

NCPTS SCHOLARSHIP AWARDS Terms and Conditions

Course/Conference

The scholarship is for a specific course/conference in the year for which it was awarded and may not to be transferred to a different person, course/conference or year.

Expenses covered

Expenses covered include the course/conference registration fee (including the conference dinner/cocktail function if applicable), travel expenses (airfares, airfare insurance, transfers to and from airports/accommodation and mileage to/from the venue if applicable) and accommodation costs. Accommodation costs include the night before and the last night of the official conference dates, unless there are specific travel reasons that necessitate staying an additional night/s. Essential expenditure for international travel such as visa and vaccination costs may be claimed. Meals may be claimed within reason, but not alcohol. Social events other than the conference dinner are not covered.

Travel Insurance

Travel insurance covering your flight cost is compulsory to protect scholarship funds in the event that you are unable to attend. A flexi fare option available with some airlines allows some flight changes without penalty if you choose this option.

Receipt of Funds

Scholarship funds will be distributed to you on receipt of invoices and expense receipts, preferably in one claim, after the course/conference when all costs are known. Please submit the attached expenses claim form with all relevant receipts attached, to the NCPTS Administrator (ncpts@medlabsouth.co.nz) in a timely manner (within three months) to receive your scholarship funds. There is provision for scholarship recipients who are paying expenses personally, to be reimbursed for travel and registration expenses prior to the conference/course. Please contact the NCPTS administrator for further details if you wish to request this.

In the event of *unforeseen circumstances* that prevent attendance at the proposed course or conference, all retrievable funding must be returned to the NCPTS. Non-refundable expenses will be covered by the scholarship fund. Please contact the NCPTS as soon as possible, should this occur.

If you are unable to attend your course or conference for *any reason within your control*, all costs are to be covered by you. You will be required to return any scholarship funding you have received in full to the NCPTS. If you resign from practising your professional discipline in a New Zealand laboratory before the date of your conference, you will also be required to return all funding in full within a timeframe negotiated with the NCPTS. This requirement applies at the date of resignation, not the date of departure from practice.

Requirement for a report to the NCPTS

A condition on accepting funding is that recipients provide a written report to the NCPTS after attending their course/conference. The reports are posted on the NCPTS website and circulated to laboratories reporting to the NCSP. Reports should include information of use to others who may wish to apply to attend the course/conference in future years. As other scholarship recipients may be attending the same meeting, a report highlighting one or several aspects of the course/conference of particular interest is suitable. Recipients of international scholarship awards will be encouraged to present a 15-minute scholarship report at an NZIMLS ASM on their return.

Ineligibility to reapply for another NCPTS Scholarship for a further two years

Recipients of NCPTS scholarship funds for courses/conference overseas (Australia or further afield) are not eligible to apply for a further NCPTS Scholarship for the two years following the year of their successful application. Applications will be accepted from individuals who were awarded a scholarship but were unable to take up the award. Recipients of funds to attend the NZIMLS ASM may also reapply for all NCPTS scholarships without restriction.