

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 Decree No. 52, 2011 to make any false statement or to produce any false document. Please sign against amendments made and usage of correction fluid/tape is not allowed.

**Refer to the explanatory notes on page 2 when completing this form.**

**SECTION A – WITHDRAWAL TYPE**

Please indicate which type of assistance you are seeking.

Local Education  Overseas Education

**SECTION B – PERSONAL DETAILS**

1. Member Number:

2. TIN Number:   -     -  -

3. Surname:

First Name:

Other Names:

4. Gender :  F  M

5. Birth Reg Number:

6. Date of Birth (DD/MM/YY) :

7. Home number:

8. Work number:

9. Mobile number:

10. E-mail:

11. Correspondence (Residential/Postal Address):

**SECTION C – WITHDRAWAL DETAILS**

Please specify the details of the student who will receive the assistance

STUDENT DETAILS					AMOUNT			
Name	FNPf ID	ID	Relationship	Institute	Tuition	Textbook	Accom/ Incidental	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount Requested: \$  **Note:** If applying for textbooks please provide your preferred bank account details in Section D.

**SECTION D – PAYMENT DETAILS**

You are required to complete this section indicating the mode and payment details.

**Deposit to my local bank account:**

Account Name:

Bank Name:

Account No:

**Deposit to my Overseas bank account/Education Institute/Hostel account via Telegraphic Transfer:**

Account Name:

Bank Name:

Account No:

BSB/ Routing:

Swift Code:

Number

Bank Address:

**Mail Bank Draft to my Overseas/ Education Institute/Hostel address:**

## SECTION E – DECLARATION

I understand and agree that:

- I have read, understood and answered all the questions and the particulars provided by me are true and correct.
- I hereby indemnify the FNPF Board from any liability whatsoever, including any loss of benefits that may arise as a consequence of approving my Application.
- My application is subject to the provisions in the FNPF Decree 2011, Section 59 and all such rules or guidelines that may be imposed from time to time.
- This authority may be exercised if my application is approved and I hereby apply and authorize for payment to be made.
- Any misuse of funds may result in prosecution and the Fund reserves the right to stop further withdrawals in cases of any such misuse.

Left thumb print of Member

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Witness : \_\_\_\_\_

Address of Witness : \_\_\_\_\_

### EXPLANATORY NOTES:

*Any Early Withdrawal will reduce future Early Withdrawal Entitlements, also reducing your retirement funds for pension or lump sum 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.*

#### Who can receive this assistance?

##### We can assist:

- You as member
- Your spouse,
- Your children, or
- Your brother or sister.

#### When can I receive the assistance?

You will receive assistance if you have sufficient funds in your general account entitlement.

#### 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 \$200 per student per semester.

##### 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.

#### Do I need to pay any fees?

A processing fee of \$10.00 per applicant.

Bank charges for telegraphic transfer 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 copy of your birth certificate.

All document copies must be certified by either an authorised FNPF officer, Justice of Peace or Commissioner for Oath.

#### Required information and documents for:

##### Tuition Fees

- Evidence that the student is enrolled in an FNPF approved institute (local education).

- 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 need to provide evidence of shortfall/ own contribution.
- Evidence of relationship 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

- Evidence that the student is enrolled in an FNPF approved institute (local education).
- 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 Understanding for education assistance between the member and the Fund.
- Evidence of relationship of student to member.
- Evidence of members valid bank account and is not more than one month old.

##### Evidence of Textbook

- Evidence that the student is enrolled in an FNPF approved institute ( local education).
- 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.
- Evidence of members valid bank account and is not more than one month old.
- Latest bank statement.

#### Where can I lodge this application?

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

##### Head Office

Provident Plaza 2  
Private Mail Bag, Suva  
Telephone: (679) 330 7811  
Facsimile: (679) 330 7611

##### Lautoka

Shop 5, Naviti Street  
Private Mail Bag, Lautoka  
Telephone: (679) 666 1888  
Facsimile: (679) 666 5232

##### Labasa

Rosawa Street  
Private Mail Bag, Labasa  
Telephone: (679) 881 2111  
Facsimile: (679) 881 2741

##### Valelevu Agency

Valelevu Complex Building  
Saqa Place, Valelevu  
Telephone: (679) 3343 671  
Facsimile: (679) 3343 670

##### Nadi Agency

Shop 2 Lalidhar Arcade  
Namaka Lane, Nadi  
Telephone: (679) 672 8981  
Facsimile: (679) 672 8982

##### Savusavu Agency

Budget Lodge Building Ltd  
Main Street, Savusavu  
Telephone: (679) 885 3396  
Facsimile: (679) 885 3397

##### Ba Agency

Ganga Singh Street, Ba  
Telephone: (679) 667 0003