessment for student allowances through Study Link. You must declare these SSA payments, and all other income, according to Study Link procedures. For more information, see www.studylink.govt.nz.

8.6. Recipient Information

- 8.6.1. It is the responsibility of the recipient to ensure all contact and scholarship-related information is up to date and current. This can be done through the HPSNZ Prime Minister's Scholarship management system or by contacting the Prime Minister's Scholarships Coordinator (see contact details in Schedule 3).

9. NON-COMPLIANCE WITH ATHLETE REQUIREMENTS

9.1. Non-Compliance Overview

- 9.1.1. The requirements set out in sections 8.1 through 8.6 are collectively referred to as the 'athlete requirements'. Failure to meet all athlete requirements during a 12-month scholarship period (1 January – 31 December) will deem the recipient ineligible to apply for a scholarship for the next 12-month scholarship period in which they study, unless HPSNZ agrees otherwise.
- 9.1.2. If an athlete believes they have not met (or are in jeopardy of not meeting) the athlete requirements, we advise them to immediately contact the HPSNZ Prime Minister's Scholarship Coordinator. For Carded Athletes, their Athlete Life Advisor is to review their plan and, if required, begin the Athlete Scholarship Moderation process.
- 9.1.3. One instance of failure to comply with any one of sections 8.1 through 8.6 constitutes non-compliance with the athlete requirements. The following are examples of non-compliance with these requirements:
 - a) Failure to pass a course in which the recipient has been enrolled.
 - b) Late withdrawal with no refund from a course in which the recipient has been enrolled.
 - c) Failure to comply with the annual reporting requirements.
 - d) Failure to attend a full Drug Free Sport New Zealand approved anti-doping seminar in the first 12 months of being awarded a scholarship (for non-Carded Athletes).
 - e) Any anti-doping violation under the World Anti-Doping Code.

9.2. Non-Compliance in Relation to Study Support Allowance

- 9.2.1. Non-compliance with the athlete requirements will result in a deferred SSA payment situation, unless HPSNZ agrees otherwise.
- 9.2.2. Deferred SSA payment situation:

- a) The recipient will have their SSA for the next 6-month period in which they study through the programme reimbursed retrospectively only if all athlete requirements are met in this period.
 - b) During this period the athlete will be monitored monthly by their Athlete Life Advisor to ensure planning and management strategies are addressed to enable success in study and sport.
 - c) HPSNZ may agree to contribute to the cost of re-sitting courses/papers already paid for by the programme but this is at the discretion of HPSNZ.
- 9.2.3. HPSNZ may request repayment of the SSA should recipients be unable to reach compliance without adequate explanation or justification.

9.3. Removal from the Non-Compliant Situation

- 9.3.1. The recipient will be removed from the non-compliant situation when either:
- a) All athlete requirements are fulfilled, and/or
 - b) The recipient repays the scholarship academic fees for any course that was not passed.

9.4. Repeated or Serious Non-Compliance with Athlete Requirements

- 9.4.1. Recipients will be placed in a debt situation (see below) or removed permanently from the programme for repeated or serious non-compliance including, by way of example, but not limited to:
- a) Bringing the programme into disrepute, or
 - b) Repeated non-compliance with the athlete requirements, or
 - c) Knowingly defrauding the programme.
- 9.4.2. Debt situation:
- a) The recipient will be suspended from the programme and required to repay all scholarship academic fees and the SSA for the 6-month period in which the recipient was studying through the programme.
 - b) The recipient will be removed from the debt situation after the 6-month period when either:
 - The recipient repays the amount owing, or
 - The amount owing is deducted from the recipient's next scholarship payment(s).

10. PUBLICITY

- 10.1. The Minister for Sport and Recreation publicly announces scholarship recipients. Prior to this announcement, selection outcomes are to remain strictly confidential.
- 10.2. HPSNZ is to be acknowledged in any publication of any work or any activities funded by the scholarship.

11. PROGRAMME PROMOTION

- 11.1. HPSNZ may use images of recipients to promote the Prime Minister's Scholarship Programme at no charge.

11.2. HPSNZ may use recipients to promote the Prime Minister's Scholarship Programme at no charge (for example, presenting certificates at a Prime Minister's Scholarship certificate presentation evening).

12. POINT OF CONTACT

12.1. Queries, issues and requests for assistance should in the first instance be addressed to the HPSNZ Prime Minister's Scholarship Coordinator.

13. PRIME MINISTER'S ATHLETE GOLD LEVEL SCHOLARSHIPS

13.1. A separate level of scholarship known as the Prime Minister's Athlete Gold Level Scholarship is available to eligible recipients after they are de-carded or retire from international competition.

13.2. Schedule 2 sets out the potential eligibility term, which can be accumulated to a maximum of 3 years. Athletes may be eligible for a Prime Minister's Athlete Gold Level Scholarship based on their performance results at pinnacle events as agreed annually between NSOs and HPSNZ as set out in Schedule 2. Funding for the Gold Level Scholarship is capped, and not all applicants will receive a scholarship. Selection priority will be given to the highest performing athletes at pinnacle events. The scholarship award is the same as that outlined in section 2. Allocations of the SSA are confirmed each year and can vary. Gold Level Scholarship recipients can receive a maximum of \$1,000 per semester in the SSA.

13.3. The application process is the same as that outlined in section 4 with one exception – applications for Gold Level Scholarships do not require NSO endorsement.

13.4. The selection process is the same as that outlined in section 7 but with different criteria used (these are outlined in Schedule 2).

13.5. Applicants for Gold Level Scholarships are expected to comply with all the other requirements as outlined in sections 8-11, with the exception of the anti-doping requirements in section 8.3 where the athlete has retired.

13.6. Recipients must start their course of study within 18 months of being de-carded or retiring from international competition and complete their course of study within 3 years of commencement, or in special cases at the discretion of HPSNZ.

SCHEDULE 1: SELECTION CRITERIA AND PRIORITIES

KEY SELECTION CRITERIA CONSIDERED

- Applications are rated against the following selection criteria:
 - Past:
 - Receipt and impact of previous scholarships
 - Adherence to the programme's athlete requirements
 - Past international sporting results
 - Present
 - Potential positive impact on HPSNZ Vision, particularly by way of international sporting results
 - Endorsement and ranking by NSO
 - Study Plan and course workload will allow sport performance goals to be met, and have been approved by an Athlete Life Advisor
 - Ability to adhere to the programme's athlete requirements
 - Future
 - Positive impact on HPSNZ Vision, particularly by way of international sporting.
- The key selection criteria may not be weighted evenly and other selection criteria may be considered.

LIKELY SELECTION PRIORITIES

1. Level 1 and 2 Carded Athletes within HPSNZ Targeted Sports.
2. Level 1 and 2 Carded Athletes within HPSNZ Campaign Investment Sports.
3. Level 3 Carded Athletes within HPSNZ Targeted Sports.
4. Level 3 Carded Athletes within HPSNZ Campaign Investment Sports.
5. Athletes within a Targeted Sport (or in special cases a Campaign Investment Sport) who are likely to become carded within the next 6 months and as agreed by HPSNZ.
6. Athletes in a non-Carded Campaign Investment Sport.

SCHEDULE 2:

PRIME MINISTER'S ATHLETE GOLD LEVEL SCHOLARSHIP SELECTION CRITERIA AND POTENTIAL TERM OF AWARD

POTENTIAL TERM OF SCHOLARSHIP

- The potential term of the Prime Minister's Athlete Gold Level Scholarship will be determined through the selection process and is based on the highest performance level attained at pinnacle events. In most cases the term will be for 1 year.
- Funding for the Prime Minister's Athlete Gold Level Scholarship is capped, and not all applicants will receive a scholarship. Selection priority will be given to the highest performing athletes at pinnacle events.
- The final approved term of the scholarship will be determined through the selection process and using the selection criteria below.

KEY SELECTION CRITERIA

Sport Type	Minimum Qualifying Performance Standard
Individual Sport Athletes – Olympic	Top 3 placing at nominated pinnacle event
Team Sport Athletes – Olympic	Top 3 placing at nominated pinnacle event
Individual Sport Athletes – non-Olympic	Gold at nominated pinnacle event
Team Sport Athletes – non-Olympic	Gold at nominated pinnacle event
Paralympic Sport Athletes	Gold at nominated pinnacle event

ADDITIONAL SELECTION CONSIDERATIONS

- Applications will be rated against the key selection criteria as outlined above.
- Further selection considerations will be:
 - HPSNZ Targeted Sports will have priority for the Prime Minister's Athlete Gold Level Scholarship and in special cases Campaign Investment Sports will be considered
 - Past:
 - Adherence to the programme's athlete requirements
 - Contribution (value, commitment and/or longevity) to high performance sport in New Zealand
 - Performance at pinnacle events
 - Present/future:
 - Future performance potential
 - Ability to adhere to the programme's athlete requirements.
- The selection criteria may not be weighted evenly and other selection criteria may be considered.
- Athletes should consult with their NSO to confirm their sport's qualifying pinnacle events.

SCHEDULE 3:

HPSNZ PRIME MINISTER'S SCHOLARSHIPS CONTACT DETAILS

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Prime Minister's Scholarships Administrator

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