



SFAS 2023 Application Form B2 – TVET

This application form is for institutions that provide TVET Courses in Bougainville only.

The following is a guideline on how to fill in each section of the 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. A registry of the students and the tuition fee structure must be attached to the completed application form.
3. Your institution must be verified by the ABG Department of Education in *Section E* of the application.
4. If your institution is unable to provide any of the required attachments, please make sure that you have genuine reasons as to why, so that your application can be considered for selection. If there is not enough space on the form to write, you can attach a letter that outlines your reasons.

Section C

1. It is important that you fill in all the institutions details to ensure your data is captured and registered accurately in the SFAS Registry.
2. It is vital that you provide contact information for the institution, so that the Ministry of Education is able to keep you updated on the progress of your application.
3. For reference, *Region* refers to whether the institution is located in North, Central or South Bougainville.

Section D

1. Apart from filling in this section, you must also attach the tuition fee structure where you outline the fees charged and what these costs cover.

2. The *Total tuition cost (Annual)* refers to the total sum of tuition for all the selected students for the entire year.
3. If your institution is being assisted through other government schemes, it is important to provide that information.

Section E

1. This section is for the ABG Department of Education through their TVET Officer, to verify your institution as being a recognised TVET institution in Bougainville.
2. The department must sign and stamp this section.
3. If you prefer, you may attach a verification letter from the department instead of filling out this section.

Section F and G

1. Please read and understand the terms and conditions before you sign the agreement on behalf of the institution.
2. In the Statement of Agreement, the authority, signing on behalf of the institution, must write their name, position, sign, and date. It should also be stamped as proof of legitimacy.

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 Institution	
No. of Students	
Serial Number	

For Ministerial Use Only

Section B

ELIGIBILITY CHECKLIST FOR INSTITUTIONS

<input type="checkbox"/> Registry of Students	<p><i>A Registry must be attached to this application form and include the following information for each student:</i></p> <ul style="list-style-type: none"> • Full Name • Gender • Date of Birth • Age • Marital status • Region (North, Central, South) • District • Constituency • Parents Occupation • Last school attended, year • State whether they are a Grade 10 or 12 leave, or non-school leaver • Course • Level (ie. NC1 or NC2) • Student ID • GPA (if applicable) • Total tuition cost • Duration of study
<input type="checkbox"/> Verification of Institution	<i>The TVET institution must be verified by the ABG Department of Education through the TVET Officer</i>
<input type="checkbox"/> Fully Completed Application Form	<i>The application form must be fully complete with necessary information provided.</i>
<input type="checkbox"/> Tuition Fee Structure and Cost	<p><i>A tuition fee structure must be attached to this application form, outlining the courses provided and the cost for each</i></p> <p><i>Please indicate what these charges cover (for e.g. Boarding)</i></p>

Take Note:

- Applications are due on the **3rd of March 2023**
- Your eligibility will be based on the completion of the checklist
- Failure to do so will affect the institutions 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 on details of the institution, please circle where necessary:

INSTITUTION DETAILS					
NAME OF INSTITUTION					
TYPE OF TVET INSTITUTION	TECHNICAL COLLEGE	VOCATIONAL CENTRE	ARE BOARDING FACILITIES PROVIDED?	YES	NO
	PUBLIC	PRIVATE			
NO. OF STUDENTS CURRENTLY ENROLLED FOR THE YEAR?					
WHAT COURSES ARE OFFERED?					
LOCATION					
REGION					
CONSTITUENCY					
WARD					
CONTACT INFORMATION					
NAME OF BURSAR		CONTACT NUMBERS		EMAIL	
NAME OF PRINCIPAL/REGISTRAR					
NAME OF FINANCE OFFICER					

Section D

The tuition fee structure must be attached to this application form to further explain the tuition fee charges:

TUITION FEES				
TOTAL TUITION COST (ANNUAL)				
ABG WILL ONLY ASSIST WITH 60% OF YOUR TOTAL TUITION COST PER STUDENT		WILL THE INSITUATION BE RECEIVING ASSISTANCE FROM:		
		NATIONAL MPs?	YES	NO
		CONSTITUENCY MEMBERS?	YES	NO
		NATIONAL DEPT. OF EDUCATION?	YES	NO
		DHERST?	YES	NO
IF YOU ANSWERED YES TO RECEIVING ASSISTANCE FROM OTHER SOURCES, PLEASE STATE WHICH MPS, MEMBERS ETC ARE PROVIDING ASSISTANCE TO YOUR INSITUATION				
SCHOOL ACCOUNT DETAILS				
ACCOUNT NAME		ACCOUNT NUMBER		BANK

Section E

Verification from the ABG Department of Education:

VERIFICATION	
STATEMENT OF VERIFICATION	
ABG Department of Education TVET Officer	
<p>As the I verify</p> <p style="text-align: center;">(Title) (Name of TVET Institute)</p> <p>as a recognized TVET institution.</p> <p>Signature.....</p> <p>Date...../...../.....</p>	

Section F

TERMS AND CONDITIONS

Part 1 – Payment of Fees:

- a) The Autonomous Bougainville Government is only responsible for paying 60% of the total tuition cost for selected students
- b) It is the responsibility of the students parent/guardian to pay the remaining 40%
- c) The student's parent/guardian must guarantee that 40% will be paid in full before ABG pays the 60% SFAS component
- d) Institutions must ensure that the parents or guardians of students under this school fee assistance scheme are only charged 40% of total tuition.
- e) Institutions are responsible for providing a receipt of payment from their school administrations to the Ministry of Education
- f) If the parents or guardians of selected students opt to pay the full amount due to long waiting period for ABG School Fee Assistance, the institution must contact the Ministry to advise the office
- g) The selected student is not entitled to reimbursement of fees if he/she chooses to pay the full tuition cost (due to long waiting period from ABG).
- h) The institution must provide list of students withdrawn due to non-payment of fees

Part 2 – Civic Duties and Social Obligations:

As an Institute of TVET Education operating in the Autonomous Region of Bougainville, ABG requires that the school provide updates about the progress of the institution and supported students'

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

The institution must ensure that they 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 _____, as the _____ on behalf of the institution, hereby declare that the details of this 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 on behalf of the institution and can guarantee that the institution fully understands the terms and conditions outlined by the Autonomous Bougainville Government.

Should the institution 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 support.

I decree that updates will be provided to the Ministry on students' and institution's progress in continuing to dedicate time, effort and resources to serve the 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 institution and the Ministry of Education under the ABG SFAS Program 2023.
- No one other than the appropriate authorities of the institution are to sign the statement of agreement on behalf of the institution.