

# Subsidy Claim Form



All subsidy claims must comply with the InfraTrain Subsidy Policy on page 2 of this document or they will not be processed. Please send all claims to InfraTrain, PO Box 2759, Wellington.

*All claims must be accompanied by an invoice if GST registered, proof of course attendance/cost and this Subsidy Claim Form.*

Company Details			
Company Name			
Contact Name			
Phone	( )	Email	
Claim Details			
Trainee Name	Course (attach proof of course attendance and cost)	Amount (ex GST)	60% of Amount
<b>Claim Total (excluding GST)</b>			\$

**NOTE: All subsidies are paid to the company unless otherwise requested.**

## 2010 Subsidy Policy

### Off-job Training Subsidy – up to 60% of course costs

An off-job training subsidy is available under the following Terms and Conditions:

- A subsidy of up to 60% is available for off-job training at an InfraTrain approved off-job course.
- Proof of course attendance and cost must be attached to the claim.
- The trainee must be in a current training agreement with the company and InfraTrain.
- The course attended must lead to unit standards that are part of the trainee's enrolled qualification(s).
- The subsidy must be claimed within 60 days of the course delivery date.
- Prior approval is required if the total claim will exceed \$5,000 per company.
- First Line Management training is subsidised to a maximum of \$1,200 (excluding GST) per trainee.
- In any instance where a trainee does not complete their enrolled qualification the subsidy may become payable back to InfraTrain New Zealand.

A Subsidy Claim form must be completed to make a subsidy claim.

### Completion Subsidy – \$400

- A subsidy of \$400 plus GST is available on completion of a National Certificate or Diploma qualification.
- The subsidy must be claimed within three months of receiving notification from InfraTrain.

The company will be sent a letter notifying them of the availability of subsidy and the process for claiming it.

### Modern Apprentice Subsidies

In addition to off-job training and completion subsidies a Modern Apprentice is also eligible for the following subsidies:

- 100% of licence costs up to Class Four and Wheels, Tracks and Rollers Endorsements. Licence costs include LTNZ issuing costs and training costs for Class Two and Four. It excludes medicals, defensive driving and Class One Learner costs.

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*This policy is subject to change.*