

Application Terms and Conditions

The Trustees of the Tenon Employee Growth Fund (the Fund) reserve the right to apply, review, and/or amend these terms and conditions from time to time without prior notification

General

- Applications for programmes/tuition/courses that build knowledge and skill must be submitted via the Fund's web site in time for them to be considered by the Trustees before the tuition to which the application applies has commenced. Retrospective applications will not be considered by the Trustees.

Application Closing Dates	For programmes/tuition/courses to be undertaken during these timeframes
Second Friday of December annually	The start of the ensuing academic year through to the end of that year, or part thereof
End of March annually	From 1 April annually through to the end of the calendar year, or part thereof
End of June annually	From 1 July annually through to the end of the calendar year, or part thereof
End of September annually	From 1 October annually through to the end of the calendar year, or part thereof

- Applications for Death, Disability, Financial Hardship and Emergency Relief grants are considered at any time. There is no closing date for these application categories.
- Employee Group applications submitted by Tenon Clearwood, on behalf of beneficiaries, are considered at the first trustee meeting in each calendar year and relate to the new financial year being 1 April to 31 March.
- Funding approved is inclusive of GST.
- Funding decisions are at the discretion of the Trustees and are not subject to any rights of review or appeal.
- Employee applicants must be employed, as their primary occupation, by Tenon Clearwood Limited Partnership or by a forestry or wood products business wholly or majority owned by Tenon Clearwood Limited Partnership.
- The right to apply and/or receive grants from the Fund does not form part of an Employee's terms and conditions of employment with Tenon Clearwood Limited Partnership.
- The Fund is a separate legal entity from, and is independent of and not controlled in any way by, Tenon Clearwood Limited Partnership.

Applications relating to knowledge and skill building

- Applicants who receive grants from the Fund but do not complete their course of study within the study period noted on their application will be required to refund the contribution paid by the Fund unless the Trustees agree otherwise, in exceptional circumstances.

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- All successful applicants are required to submit to the Fund documentation that provides proof of completion/attendance, results for papers studied, written feedback on courses and programmes funded by the Fund (if requested as a condition of the Funding Approval) and any other documentation requested by the Fund to verify studies have been completed and, where applicable, the qualification achieved.
 - Applicants undertaking classroom studies must begin drawing approved funding no later than one month following the date of the Funding Approval notification or the start date of their studies, whichever is the later. Failure to do so will result in the expiry of the Funding Approval without notice to the applicant.
 - Applicants taking studies online or by distance learning will be reimbursed by the Fund upon successful completion of their studies and, where applicable, achievement of the qualification.
 - Applications from Tenon Clearwood Employees, or their dependent spouse/partner must relate to courses of study that build career-related knowledge and skills or personal development initiatives.
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Dependant Applicants

- A Dependant is defined as any person who, in the opinion of the Trustees, is, or was at the relevant date, dependent on an employee of Tenon Clearwood Limited Partnership. This would normally be a member of an Employee's immediate family who lives with the Employee and is financially dependent on the Employee and/or student loan/s for their day-to-day needs i.e. food, shelter, clothing, education etc. A Dependant undertaking post-high school study may, for example, live away from home for the purpose of undertaking their studies but must remain largely financially dependent on the Tenon Clearwood Employee, and/or student loan/s, for their day-to-day needs.
- The Trustees will consider applications relating to non-academic and special interest tuition and courses for dependent children on a case-by-case basis.
- The Trustees will take into consideration the income of any Dependant for whom funding is sought. Dependents who earn more than NZD60,216/pa will generally not be considered "Dependants".
- If approved, funding for Dependents will be 75% of actual tuition/lesson/programme costs, to a maximum of \$2,500 for any applicant in a 12-month period.
- Device Grants for school children can be drawn once during Years 5 and 6; once during Years 7 and 8; once during Years 9-13. Further, a student can only draw the device grant once every two years. That is, if the student has drawn the device grant in Year 6 (rather than Year 5) they would not be eligible to receive a further device grant until Year 8.