

## CTA FUNDING FLOWCHART

- Step 1** Download Tertiary Programme Leave form from [www.waikatodhb.govt.nz/cta](http://www.waikatodhb.govt.nz/cta). Fill in front page and also CTA information on second page. Form will be returned if all information requested is not included.
- Step 2** Discuss application with C.N.M. alongside your career and work goals. These should align with Nursing and Midwifery Strategic Plan and District Annual Plan. This discussion needs to take place prior to the closing date of 9<sup>th</sup> October as that is the closing date for the applications.
- Step 3** Managers will forward applications to the relevant administrators to assess leave requirements. (Names of administrators are on the web.)
- You will receive a letter informing you that leave has been granted. This does not mean CTA funding has been granted.**
- Step 4** The forms of those successful in being granted leave will then be forwarded by the administrators, to Nicola McKenzie CTA Administrator. (Forms will be returned to you if all information requested is not included)
- Step 5** Applications will be considered against the priorities placed on the CTA website in April.
- While this is occurring, those granted leave should enrol in university**
- Step 6** A letter of confirmation of funding will be sent to successful applicants early January by Nicola McKenzie , CTA Administrator.
- Step 7** Applicants need to confirm their acceptance to Nicola McKenzie by phone, email or tear off slip by the designated date.
- If circumstances have changed and the funding is not needed please let Nicola McKenzie or Denise Irvine know. **The funding can then be given to someone on the waiting list.**
- Step 8** Forward invoice from University to Nicola McKenzie for payment as soon as possible after receipt .

## **Information for Applicants.**

- If you receive a reminder that your fees have not been paid: please check you have sent us your invoice. If not, please forward immediately.

if it has been, please ring us and inform us. Often there is quite a gap in time between fees being paid to the university and the recording of them by their student fees office. We then inform the university that your fees have been paid.

- If, during the semester, circumstances change and you are considering withdrawing, please come and discuss this with us. If you have not let us know, we keep claiming money from CTA, which then needs to be paid back at the end of the semester.
- If you have been granted funding for the second semester and decide not to take up this money, please inform us, as it can then be given to someone on the waiting list.
- You will receive an email from Nicola monthly. There is no need to reply to this unless your circumstances have changed.

Good Luck with your studies

Denise Irvine  
Postgraduate Nursing Coordinator

Nicola McKenzie  
C.T.A. Administrator