

## YOUR COMMITMENT

### FEES

#### You are required to:

- Enrol with your tertiary provider
- Pay your full fees to your tertiary provider or request that the WCDHB ask your tertiary provider to issue a "third party invoice"
- If you have paid your fees, submit both your GST receipt from your tertiary provider and a completed reimbursement form to the Department of Nursing and Midwifery

### TRAVEL & ACCOMMODATION

#### You are required to:

- Submit travel forms to the PA to DONM at least 4 weeks prior to date of travel if accommodation and/or public transport is required
- Submit receipts (showing a breakdown of costs) and a reimbursement form **if you are taking your own vehicle** to the Department of Nursing and Midwifery.

### STUDY LEAVE

#### You are required to:

- Check with your tertiary provider regarding the study days allocated to your paper.
- Discuss your study day requirements with your Clinical Nurse Manager/Line Manager and ensure you have a shared understanding regarding study/annual leave required for study days prior to submitting your application form.
- On completing your timesheet, document "8 hours HWNZ funded PG study day – cost centre 5776" on each day you attend a compulsory study day

**Please ensure you have a clear understanding of your leave commitment before submitting your application.**

## THE WEST COAST DHB COMMITMENT

### FEES

#### The WCDHB will:

- Reimburse your course fees to you once you have provided a receipt from your tertiary provider and a reimbursement form to the Department of Nursing and Midwifery

### TRAVEL & ACCOMMODATION

#### The WCDHB will:

- Subsidise your travel costs to you once you have provided receipts, showing a breakdown of costs and a reimbursement form to the Department of Nursing and Midwifery.
- Subsidise your and arrange accommodation in accordance with WCDHB guidelines.

### STUDY LEAVE

#### Clinical Nurse Managers/Line Managers are required to:

- Ensure they have a shared understanding with HWNZ funded individuals regarding study leave required.
- Ensure timesheets are coded to the appropriate cost centre for cover provided whilst nurse is on study leave.