



SFAS 2023 Application Form B1 – TVET

The following is a guideline on how to fill in each section of your application form:

Section A

1. This is for Ministerial use only.
2. When you submit your application form, an officer from the Ministry of Education will complete this section.

Section B

1. This checklist determines whether you have fulfilled all the requirements of submitting a complete form to be eligible for selection.
2. If you do not have all the required items from the checklist, the two most important attachments are:
 - your latest academic transcript or certificate
 - A Copy of your ID.

Some institutions attach the photo of the student on the transcript, this will be sufficient to accept your application; however, first priority will be given to students that have met all the requirements.
3. Please make sure that you have genuine reasons as to why you have not been able to fully complete the eligibility checklist so that your application can still be considered for selection

Section C

1. It is important that you fill in all the details. This is to ensure your data is captured and registered accurately in the SFAS Registry.
2. For Mothers and Fathers Occupation, if your parents are:
 - *Subsistence Farmers*, please state what type of farming they specialise in e.g. Copra, Cocoa, Market Food, Fish Seller etc.
 - If your parent is a fisherman, please highlight that.
 - If your parent is *unemployed*, that means he or she is not making or generating any type of income.
 - *Self-employed* means:
 - ✓ Owner of a business, this includes SME or informal business
3. Region refers to whether you are from *North*, *Central* or *South* Bougainville

4. In the case of an emergency, and especially if you are a student that is studying outside of Bougainville, it is important that you indicate who your emergency contact is.

Section D

1. This section is self-explanatory as you have questions to guide you.

Section E

1. Even if you had completed secondary school many years ago, it is important that you clearly state which secondary school you graduated from and in what year.
2. If you completed your secondary education through FODE, please attach your certificates as proof.
3. Current GPA must be the same as what you have on your transcript.
4. *Year of Study* means whether you are a First Year, Second Year, Third Year, Fourth Year or Fifth year student.
5. Make sure to write the amount of your total tuition cost for the year and not for just one semester.
6. National Members of Parliament run their own school fee assistance schemes. It is important for you to indicate if you will receive or plan to apply for assistance from North, Central, South Bougainville or the Regional Member's Office. Please indicate what the percentage of assistance will be towards your total tuition cost as this will affect the final amount from the ABG component.
7. Make sure to clearly write the correct account name and account number of your school. Errors in the details will affect processing of payments and cause unnecessary delays.

Section F and G

1. Please read and understand the terms and conditions before you sign the agreement.
2. A witness is anyone who is with you while you are completing your application form. He or she can sign as a witness.
3. Your signature must be genuine and signed by you and not anybody else.
4. Students that are 18 years and older are considered young adults and will have to sign their own statement of agreement.
5. Students that are 17 years and younger will need a parent or guardian to sign on their behalf.

Submit applications via

WhatsApp to SFAS Hotline: 73662514 or

Send Email to abgsfasprogram@gmail.com



ABG SCHOOL FEE ASSISTANCE SCHEME PROGRAM

Section A

| | |
|---------------------|--|
| Date Received | |
| Name of Applicant | |
| Name of Institution | |
| Serial Number | |

For Ministerial Use Only

Section B

ELIGIBILITY CHECKLIST

| | |
|--|---|
| <input type="checkbox"/> GPA | Technical College 1.5 and above Vocational Confirmation that you are a registered student |
| <input type="checkbox"/> Proof of Acceptance | Letter of acceptance from Institution |
| <input type="checkbox"/> Academic Transcripts and Certificates | New Intakes: Most recent grade school certificate I.e. Grade 8, Grade 10 or Grade 12 Continuing Students: Recent Transcript Non-School Leavers: Curriculum Vitae |
| <input type="checkbox"/> Tuition Fee Structure and Cost | Total tuition fee for the year Indicate if you are a boarding student or day student |
| <input type="checkbox"/> Copy of ID | NID, Student/Work ID, Driver's License, Bio-data page from Passport |

Take Note:

- Applications close on the **3rd of March 2023**
- Your eligibility will be based on the completion of the checklist
- Failure to do so will affect your chances of proper screening and selection
- If there are genuine reasons for not being able to provide relevant attachments, please state why.



Section C

Complete the following sections with your personal details:

| BOUGAINVILLE IDENTITY | | | | | | |
|-----------------------|---|---|--------------------------|--|------------------------------|--|
| FIRST NAME | | | AGE/DATE OF BIRTH | | REGION | |
| MIDDLE NAME | | | PLACE OF BIRTH | | CONSTITUENCY | |
| LAST NAME | | | MARITAL STATUS | | WARD | |
| GENDER | F | M | MOTHER'S OCCUPATION | | FATHER'S OCCUPATION | |
| CONTACT DETAILS | | | CONTACT DETAILS | | CONTACT DETAILS | |
| EMAIL ADDRESS | | | EMERGENCY CONTACT (NAME) | | BRIEF DETAILS/CONTACT NUMBER | |

Section D

This section is critical as it helps the Ministry of Education to determine the number of students permanently residing in Bougainville and those that have residence elsewhere.

| PLACE OF RESIDENCE | |
|---|--|
| Do you live outside of Bougainville? (Yes or No) | |
| Are you a permanently residing in another Province of PNG? Yes or No? Please indicate where in PNG you reside. | |
| Are you temporarily residing outside of Bougainville for studies? (Yes or No) | |
| Where about in Bougainville do you live? | |

Section E

Please circle where necessary:

| EDUCATION | | | | |
|-----------------------------|-------------------|-------------------|-------------------------------|--|
| NEW INTAKE | YES | NO | GRADUATED SECONDARY SCHOOL | |
| CONTINUING STUDENT | YES | NO | CURRENT GPA | |
| INSTITUTION | | | | |
| NAME OF INSTITUTION | | | | |
| TYPE OF TVET INSTITUTION | TECHNICAL COLLEGE | VOCATIONAL CENTRE | COURSE | |
| | PUBLIC | PRIVATE | YEAR OF STUDY | |

| TUITION FEE | | | | | | |
|--|-----|----|---|--|---|-------|
| ARE YOU A BOARDING STUDENT? | YES | NO | TOTAL COST OF TUITION (ANNUAL) | | | |
| ARE YOU AN AES OR HECAS STUDENT? | YES | NO | 60% ABG COMPONENT | | | |
| ARE YOU A SELF-SPONSORED STUDENT? | YES | NO | 40% PARENTS/GUARDIANS COMPONENT | | | |
| WILL YOU BE RECEIVING ASSISTANCE FROM NATIONAL MP'S? | YES | NO | WHICH MP ARE YOU RECEIVING ASSISTANCE FROM? | | WHAT % OF ASSISTANCE ARE YOU RECEIVING? | |
| SCHOOL ACCOUNT DETAILS | | | | | | |
| ACCOUNT NAME | | | ACCOUNT NUMBER | | | BANK |
| CONTACT INFORMATION | | | | | | |
| NAME OF BURSAR | | | CONTACT NUMBERS | | | EMAIL |
| NAME OF PRINCIPAL OR REGISTRAR | | | | | | |
| NAME OF STUDENT SERVICES DIRECTOR | | | | | | |
| NAME OF FINANCE OFFICER | | | | | | |
| AROB STUDENTS ASSOCIATION | | | | | | |
| PRESIDENT | | | CONTACT NUMBERS | | | EMAIL |
| VICE PRESIDENT | | | | | | |
| SECRETARY | | | | | | |
| TREASURER | | | | | | |

Section F

TERMS AND CONDITIONS

Part 1 – Payment of Fees:

- a) The Autonomous Bougainville Government is only responsible for paying 60% of your tuition
- b) It is the responsibility of the applicant, his or her parent/guardian to pay the remaining 40%
- c) The applicant and his or her parent/guardian must guarantee that 40% will be paid in full before ABG pays the 60% SFAS component
- d) Students and student associations are responsible for collecting receipt of payment from their school administrations, and must send a copy of the receipt to the Ministry of Education
- e) If the waiting period for ABG school fee assistance is too long, the applicant or his/her parent or guardian must contact the Ministry to advise the office that they will be paying the full amount
- f) The applicant is not entitled to reimbursement of fees if he/she chooses to pay the full tuition cost (due to long waiting period from ABG).

Part 2 – Civic Duties and Social Obligations:

As a citizen of the Autonomous Region of Bougainville, ABG requires the selected applicant to take responsibility of his/her role in the community by doing either of the following activities listed below:

- a) **Volunteerism:** engaged in village, ward, constituency or region activities;
- b) Initiating or supporting **community-led projects and initiatives;**
- c) Establish an **SME start-up;**
- d) Working for or with the **Autonomous Bougainville Government;**
- e) If working outside of Bougainville, find other ways of **giving back** to Bougainville;
- f) Involvement in **awareness programs** on Health, Education, Law and Order, Economics, Climate Change and Politics etc. in the communities.

The Ministry of Education will monitor and track the academic performance, social responsibilities and community engagement of selected applicants to ensure that terms and conditions are met, during and after the completion of his/or her studies. This is in line with ABG's political timeline for independence readiness.

The selected applicant must ensure that he/she will maintain a relationship with the Ministry of Education, and provide regular updates in line with the terms and conditions.

Section G

STATEMENT OF AGREEMENT

I _____, hereby declare that the details of my application form are true and factual, and that the information provided have not been fabricated to meet the criteria.

I accept and agree to all terms and conditions and can guarantee that my parents/guardians fully understand the terms and conditions outlined by the Autonomous Bougainville Government.

Should I be in breach of the terms and conditions, I fully understand that ABG Ministry of Education has the right to revoke its School Fee Assistance Scheme to me.

I decree that during my semester breaks and upon the completion of studies, I will dedicate my time, effort and resources to serving my government and people in contributing to the development of the Autonomous Region of Bougainville.

SIGN..... DATE: / /

WITNESS NAME: SIGN: DATE: / /

Please take note:

- This agreement is between the applicant and the Ministry of Education under the ABG SFAS Program 2023.
- Parents/guardians are not allowed to sign the statement of agreement on behalf of their child.
- Pastors or ward members are not allowed to sign the statement of agreement on behalf of the applicant.