



**Ministry of Education  
&  
Ministry of Finance, Strategic Planning, National Development and Statistics**

**Back to School Support Application Form**

The Ministry of Finance, Strategic Planning, National Development & Statistics is rolling out the Back-to-School Support of \$200 per child for all eligible Early Childhood Education to Year 13 students for the school year 2024. The assistance is available to parents/guardians to purchase school-related items for their children.

*Instructions*

1. Please complete and submit this form at your child's school only if the combined parental/guardian annual gross household income is less than \$50,000.
2. Parents/guardians are to fill in one application form per child.
3. If your child is receiving transport assistance, please do not fill out Section D (Income Verification).
4. Refer to instructions page for more details.

**SECTION A: PARENT/GUARDIAN INFORMATION** *(to be filled by a parent or guardian)*

Parent/Guardian Name: .....

Relationship (Father/Mother/Guardian): .....

Birth Registration Number: ..... (Attach a copy of your Birth Certificate)

**SECTION B: PAYMENT DETAILS** *(to be filled by a parent or guardian)*

Please provide either your M-PAiSA (Vodafone) or MyCash (Digicel), (only one number for payment):

M-PAiSA     MyCash (please tick one box)

Phone Number: .....

For those in **Maritime Islands** with no M-PAiSA or MyCash agents, please provide the address of your nearest

Post Office/Agency for payment (TMO): .....

*(Please show your valid ID when collecting the funds if you select the TMO option)*

**SECTION C: CHILD'S DETAILS** *(to be filled by a parent or guardian)*

Child Name: .....

FEMIS/Student ID: ..... BRN/CCN: .....

Date of Birth (dd/mm/yyyy): ...../...../..... (Attach child's birth certificate)

School Name: ..... School Location: .....

Is your child receiving transport assistance? Yes  No  *(please tick one box)*

If you selected *No* above, please ensure Section D on the next page is completed.



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**SECTION D: INCOME VERIFICATION**

**If your child is receiving transport assistance, please do not complete this section.**

*This section to be completed by any of the following authorised persons - School Principal/Head Teacher, Education Officer, Justice of Peace, Commissioner for Oaths, Labour Officer, Turaga-Ni-Koro, Matani Tikina, Advisory Councillor, Roko Tui or Provincial Administrator.*

This is to certify that ..... (parent/guardian name) have satisfied me that their combined parental/guardian gross annual income is less than \$50,000 per annum/ is unemployed. *(select which is applicable).*

Signature: ..... Date: .....

Name: .....

Position: .....

Official Stamp *(if available)*:

**SECTION E: DECLARATION**

1. I hereby declare that the combined parental/guardian annual gross income of the household is \$50,000 or less.
2. I hereby declare that the provided phone number is correct, valid and registered under my name.
3. I hereby confirm that the information provided herein is correct, true and complete.

Signature of Parent/Guardian: ..... Date: .....

**WARNING: Providing false information to the Government is an offence under the False Information Act 2016. If you are found guilty of providing false information to the Government, you may be fined up to \$20,000 or sentenced to imprisonment for up to 10 years.**

**SECTION F: SCHOOL OFFICE USE ONLY**

Application vetted by School Admin Officer: .....

Verified by Head Teacher/Principal Signature: .....

Official Stamp: ..... Date: .....

Data entered into FEMIS Name: ..... Date: .....



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**Instructions for applying the Back-to-School Support**

**Overview of the initiative**

- The Back-to-School Support of \$200 per eligible student (early childhood education to year 13) aims to financially assist parents and guardians to prepare their children for the new school year 2024.
- Parents/guardians need to submit the hardcopy application forms at their child's school.
- Parents/Guardians are to fill in one application form per child.

**Application and Payment dates**

- The back-to-school support application will open on 6 November 2023 and will close on 22 December 2023.
- If applications are not updated on FEMIS by Heads of Schools within the specified deadline, the student will not be eligible to receive the \$200 support.
- **The payment will be made after 10 January 2024.**
- Parents/Guardians are to ensure that they provide the correct MPAiSA/MyCash number which is valid and registered under their name.

**Eligibility Criteria**

- All students enrolled in early childhood education to year 13 for school year 2024 whose parents/guardians combined gross annual household income is \$50,000 or less are eligible;
- Before applying for assistance, parents/guardians are to enroll their children for 2024 school year;
- Only students enrolled in Government funded public schools with valid FEMIS ID are eligible;
- Combined household income is the gross income of both the parents/guardians;
- Gross income for determining the eligibility for the Back-to-School Support will include any parental/guardian income from employment, income from property and income from business/investments before any tax deductions are made.

**Documents required**

Parents/guardians are required to attach all required documents to confirm their eligibility. Failure to submit the necessary documentation will result in the application for the Back-to-School support being declined.

The following documentation must be provided to support the application:

- Salary slips and/or employment contracts of working parents/guardians; and/or
- Other documentation such as evidence of social welfare payments or transport assistance; and/or
- A statutory declaration will be required for applicants whose parents/guardians do not have any other documentation to substantiate their income.