



Apprentice Jockey Fund (AJF) Request Form

Before You Start

This form is for requests for early access to funds held in your AJF account.

If you wish to receive your Riding Fees, please complete the separate Riding Fees Form.

Please allow approximately 5 business days for NZTR to assess your completed application.

NZTR may contact you if further information is required.

SECTION 1: APPRENTICE DETAILS

FULL NAME:	DATE OF BIRTH:
EMAIL ADDRESS:	PHONE NUMBER:
CURRENT RESIDENTIAL ADDRESS:	
CURRENT EMPLOYER (TRAINER):	CURRENT EMPLOYER EMAIL ADDRESS:

SECTION 2: REQUEST DETAILS

AMOUNT REQUESTED (\$):

Important – requests over \$50,000

For withdrawal requests exceeding \$50,000, please provide at least four weeks' notice before the requested payment date.

This allows sufficient time to manage the Fund's investments and cash flow, particularly where funds are held in term deposits or other investments that are not immediately available.

Reason for Request (tick all that apply)

If you are requesting funding for more than one category, please itemise each expense and the amount requested for each category.

☐ Financial hardship	☐ GST, ACC levies, taxation or accountancy costs
☐ Property purchase	☐ Managed investment
☐ Personal protective equipment	☐ Riding equipment
☐ Motor vehicle required for apprenticeship-related travel	☐ Coaching or professional development
☐ Other (please specify)	

These categories reflect the grounds set out in the AJF Policy.

SECTION 3: INFORMATION SUPPORTING YOUR REQUEST**Please explain:**

1. What the funds will be used for.
2. Why you require access to the funds now.

DETAILED EXPLANATION:**SECTION 4: SUPPORTING INFORMATION**

Please attach any documents that support your application. Depending on the reason for your request, this may include:

- ☐ an invoice or quote
- ☐ a tax assessment
- ☐ an ACC invoice
- ☐ a letter or verification from your accountant
- ☐ a purchase agreement
- ☐ course or training information
- ☐ any other relevant supporting information

SECTION 5: PAYMENT DETAILS

BANK ACCOUNT NUMBER:	ACCOUNT NAME:
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Proof of Account:

Please attach evidence confirming the account details.

Examples:

- bank deposit slip
- screenshot from online banking.

Upload proof of account.

SECTION 6: EMPLOYER AUTHORISATION

The AJF Policy requires the apprentice's employer to authorise a request for access to AJF funds.

Employer Confirmation:

I confirm that:

- I am the apprentice's current employer.
- I authorise this application.
- I understand that my authorisation does not guarantee approval of funding.
- I understand that NZTR will assess the application in accordance with the AJF Policy.

EMPLOYER NAME:	EMPLOYER SIGNATURE:
DATE:	

SECTION 7: APPRENTICE DECLARATION

I declare that:

- the information provided in this application is true and correct.
- I understand that NZTR may request further information to assess my application.
- I understand that submitting an application does not guarantee approval.

APPRENTICE SIGNATURE:	DATE:
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SECTION 8: GUARDIAN CONSENT (IF UNDER 18)

GUARDIAN NAME:	GUARDIAN SIGNATURE:
DATE:	

PRIVACY STATEMENT

NZTR collects personal information for the purpose of assessing, administering and managing requests under the Apprentice Jockey Fund. Information may be disclosed to the AJF Trustees, and NZTR staff involved in administering the Fund where necessary. NZTR may contact you, your employer, accountant, or any person who has provided supporting information to check the details of your application.

Personal information will be held and used in accordance with NZTR's Privacy Policy and the Privacy Act 2020. Under this Act, you may request access to, and request correction of any personal information held by the NZTR. If you have any questions regarding this privacy notification, please contact NZTR's Privacy Officer at compliance@nztr.co.nz.

APPEALS

If your application is declined by the Training and Education Manager, you may appeal the decision to the AJF Trustees. Your appeal should include any additional information you wish the Trustees to consider. The Trustees' decision is final.

Please ensure all applicable fields are completed and supporting documents are attached before submitting your application.