

SG.10 HE KETE PĀWERA

APPROVED BY	STRATEGIC LEADERSHIP TEAM	VERSION	2022-v1
REVIEW STAKEHOLDERS	• TE TAIURUNGI/PRINCIPAL	Last reviewed	2020
	▪ HEAD OF SCHOOL	Published	November 2022
	▪ ACADEMIC DEAN	Review period	3 YEARS
	▪ HE KETE PĀWERA COMMITTEE	Next review	2025
PURPOSE	The purpose of this policy is to outline the guidelines and process for supporting students who may be experiencing financial distress. He Kete Pāwera provides support in gifting koha to others as a sign of manaaki and aroha.		

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He Kete Pāwera was established to provide support to students, reflecting the manaaki, aroha and sense of shared experience and community of the student learning journey. Ko koe ki tēnā, ko au ki tēnei kīwai o te kete – You at that handle and me at this handle of the basket, working together toward the common good.

As part of the expression of our Christian faith and our consequential commitment to being a supportive learning community, Bethlehem Tertiary Institute seeks to support students who find themselves in distress, including financially.

The purpose of this policy is to outline the guidelines and processes by which a BTI student may be granted financial assistance from He Kete Pāwera.

POLICY

1. 'Hardship' refers to students who, for unexpected and unbudgeted reasons, have no financial means of meeting needs such as, but not confined to, food, vehicle repairs, accommodation, medical bills, or emergency travel.
2. Students are eligible to apply for help from He Kete Pāwera during the time they are enrolled at Bethlehem Tertiary Institute.
3. A He Kete Pāwera Application Form is available from Cohort Mentors/Student Support. The application section of the form is to be completed by the student.
4. Completed forms are to be submitted to He Kete Pāwera by the student or student advocate (eg Cohort Mentor/Student Support). He Kete Pāwera members will consider each application and complete the administration section of the form detailing decisions, and action taken.
5. He Kete Pāwera is chaired by the Student Engagement Coordinator. Other members include the Academic Dean, educators from the Schools of Teacher Education and Social Practice and the Course Coordinator (or equivalent). Three members are required for a decision on payment to be made.
6. An upper limit of NZ\$600 is recommended for any koha. In situations where a decision cannot be reached or where the amount is disputed by the student, the decision of the chair of He Kete Pāwera shall be final.
7. He Kete Pāwera will meet as soon as possible after an application is received.
8. Students are also encouraged to seek help from other possible sources including family members, friends, the Salvation Army, local church, food banks, MSD emergency funds etc.

9. Students may apply more than once for assistance. However, with each application, a member of He Kete Pāwera may work with the student around any related issues of budgeting; time management etc. and conditions may apply to any assistance awarded. Counselling, whether personal or financial, may be suggested.
10. He Kete Pāwera may arrange to follow up any students receiving financial assistance to see if there are underlying issues such as poor budgeting that can be addressed after the hardship application has been allocated.