



STUDENT FINANCIAL AID ASSISTANCE APPLICATION TEMPLATE - FORM A

DOCUMENTS REQUIRED

Students who would like to apply in this scheme need to attach with the application form A and Household Verification form the following relevant documents:

1. One Passport Size Photo
2. Updated Curriculum Vitae
3. Tin letter
4. Fees Invoice
5. Birth Certificate
6. FNPF Number
7. Parents and Guardians Wages Slips
8. Approved Payment Plan Application from Finance Department for those who have outstanding fees in their account
9. Student also has to submit with their application a copy of parents/ Guardian wages Slip.
10. If Sponsored student a letter applying for allowance assistance for Bus Fare, Food Assistance and Rental Payment and also specifying the expenses of each assistance type

Students can then drop off their completed application and documents to:

Pooja Devi
Academic Assistant
Student Financial Aid
Academic Office
Nasinu Campus
Ph:3394000 Ext 2312
Email: pooja.devi@fnu.ac.fj

1. Personal Data

Full Name (as in B/C): _____

Student ID No: _____ FNPF ID No. _____ Date of Birth: _____

2. General (Please complete only if you are living in an informal settlement, otherwise move to item No.4):

Name of Informal Settlement: _____ House No: _____

How long have you been staying in the settlement? (Tick one)

< 2 years _____ 2-5 years _____ 5-10 years _____ >10 years _____

3. Current family data (include all family/extended family members living with you)

Name	Age	Occupation	Marital status	Gender

4. Financial Status: (include all members of the household who are employed and attach payslip (s))

Name	Employer	Salary/ wages per month	Expenses per month	Surplus per month

5. Housing Details

Are you paying any rent? Yes _____ No _____

Name of Owner	Address and Contact of Owner	Amount Paid

6. Breakdown of monthly expenses

ITEMS	COSTS
Payments on Hire Purchase	
Rent Payment (if Renting)	
Groceries	
Bills (Electricity and Water)	
Transportation	
School expenses	
Donation/ Elderly Support	
Other Expenses	
Total Expenses	

7. Other Income

Do you receive any form of assistance? Yes _____ No _____

• From who? _____ Amount: _____

8. Provide any other information that will assist SFAO assess your application

9. Declaration

I hereby declare that the information provided is current, accurate and complete.

Applicant's signature: _____ Witness signature: _____
Name: _____ Witness name: _____
Address: _____ Address: _____
Date: _____ Date: _____

1. Applicants are to affix their signatures in their own writing when making the declaration.
2. The witness should be any of the following: Member of Parliament, Justice of Peace, Public Officers of or above level of Administrative Officer, Magistrate, Barrister, Solicitor, Medical or Dental Practitioner, or a member of staff of the Human Resources section of/or above the level of Administrative Assistant.
3. A copy of the most recent pay slip/salary advice should be attached.



Personal Details

Full Name: _____

FNU Student ID: _____

Date Of Birth: _____

Tax Identification Number (TIN): _____

Citizenship (*as in passport*): _____

FNPF ID No: _____

National Employment Centre (NEC) Registration No: _____

Residential Address: _____

Postal Address: _____

Contacts: Telephone: _____ (Mobile): _____

Email: Student Official Email: _____

Personal Email: _____

Academic Status

Current Status (Tick): Full Time Part Time Unclassified

College: _____

Campus: _____ Programme: _____

Numebr of semester, quarter and trimester left to graduate: _____

Do you have any outstanding fees? Tick One Yes No

Declaration

I _____, hereby confirm / affirm the above information to be true to my utmost knowledge and no part is false.

Submit this completed form to: pooja.devi@fnu.ac.fj

Authorised By The University Registrar