



# ESOL funding applications: FAQs and additional guidelines

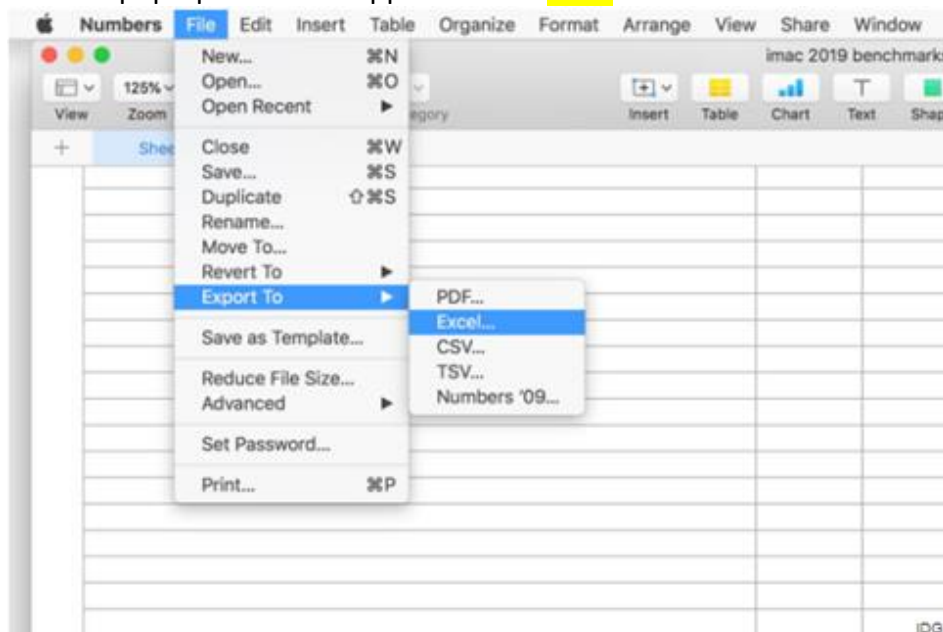
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### I. I have a Mac computer so I don't have Microsoft Excel. What can I do?

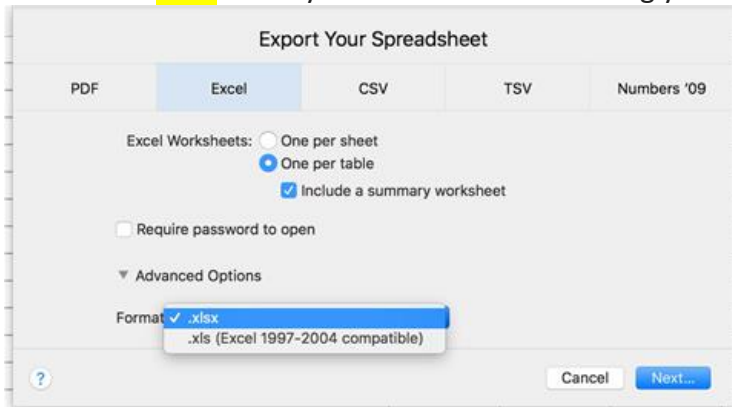
When you open the ESOL Status list sent to you from the Ministry on your Mac, it will open in 'Numbers', Apple's spreadsheet app. It will look and work almost like Microsoft Excel. However, when you save the changes you make and submit the form, the Ministry will not be able to open the new version as it will have been converted to a 'Numbers' format. Please follow the below steps to export **Apple Numbers files as Microsoft Excel spreadsheets**

1. In your spreadsheet, click on the **File** menu and move your cursor to **Export To**.
2. A pop-up menu will appear. Select **Excel**





3. Click on **Advanced Options**, and you can select between .xlsx and .xls file formats – either of these are fine.
4. Click **Next** when you have finished selecting your options.



5. Choose where you want to save the File and name it.
6. When you click **Export**, this will save the File.

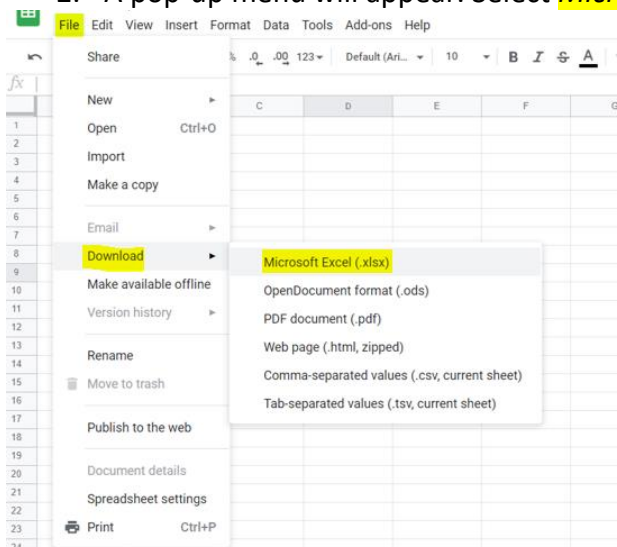
## II. Can I submit funding applications as a PDF as I have done in the past?

No. We will not accept PDF applications because this format is not suitable for the application process. The Excel format improves the level of accuracy and efficiency of our funding process.

## III. Can I save and submit my application as a Google document?

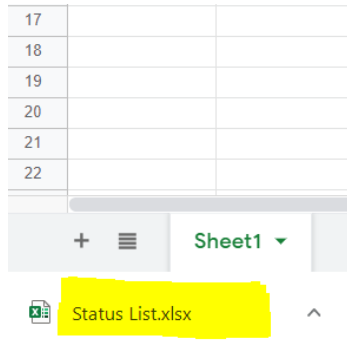
No. While Google documents are popular within schools, we are unable to use them at the Ministry. We may not be able to open Google documents when submitted, and importing the files into Google documents may also disrupt the formatting and links within the application forms.

1. In your Google spreadsheet, click on the **File** menu and move your cursor to **Download**
2. A pop-up menu will appear. Select **Microsoft Excel**

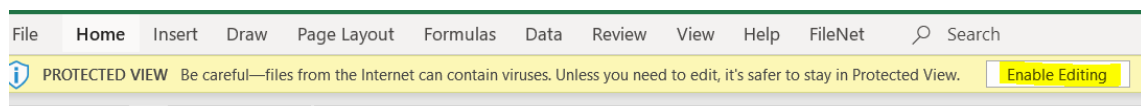




- The downloaded Excel spreadsheet will appear in the left bottom corner. **Click on it.**



- Open and **Enable Editing** (optional).



- Go to **File** and **Save as** Microsoft Excel (.xlsx) format to your desktop or a documents folder on your computer before entering your students' details. Submit your application by creating an email and attaching the completed status list and application forms as Excel (.xlsx) files.

#### IV. Do we still need the principal's signature?

No. As the forms are digital, we no longer need your school principal to sign any hard copies of application forms. However, they do still need to approve the completed application forms and status list internally before they are submitted to us. Copy your Principal into the email when you submit the ESOL funding application.

#### V. There are missing/incorrect details on the status list. How do I correct this?

The status list is password protected so you cannot directly edit the existing student details on the form. If you notice any missing or incorrect student details, please type a note in the **"Comments"** column of the status list, so that we can make the appropriate corrections in our database.

If students have left your school or no longer meet the criteria for ESOL funding, enter the ceased code in the **"Reason ceased code"** field on your status list. Use the below codes from the Funding Instruction tab next to the status list.



Reason for ceasing a student	Code
Left your school	L
Left New Zealand	N
Completed their funding entitlement (20 terms for migrant and refugee background students, or 12 terms for New Zealand-born students). <b>Please still record the ELLP scores.</b>	C
Total ELLP score is above the benchmark for funding. <b>Please still record the ELLP scores.</b>	E
Other (please state in comments e.g. international fee-paying student)	O



## VI. What should I do if a student is missing from the status list?

If you have additional students who have transferred from another school or who you have not previously applied for, please include them on the new student tabs:

Tab 3 – New NZ-born

Tab 4 – New Migrant

Tab 5 – New former refugee

If you have previously applied for a student, but they do not appear on your latest status list, it is likely that they no longer meet the eligibility criteria. If you are unsure why they are no longer eligible, you can contact us on – [info.esol@education.govt.nz](mailto:info.esol@education.govt.nz) (please mention the NSN number of the student when enquiring).

## VII. Tips for entering a student's first language on the ESOL application forms:

Please note if a student's first language is English or te reo Māori they are not eligible for ESOL funding. If another language is spoken at home, please state this on the application.

Specify language:

- There are a large number of languages spoken in **India** including: Hindi, Bengali, Telugu, Marathi, Tamil, Gujarati, Malayalam, Punjabi along with many others.
- There are also many languages spoken in **China**, the most common being Mandarin and Cantonese.

Also note:

- The most common **Filipino** language is Tagalog/Filipino.
- The most common **Cambodian** language is Khmer.



## VIII. Common errors to avoid on your application.

Please help us with the efficiency of the funding process by avoiding the following errors:

- Invalid DOB
- Wrong NSN numbers
- Missing ELLP Scores
- Missing the first language
- Duplicates on status list and new student tabs
- Students ceased “E=exceeded” without ELLP scores
- Wrong date format (the correct date format is dd/mm/yyyy)

### Further information

For further information regarding our ESOL funding process, please see our webpage:  
<https://www.education.govt.nz/school/funding-and-financials/esol-funding/#sh-esol>

If you have further questions regarding the application forms, please contact:

ESOL Data Advisor

Monika Lawson

Email: [monika.lawson@education.govt.nz](mailto:monika.lawson@education.govt.nz)