



Ministry of Education, Heritage and Arts

**POLICY ON
TUITION FEE FREE GRANT FOR PRIMARY AND SECONDARY SCHOOLS**

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1.0 POLICY OBJECTIVE

- 1.1 The purpose of this policy is to provide a clear direction regarding the utilization and management of the Tuition Fee Free Grant (hereinafter referred to as TFFG) for primary and secondary schools registered under the Ministry of Education, Heritage and Arts (hereinafter referred to as MoEHA).

2.0 BACKGROUND

2.1 Introduction

- 2.1.1 The education of Fijians is a fundamental challenge for the whole nation with a high absenteeism rate for students both in primary and secondary and students leaving school early year after year.
- 2.1.2 A lot of factors contribute to the attrition rates and pose hindrances to the promotion of a Knowledgeable Society. Financial problems and poverty makes it to the top of the list of factors hindering education.
- 2.1.3 The TFFG has been one of the government initiatives that has been in existence since 2014 and is aimed at ensuring that parents do not have to bear the burden of paying for tuition for their children attending primary and secondary schools.
- 2.1.4 The TFFG also meets EFA Goal 2 which is to ensure that by 2015 all children, particularly girls, children in difficult circumstances and those belonging to ethnic minorities, have access to and complete free and compulsory primary education of good quality.
- 2.1.5 Since 2014, grants were given to schools according to the school roll and those with higher roll gained maximum benefit from the grants.

2.1.6 The current 2015 formula used to calculate TFFG is as per “**Appendix 1**”. The new formula ensures that the disparity between larger schools (usually the non-disadvantaged schools) and the smaller schools (usually the disadvantaged schools) is reduced.

2.2 Rationale

2.2.1 The Bainimarama Government continued with the Tuition Fee Free Grant initiative to ensure:

- (a) Disparities between the advantaged and disadvantaged schools are substantially reduced by a fair distribution formula;
- (b) financial burden on parents who desire to offer quality education to their children are reduced;
- (c) schools’ management functional role are improved;
- (d) that no child is left behind when it comes to quality education;
- (e) that Fiji becomes a knowledgeable society by investing in the school students;
- (f) that schools do not unnecessarily resort to fundraising activities or put undue pressure on parents or students for money and
- (g) that the needs of the disadvantaged schools are properly addressed considering their location, size and marked up educational resources.

3.0 POLICY

3.1 Criteria to Qualify for TFFG

3.1.1 All local students with Fiji citizenship enrolled in Year 1 to Year 13 shall qualify for TFFG. Non Fiji residents and non-Fiji citizens do not qualify for TFFG.

3.1.2 Student roll shall be submitted by all school to the MoEHA by week 2 of each School term to determine the total grant to be dispersed.

- 3.1.3 Records of the Annual General Meeting and the audited Annual Finance Reports shall be submitted to the Permanent Secretary of MoEHA (herein after referred to as PSEHA) before by 31st of May each year to enable the Ministry to release the TFFG to the school.
- 3.1.4 All schools shall have an operating account where the TFFG shall be deposited on a termly basis.
- 3.1.5 Primary Schools that have an Early Childhood Education Centre managed by the same school manager within their premises should keep a separate account for ECE Grants and a separate account for TFFG for primary school students.

3.2 Respective Grant Allocations for Students in Primary and Secondary Schools

- 3.2.1 The total grant given to a school shall be determined by an equitable TFFG formula approved by the Minister.
- 3.2.2 TFFG grant shall be released and deposited to the school account on termly basis upon compliance to MoEHA pre- requisitions, including but not limited to submission of accurate students rolls.
- 3.2.3 TFFG shall be distributed and utilized into six different percentage allocations as follows:

i. Administration/Management & Office operations	30%
ii. Building and Compound maintenance	20%
iii. It, computer & Vocational materials	15%
iv. Library and Textbooks	10%
v. PEMAC & Science equipment	10%
vi. Stationery	15%

- 3.2.4 A petty cash amount determined and agreed in a school management meeting shall be available at school under the authority of the head teacher or principal to be utilized for any urgent or emergency situation.

3.3 Utilization of TFFG and Records Keeping

- 3.3.1 It is the responsibility of school heads to ensure that grants are utilized as per its allocated purpose.
- 3.3.2 All payments by the School shall be made using cheques with the exception of utilization of petty cash.
- 3.3.3 Cheque signatories shall ensure that the issued cheque must be supported by quotations and an invoice attached to the duly completed payment voucher before signing.
- 3.3.4 School treasurer/bursar and Managers are not to sign any blank or cash cheque under any circumstances.
- 3.3.5 Supporting documents of financial transactions to any payment shall be attached with the payment voucher in the correct folder allocation.
- 3.3.6 Any payment and financial transaction information, supporting documents like receipt, quotation, copy of cheque leaf, payment voucher, vote expenditure and remaining balance shall be entered in the cash book and acquittal record sheet.
- 3.3.7 Purchase of items in an exhausted allocation shall be vired from other allocations and a written approval must first be obtained from the PSEHA by providing genuine reasons for justifying such a virement.
- 3.3.8 All virement requests shall be addressed to the PSEHA via the District Senior Education Officer who will verify and provide relevant comments or

recommendations before forwarding to either Director Secondary or Primary then to PSEHA for approval.

- 3.3.9 All virement documents must be intact in respective folders with other highlighted financial transactions documents for swift verification during financial monitoring.

3.4 Memorandum of Understanding

- 3.4.1 All School Managements receiving the TFFG grant shall sign an Memorandum of Understanding (hereinafter referred to as MOU) with MoEHA which reflect the parties collaborative agreements on how the TFFG allocation shall be processed and outlines the important responsibilities for the use of TFFG.
- 3.4.2 A copy of the signed MOU shall be kept safely in the school and the original must be kept by MoEHA with the Finance Section and must be produced upon demand.
- 3.4.3 The MoEHA Finance Audit Team shall be in charge of keeping and maintaining a record of all Memorandums signed with the Schools on the usage of TFFG grants.

3.5 Financial Monitoring to the Utilization of Grant

- 3.5.1 The MoEHA Finance Audit Team shall be responsible for monitoring the usage of the grant on a termly basis or when the need arises from time to time.
- 3.5.3 Prudent and rigorous monitoring must be conducted with relevant information and data regarding the verification exercise shall be

thoroughly updated in the official monitoring matrix template, certifying vigilant monitoring for better grant utilization.

- 3.5.4 Monitoring matrix template shall be signed by school head, manager and the monitoring team leader certifying execution of the exercise, with agreement on financial compliance and issues that must be adhered to which is sealed with stamping using the school stamp.
- 3.5.5 Schools that have financial issues to rectify after the monitoring exercise, must adhere to the turnaround time given by MOE to avoid being reprimanded for non-compliance.
- 3.5.6 The PSEHA upon receiving all the necessary documents regarding financial misuse or abuse shall refer the case to the Fiji Police or FICAC for their intervention and continuously seek for their updates.
- 3.5.7 The PSEHA shall act on any recommendations and reports received from the Fiji Police and/or FICAC.
- 3.5.8 If the offender who has been convicted by a Court of Law is a teacher or an employee of the MoEHA, the PSEHA shall with the concurrence of the Minister terminate the officer.
- 3.5.9 Schools must ensure better utilization and management of TTFG avoiding any abuse thus ensuring better preparation and development of children's education guaranteeing and securing a competitive and competent future human resource for the nation.
- 3.5.10 Parents, guardians, members of school communities and other stakeholders shall continue to be given the privilege to voluntarily provide any further assistance in cash or kind, without any coercion or pressure or undue influence by the School, that will further boost education achievement to advance and excellent level.

4.0 Effective Date1st July, 2016

5.0 Review Date1st July, 2017

6.0 KEY SEARCH WORDS

Monitoring, Verification, Compliance, Competitive, Competent, Investment

**7.0 APPROVED BY THE HONOURABLE MINISTER FOR EDUCATION,
HERITAGE & ARTS, DR. MAHENDRA REDDY**



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SIGNATURE

01/07/16
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DATE

APPENDIX 1: Tuition Fee Free grant Allocation for Primary and Secondary Schools

A. SECONDARY SCHOOLS

The table below reflects the grants received by schools based on school roll:

SCHOOL ROLL	YEAR LEVEL	ALLOCATION PER PUPIL
0 - 100	YEAR 9 and 10	\$540.00
	YEAR 11 and 12	\$585.00
	YEAR 13	\$710.00
101 - 150	YEAR 9 and 10	\$520.00
	YEAR 11 and 12	\$565.00
	YEAR 13	\$690.00
151- 200	YEAR 9 and 10	\$500.00
	YEAR 11 and 12	\$545.00
	YEAR 13	\$670.00
201 - 400	Year 9 and 10	\$440.00
	Year 11 and 12	\$485.00
	Year 13	\$610.00
400- 1000+	Year 9 and 10	\$425.00
	Year 11 and 12	\$470.00
	Year 13	\$595.00

B. PRIMARY SCHOOLS:

- I. Each child enrolled in the Primary school will receive \$250.00 /Year and additional funding will be provided to school according to the categories outlined in the table below:

No.	Categories according to school roll	Additional funding calculated with new baseline per year. Each school to receive the baseline on top of their \$250 per child
1.	50 and Below	\$7000
2.	51-100	\$4000
3.	101-150	\$2500
4.	151-200	\$2000
5.	201 - 399	-

- II. Below is the table indicating the schools by their sizes and the amount to be reduced from their free education grants in 2015.

	Categories according to school roll	Additional funding calculated with new baseline per year. Each school to receive the baseline on top of their \$250 per child
1	400 - 499	Minus \$25.00
2	500 – 599	Minus \$30.00
3	600 – 699	Minus \$35.00
4	700 – 799	Minus \$40.00
5	800 – 899	Minus \$45.00
6	900 – 1000 +	Minus \$50.00