

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

General

- Applications 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 are not considered by the Trustees.

Application Closing Dates	For Studies/Lessons/Programmes to be undertaken during these timeframes
Second Friday of December annually	The start of the ensuring 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

- Funding approved is inclusive of GST.
- Applicants who receive funding 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.
- 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 Trust (if requested as a condition of the Funding Approval) and any other documentation requested by the Fund to verify studies funded by the Fund 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.
- Funding decisions are at the discretion of the Trustees and are not subject to any rights of review or appeal.
- The Fund is a separate legal entity from, and is independent of and not controlled in any way by, Tenon Clearwood Limited Partnership.

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Employee Applicants

- 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.
 - Applications from overseas-based employees and from individual contractors, who the Trustees determine are engaged in roles at Tenon Clearwood Limited Partnership equivalent to employees, will be considered at the discretion of the Trustees.
 - 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.
 - An applicant's chosen course of study must relate to enhancing the career-related knowledge or skills of the applicant.
 - In instances where funding approved for an employee is regarded by the Trustees as substantial the Trustees may require, as a condition of making that funding available, that the employee be bonded to Tenon Clearwood Limited Partnership for a period following completion of the course of study for which funding was approved. Should the employee leave the business, of their own will, before expiry of the bonding period they will be required to refund to the Fund the funding provided, on a pro rata basis.
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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. Without limiting the foregoing, this would normally be a member of an employee's immediate family who lives with them 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 tertiary study may, for example, live away from home for the purpose of undertaking their studies but must remain largely financially dependent on their parent/caregiver 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 on a case-by-case basis.
- The Trustees will take into consideration the income of any dependant for whom funding is sought. Dependants who earn more than NZD58,000/pa will generally not be considered "dependants".
- If approved, funding for Dependants will be 75% of actual tuition/lesson/programme costs, to a maximum of \$2,500 for any applicant in a 12-month period.