

NCPTS SCHOLARSHIP AWARDS Terms and Conditions

February 2024

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, 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. Please submit the expenses claim form (sent to successful applicants) with all relevant receipts, to the NCPTS Administrator (ncpts@medlabsouth.co.nz) in a timely manner (within three months) to receive your scholarship funds.

Registration and flight costs may be claimed before the conference by submitting receipts, subject to the following conditions:

1. If *unforeseen circumstances* prevent your attendance at conference, all retrievable funding must be returned to the NCPTS. Non-refundable expenses will still be covered.. Please contact the NCPTS as soon as possible, should this occur.
2. 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.
3. 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 may be 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. Where other scholarship recipients are 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 scholarship report at a national New Zealand professional meeting on their return.