

EARLY WITHDRAWAL

EDUCATION APPLICATION

Please complete this form if you are requesting assistance for local or overseas education. Please complete in pen using BLOCK letters. Print "X" to mark boxes where applicable and ensure that the form is complete before submission.

Note: It is an offence under the Fiji National Provident Fund Act, 2011 to make any false statement or to produce any document which is false. The use of correction fluid/tape is not allowed. You are required to sign beside any amendments made in the form.

EXPLANATORY NOTES:

Any Early Withdrawal will reduce future Early Withdrawal Entitlements, also reducing your retirement funds for pension or lump sum payment upon reaching the qualifying age of 55 years or upon full withdrawal. For first housing transfers of 51%, note that your General Account will zeroise, until after the Preserved Account is replenished with the transferred amount or after 5 years, whichever comes first.

Members are not entitled for any type of early withdrawal if there is any unaccounted housing withdrawal.

Who can receive this assistance?

We can assist:

- You as a member or
- Your spouse or
- Your children, or
- Your brother or sister or
- Your parents

When can I receive the assistance?

You will receive assistance if you have sufficient funds in your General Account.

What type of assistance can I receive?

Local Education

- Assistance is only for FNPf approved list of institutes, hostels and homestay.
- Assistance is only applicable to Form 7/ Year 13/ vocational courses/ special school/foundation level offered at high school and tertiary level education.
- FNPf will assist for tuition, textbook and accommodation.
- The maximum assistance for Accommodation is \$2,500 per student per semester.
- The maximum assistance for text book is \$400 per student per semester limited to twice per calendar year.
- FNPf will only fund for tuition for previous and/or current semester/ trimester/penster school year of enrolment.

Overseas Education

- FNPf will assist for tuition, accommodation and incidental.
- Assistance is applicable to Year 13, tertiary foundation and tertiary level education.
- The maximum assistance for incidental expenses is \$10,000 per student for the duration of study/programme. This also includes sponsored students for Year 12.
- The maximum assistance for incidental expenses where duration of study is less than 6 months is \$2,000.

Do I need to pay any fees?

A processing fee of \$10.00 per applicant which is payable in cash and/or deducted from the Member's General Account.

Bank charges for telegraphic transfer or bank draft will be deducted from this withdrawal.

What documents will I need to submit with this application?

You must apply on the prescribed application form (EW01) for Education Assistance.

You must also submit a certified birth certificate and marriage certificate printed after year 2000 (if not previously assisted).

All document copies must be certified by either a FNPf officer, Justice of Peace or Commissioner for Oath.

Required information and documents for:

Tuition Fees

- Invoice from institute confirming tuition fees to be paid.
- For Special Needs students, an assessment report from a qualified specialist.
- If entitlement is less than 50% of the total cost of the course, member is required to provide evidence of shortfall/ own contribution.
- Evidence of relationship of student to member.
- Acceptance letter and invoice from overseas tertiary institute stating the duration of course, details of fees, due dates for fees payment. (overseas education only)
- Certified copies of the student's passport pages showing details of passport holder, the validity of the passport and the student's visa covering the period of study (overseas education only)

Accommodation

- Invoice for accommodation from approved institute or hostel (local) confirming fees.
- Invoice from Institute or sponsor letter to confirm that fees has been paid.
- Evidence of relationship of student to member.

Incidental - Overseas

- Invoice from institute or sponsor letter confirming that tuition has been paid.
- Certified copy of students' valid passport and visa.
- If the visa is not available when application is lodged, approval will be granted on the condition that payment will be processed after sighting the student's visa or approval in principle letter submitted with a signed Memorandum of Agreement and Indemnity for education assistance between the member and the Fund.
- Evidence of relationship of student to member.
- Latest bank statement. (no more than one month old).

Evidence of Textbook

- Invoice from Institute or sponsor letter to confirm that fees has been paid.
- Invoice for relevant textbooks from the institute book centre.
- Evidence of relationship of student to member.
- Latest bank statement. (no more than one month old).

Where can I lodge this application?

Your completed application can be lodged at any of our FNPf office nearest to you.

