

Recommendations and instructions for applicants

This guide will help you with your application and answer general questions you may have about the application process.

Apply online from 1 March to 15 April

Applications must be made using the online application form (not by email or hard copy). Late applications cannot be accepted. PDFs are available for download on each award application page to provide further detail on the questions you will be asked in the online application form.

Please note that previous NHWTHK awardees can apply if they are pursuing a higher level of study or research (e.g. previous Second-chance Degree awardees can now apply for a Research award).

Recommendations on making a strong application:

- Read this guide before applying.
- Download or print this guide out for future reference.
- Plan ahead so you can get the documentation that you need in plenty of time.
- Don't leave it until the last week to apply.
- To be considered for an award, you must submit an application as we can't transfer your application to another award category.
- Only apply for awards that you are eligible for.
- When applying, use a secure internet connection from a computer or laptop. While you can apply from a device or mobile phone it will be much more difficult for you to answer the open text questions.
- You might want to draft your answers in a word document first to copy and paste your answers into the online application form. The internet can be a funny place so please keep a copy of your answers and supporting documents in case you need to re-enter them for any reason.
- Read over your answers and check for typos etc. You might like to ask a friend, family member or support person to check your answers before applying.
- Answer all questions. This vastly increases your chances of success.
- Where asked to, please provide names and contact details of independent referee/s (not friends or family members).
- Tell the decision-makers about yourself and your personal story. What brought you here and where do you want to go? This will help the panel to understand who you are, your situation and why you are a good choice for the award.

Register to start your application

When you are ready to begin your application, you will need to register as a user on the applications website horizon.nextgerp.com. When you register, you will be sent a confirmation email. The email might end up in your junk mail, so please check there first if you can't find it before emailing for support. Once registered you can begin your application. You can return to complete your application at another time by signing back in, selecting the management option under your name, opening up your partially completed application and selecting the 'continue' option. There is a video embedded on the applications site that shows you how to do that if you need help. Once you submit your application you won't be able to edit it or upload documents.

Supporting documentation

If you are uploading documents, file size is limited to 20mb per file, word, excel or pdfs work best. Study award applicants will be asked to upload a document as evidence of enrolment in their course. The document must include the institution's letterhead, the institutions address/location, state the programme you are enrolled in, the NZQA level, be dated and signed by an official from your institution. Your institution will be able to provide this. We can't accept a letter of offer or a fees invoice for this purpose. Some award applications require documentation of your academic record or course results to date. If you are uploading a document or screenshot of results, please ensure that your name is visible so that we know the results are yours.

Please apply early

The earlier you apply, the more likely it is that there will be support available if you need it. New Horizons for Women Trust: Hine Kahukura is run by volunteers and employs one part-time Trust Manager who can answer questions, but is not available around the clock to support applicants through the process. The Trust receives hundreds of applications every year and while we would love to support every applicant through the process individually, this just isn't possible.

After you apply

Once you submit your application, you will receive an email confirming that it has been received and outlining the next steps. If you wish to be considered for other awards and are eligible, you must apply for them too, although only one award will be given to any individual applicant.

Applications close on 15 April, after which time the award panels meet to make their decisions. Occasionally the panels require further information, in which case you may be contacted by email or phone. Apart from that, we can't enter into further discussion about your application. Decisions will be communicated to all applicants as soon as possible. Please sign-in to the application portal to check for any results during June/July. All award payments to successful applicants will be made during August.

For other questions, email enquiries@newhorizonsforwomen.org.nz.

Good luck with your application!