

**DOROTHY L NEWMAN SCHOLARSHIP
GUIDELINES FOR APPLICANTS**

Purpose

- 1.1 To assist people who have been diagnosed as having Multiple Sclerosis and as a result are unable to continue in their present employment and need to undergo a course of retraining to find new employment. Or to assist people with Multiple Sclerosis to stay in work by providing them with equipment / aids that are required for employment purposes. Counselling that may be required to overcome barriers related to attaining employment difficulties due to MS or for job seeking support such as CV reviewing or interview coaching.
- 1.2 Successful applicants will be eligible for a financial contribution payable for their course fees with the amount awarded at the discretion of the Selection Panel.

Conditions

- 2.1 Applications are open to people with MS who are New Zealand residents and who need to retrain, obtain resources, aids or counselling for paid employment as defined below.
 - 2.1.1 Applications will be accepted for consideration from persons who have MS who are not members of a regional MS Society provided that the application is authenticated by the person's GP.
 - 2.1.2 Members of the Selection Panel and their immediate family are not eligible to apply.
- 2.2 A current curriculum vitae including evidence of academic achievement to date as well as details of past and/or present employment must be supplied with each application. Failure to do so will result in the application not being considered.
- 2.3 Applicants are required to explain in a statement on the application form the reasons why they chose their course of study, how they intend to use their qualification on successful completion of their course and the likelihood of employment following the course.
- 2.4 The Selection Panel that considers applications submitted must comprise one from each of the following groups: Trustee of the Dorothy Newman Education Fund; Person with MS; MSNZ National Office and a MSNZ Board Member.
- 2.5 The financial contribution awarded will be at the discretion of the Selection Panel and advised at the time of confirmation.

Process

- 3.1 Applications must be on the official application form provided.
- 3.2 There are two funding rounds open annually. NO late applications will be accepted and must be resubmitted for the next funding round.

Funding Round 1: Applications will open 1st April and close on the 30th June annually.

Funding Round 2: Applications will open 1st September and close on the 31st October annually.

- 3.3 Applicants must complete all parts of the application form and submit it along with any supporting material. No additional supporting material can be received at any later date.
- 3.4 MSNZ will acknowledge receipt of the application within 10 working days of its receipt.
- 3.5 Applicants will be notified of the Selection Panel's decision by email, by the end of the month following the application deadline.
- 3.6 The successful applicants must commence their chosen course of study in the next academic year intake. Failure to do so may result in funding being withdrawn. Any change to, deferral of, or withdrawal from their course of study, must first be discussed with MSNZ.
- 3.7 Payments will be made directly to the training provider on receipt of the appropriate tax invoice. Any refund of course fees due in the event of a withdrawal or deferral shall be repaid by the training provider to MSNZ.
- 3.8 Payments will continue until the course of study as agreed to has been completed, or the committed funds have been depleted, or three (3) years has elapsed from the time study was to have commenced. Any time over three years to complete a course of study must be discussed with MSNZ.
- 3.9 The successful applicants will be required to provide information about themselves and a photograph to MSNZ for publicity in either local or national media.