



WITHDRAWAL APPLICATION FOR LOCAL EDUCATION (TUITION FEES & ACCOMODATION) ASSISTANCE

PLEASE READ THIS NOTE:

- Before you fill this form, **read the Explanatory Notes on Page 3.**
- All sections of this form must be completed.
- Any person, who knowingly makes a false statement or produces false documents, commits an offence contrary to section 49 of the FNPf Act and is liable to a fine \$500 or 1 year imprisonment or both. Consequently, the Fund may also impose restrictions on the withdrawals for the said person.

Section A: Particulars of Applicant

Name: FNPf No.
 Fathers/n: Date of Birth: / /
 Phone/Mobile No.: Gender/Sex:
 E-mail Address: Postal Address:

Section B: Employment Details

Name & Address of Employer:
 Name & Address of Previous Employer:
 List any other Previous Employer:

Section C: School Fees Details

| Details of student | | | | | | | | |
|--------------------|-------------|----------------------|-------------------|-------------------|----|-----|------------------|---------------|
| Student Name | Student ID# | Student Relationship | Name of Institute | Term/Semester Fee | | | Amount Requested | |
| | | | | I | II | III | Tuition | Accommodation |
| | | | | | | | | |
| | | | | | | | | |
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Section D: Payment Authority and Declaration

Payment Authority

(This authority may be exercised if my application is approved)
 I hereby apply and authorise for payment to be made to the institute
 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

OFFICE USE ONLY

Withdrawal Reference Number:

Member Details tally with FNPF Record: Yes / NO

Checked By:.....

Employment Details tally with FNPF Records: Yes / NO

Checked By:.....

All Forms duly completed YES/ NO

All documents required attached & checked YES/ NO

Last Cont Paid Month/Year:.....

Signature Tally: YES/ NO

Checked By:..... Date:.....

Current Balance \$.....Eligibility \$Amt Recommended \$

Recommended By:..... Signature: Date:.....

Withdrawal Authorized- General Manager

Approved

Reject

Approving Officer:.....

Signature:.....

Date:

Amount Approved: \$.....

Tuition: \$.....

Accommodation: \$.....

Comments

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Guidelines for Education Assistance (Local Schools)

This Assistance is available for tuition fees and Accommodation only.

Education Assistance guidelines are as follows:-

1. Assistance is available for the **member, member's spouse, member's children, and member's brother/sister.**
2. The member must have funds available under **education eligibility only.**
3. The maximum assistance for Accommodation is \$2,000 per student per calendar year.
4. FNPF will make payment directly to the institute/school.
5. The Fund does not assist the following:
 - Certificate of participation
 - Payment of arrears of fees
 - Repayment of outstanding bonds or loans
 - Online studies with overseas institutes
 - Reimbursement of fees where funds has been sourced from elsewhere
 - Examination fees for professional membership

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, an assessment report from a qualified specialist confirming the student/child has special needs or is mentally challenged.
3. Documents confirming relationship of the student to the member. (original/certified true copy of birth certificate/marriage certificate)

Accommodation

1. Evidence that the student is enrolled in an FNPF approved institute.
2. Invoice for accommodation from approved institute or hostel.
3. Documents confirming relationship of the student to the member. (original/certificate true copy of birth certificate/ marriage certificate)

FNPF reserves the right to request further information if required.

Processing Fees

A Processing Fee of \$10.00 is applicable for all Partial Withdrawals. **Do not send cash with your application via mail.**

Where to lodge this application

Your completed application may be lodged at or posted to the FNPF office in Suva, Lautoka and Labasa and agencies in Nadi, Valelevu & Savusavu and Ba.

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

