



## College of Emergency Nurses New Zealand-NZNO Education Fund

This fund is available to all full CENNZ members to provide financial support for CENNZ-NZNO members to participate in education, training and professional development opportunities.

### **Guidelines for College of Emergency Nurses NZ Education Fund.**

#### Inclusion criteria.

- Any current full CENNZ-NZNO member may apply for this award.

#### Exclusion criteria.

- Funding will not be provided for post graduate study.
- Funding will not be provided to attend CENNZ-NZNO national conference (an alternative source of CENNZ-NZNO funding is available for this purpose)
- Funding will not be provided if the applicant has received a CENNZ-NZNO Education grant within the previous financial year.

#### Specifics of fund:

- The decision to accept or decline an application, and whether the amount requested is paid in part or in full, is made by the CENNZ-NZNO national committee. The decision of the committee is final.
- Applications will be discussed at the quarterly CENNZ-NZNO national committee meetings (normally March, May, August, November).
- Retrospective applications: members may apply for courses attended within the current financial year. You must provide original receipts.
- All recipients will be listed in the subsequent journal but will not include amounts given.

#### Terms and Conditions for successful applicants.

Depositing of any funds by the college member denotes acceptance of the following terms and conditions.

- Any funding given by CENNZ-NZNO to the applicant will be used strictly for the purpose for which it was granted.
- If the applicant does not undertake the course / attend the conference for which funding was granted, for he/she will refund the full amount to CENNZ-NZNO: this includes failure to attend due to sickness, redundancy or any other unforeseen circumstances.
- The applicant will be required to present feedback to college members in the form of a report to the CENNZ-NZNO national committee *or* an article submitted to Emergency Nurse NZ *or* a presentation to the CENNZ-NZNO national conference. This feedback will include an acknowledgement of the grant provided by CENNZ-NZNO. The form of feed back will be specified in the letter of acceptance sent to you.

You will be required to refund the grant to CENNZ-NZNO if you fail to agree to and comply with these conditions.

Address your application in writing to:

CENNZ Education Fund,  
The Secretary,  
College of Emergency Nurses New Zealand - NZNO  
PO Box 2128,  
Wellington 6140.

Please include the following information.

- Name of conference, study day etc. If possible, please attach flyer.
- Dates and venue.
- Learning outcomes, reasons for attending.
- Costs claimed – this could be the course fees or travel costs etc. You should include copies of invoices or receipts. Private motor vehicle costs can be claimed according to current NZNO travel claims policy.