



WITHDRAWAL APPLICATION FOR EDUCATION ASSISTANCE

Please read this notes:

Before you fill this form, please read the **Explanatory Notes on Page 2.**

If you make any false statement you commit an offence and not only will your application be denied, you may also be prosecuted.

Particulars of Applicant

Name: FNPf No.
 Date of Birth Phone Number:
 E-mail Address:
 Postal Address:

Employment Details

Name & Address of Present Employer:
 Name & Address of Previous Employer:

Details of student						
Name of Student	Student ID#	Name of Institute	Term/Semester Fee			Amount Requested
			I	II	III	

Payment Authority

(This authority may be exercised if my application is approved)

I, hereby apply and authorize for payment to the above named institute/s and that it will be deemed a proper discharge by FNPf of funds held in my account.

Indemnity

I hereby indemnify the FNPf Board from any liability whatsoever, including any loss benefits that may arise as a consequence of approving my Application.

Declaration

I declare that I have read, understood and answered all the questions. The particulars provided by me are complete and correct to the best of my knowledge.

Member's Left Thumbprint

Signature of member (As in FNPf Records) Date

Signature of Witness (To Member's Signature & Thumbprint)

Print Name & Address of Witness

Please read these Notes:

It is an offence, if any person, for any purpose connected with the FNPF Act:-

- i) knowingly makes a false statement or
- ii) produces or furnished or causes or knowingly allows to be produced or finished any document which he knows to be false in a material particular.

Guidelines for Education Assistance (Local Schools)

This Assistance is available for **tuition fees only**.

Education Assistance guidelines are as follows:-

1. Assistance is available for the **member, member's spouse, member's children, member's brother/sister.**
2. The member must have funds available under **education eligibility only.**
3. The maximum assistance for tuition fees is \$2,000 per semester.
4. Accommodation and meals at hostels approved/recognised under the FNPF education assistance scheme. The maximum assistance will be bench marked with USP small room charges.
5. The fund does not assist short courses running less than a total of 90 hours.
6. FNPF will make payment directly to the institute/school

Documents to submit with this application

The member must apply on the prescribed application form (PW02) for Education Assistance and the completed form and documents of evidence must be original. An application form can only be accepted for processing if ALL of the following information and documents are attached:-

Tuition Fees

1. Invoice from institute confirming tuition fees to be paid
2. For Special Needs students, a confirming letter from the principal of the school is required.
3. Documents confirming relationship of the student to the member
4. Statutory Declaration from student's parent if applying for brother/sister.

Accommodation

1. Evidence from the institute of student enrollment.
2. Invoice for accommodation from approved institute or hostel.
3. Documents confirming relationship of the student to the member.

FNPF reserves the right to request further information if required.

Processing Fees

A Processing Fee of \$20.00 is applicable for all Partial Withdrawals. **Do not send any cash with your application via mail**

Where to lodge this application

Your completed application may be lodged at or posted to the FNPF offices in Suva, Lautoka and Labasa.

OFFICE USE ONLY

Name in FNPF 3/7..... f/n.....
 Date of Birth in FNPF 3/7 Last Cont Paid (Month/Year)
 Current Balance \$..... Partial Eligibility \$..... Amount Recommended \$.....
 Signature & Thumbprint Tally: YES / NO Check By..... Date.....
 Checked & Recommended by: Signature..... Date.....

Withdrawal Authorised - General Manager	
Rejected/Amount Approved	Rejected / Approved By:
\$	Date
Comments	

All Correspondence to be addressed to the General Manager & Chief Executive

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

Lautoka
 Drasa Avenue
 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