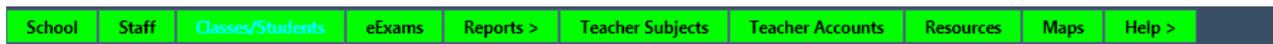
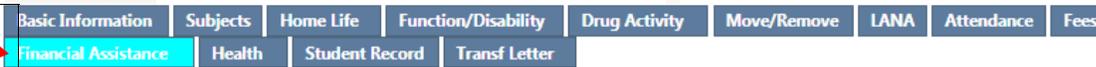


Updating Transport Subsidy Information in FEMIS

1. Click on School Login in FEMIS
2. Click **Classes/Students** to display the classes for the school year 2021
3. Click **ViewClass/StudentInf** link to open a class
4. Go to a child in the class click the link **ViewStudentInfo** to open a student detail page.
5. Click the **Financial Assistance Tab** to display the page as shown below.



Student Details For:



Click **Financial Assistance** Tab to display the Student Financial Assistance Information

Student Financial Assistance

This information is used amongst other things, to check bus fare amounts recorded by bus companies. You can run reports on school assistance from the reports menu under Students.

Please note that the ministry is reiewing the bus fare process and will use FEMIS to track bus fare on behalf of the school. You can continue to record bus fare allocations for your own reconciliation purposes. However, the ministry expects to perform this task for you by the end of 2014 using FEMIS.

USE THIS SECTION TO MANAGE NON BUS FARE FINANCIAL ASSISTANCE. No Bus Fare Below please.

Fees For School Year: 2019 Received on this date:

Enter a dollar amount given to the student: \$

Pick the Financial Assistance Type: In this Class:

Optional Donor:

Current total assistance paid to student this year: \$0.00
 This student does not have any financial assistance recorded for this year.

e-Transport cards lost by this student

Click this button to view and enter data on lost/stolen e-Transport cards:

Enter the amount the child is eligible for the different trips made to reach school from home and home from school.
Note: Do not enter \$ sign

Select the appropriate transport type

MoE BUS FARE SUBSIDY APPEARS HERE

Information below is maintained by the ministry.

From Date: 14/01/2019
 To Date: 10/05/2019

Trip 1:	0.68
Trip 2:	0.68
Trip 3:	0.00
Trip 4:	0.00
Trip 5:	0.00
Trip 6:	0.00

Enter the start/end date till when the student is eligible for transport assistance

Trip Origin: Rewa street to Suva Gra
 Transp Type:

Total Fare \$1.36
 MoE Total Fare
 Updated By: 425 Date: 7/01/2019 8:13:00 PM

The point of origin is where the child starts the journey

Stage	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6 (Rural)
Viti Levu	\$0.34	\$0.56	\$0.78	\$0.91	\$1.16	\$0.78
Vanua Levu	\$0.34	\$0.58	\$0.78	\$0.92	\$1.11	\$0.78
Taveuni	\$0.34	\$0.68	\$0.82	\$1.31	\$1.40	\$0.82

Note : School Heads are to approve the transport subsidy information entered into FEMIS

Click on **Update** to save the information

Click on **Clear** to remove the entered information

Click on the checkbox to approve and verify the information