



**MINISTRY OF MULTI-ETHNIC AFFAIRS and NATIONAL RECONCILIATION and UNITY**

11 Renwick Road, GPO BOX 18060, SUVA  
PH. 3313744 FAX: 3302926

**SCHOLARSHIP APPLICATION FORM**

(Ensure You Read the Important Notes at the Back of this Form before filling)

Write your full name on the back of a recent photograph (passport size) and staple securely here. Your application will be considered incomplete if this photograph is omitted.

**A. Course Applied For** (In order of priority)

- Priority No.1 Course \_\_\_\_\_ Institution: \_\_\_\_\_
- Priority No. 2 Course \_\_\_\_\_ Institution: \_\_\_\_\_

**B. Name of Applicant:** \_\_\_\_\_ Area: \_\_\_\_\_ District \_\_\_\_\_

2. Date of Birth \_\_\_\_\_ 3. Place of Birth \_\_\_\_\_ 4. Age \_\_\_\_\_ 5. Sex \_\_\_\_\_

6. Current residence address \_\_\_\_\_ 7. Ethnic Group \_\_\_\_\_

8. Citizenship \_\_\_\_\_ 9. Marital Status \_\_\_\_\_

10. (a) Postal Address \_\_\_\_\_

(b) Phone \_\_\_\_\_ (c) Your Contact if Different from (a) \_\_\_\_\_

**C. Applicant's Secondary Education Record**

(1) Complete the following for completed examinations. For courses/subjects currently being undertaken, state in the table below. If repeating, indicate in the appropriate column.

Fiji School Leaving Certificate Examination (Index No:.....) School			Fiji Seventh Form Examination or Foundation Course (Index No:.....) School		
Subjects Taken	Year-	Year-	Subjects Taken	Year-	Year-
English			English		
<b>Total for English &amp; 3 Best Subjects</b>			<b>Total for English &amp; 3 Best Subjects</b>		

**D. Applicant's Tertiary Education and Employment Record**

**1. Tertiary Education**

Apart from Foundation Course, specify if you are attending or have attended any tertiary institution;

- (a) Name of Institution \_\_\_\_\_
- (b) Course: \_\_\_\_\_ (c) Year \_\_\_\_\_
- (d) Details of Academic Results (Units and Grade) \_\_\_\_\_

**2. Employment- current only**

**Dates Employed**

Occupation	Name of Employer	From :	To:	Total Income Derived

**E. General Information**

1. Have you previously been offered a Government scholarship? Yes \_\_\_\_\_

- (a) If Yes, (i) Name of the Scholarship \_\_\_\_\_
- (ii) Year \_\_\_\_\_ (iii) Course \_\_\_\_\_ Institution \_\_\_\_\_
- (b) If Scholarship was terminated, (i) Year \_\_\_\_\_ (ii) Reasons for Termination \_\_\_\_\_

2. (a) Are you currently serving a Bond ? Yes/No \_\_\_\_\_ If Yes, state the expiry date \_\_\_\_\_

- (b) Was any member of the family (brother/sister) offered any scholarship at any time? (i) Yes/No \_\_\_\_\_ (ii) Year? \_\_\_\_\_
- (iii) Name of the Scholarship(e.g. MEA/PSC Cost Sharing or Loan Scheme) \_\_\_\_\_
- (iv) If PSC Loan Scheme, provide documentary evidence/ reference number \_\_\_\_\_
- (c) If Yes to (b) why should you get the award \_\_\_\_\_

**Declaration by Applicant**

I declare that, the information provided by me, is correct, true and complete in all respects, to the best of my knowledge and belief.

**F. Details of Applicant's Parents/Guardians/Spouse Income or Welfare Assistance**

1. **Father /Guardian/Spouse** (if deceased provide certified copy of death certificate)

- (a) Name \_\_\_\_\_ (b) State Father / Guardian/Spouse \_\_\_\_\_
- (c) If Guardian, is Guardian Legal (i.e. Appointed by the Court)? \_\_\_\_\_ If not please refer to instruction No. K1 in Section K
- (d) Residential Address \_\_\_\_\_ Postal if Different \_\_\_\_\_
- (e) Occupation \_\_\_\_\_ (f) Employer \_\_\_\_\_ (g)Phone \_\_\_\_\_
- (h) If Cane Farmer Specify Farm No. \_\_\_\_\_ Contract No. \_\_\_\_\_ Sector \_\_\_\_\_ Area \_\_\_\_\_
- (i) Gross Annual Income \$ \_\_\_\_\_ (j) Certified True by Employer \_\_\_\_\_ (Signature/Official Stamp)

2. **Mother/Guardian/Spouse** (if deceased provide certified copy of death certificate)

- (a) Name \_\_\_\_\_ (b) State Mother/ Guardian/Spouse \_\_\_\_\_
- (c) If Guardian, is Guardian Legal (ie Appointed by the Court)? \_\_\_\_\_ If not please refer to instruction No. K1 in Section K.
- (d) Residential Address \_\_\_\_\_ Postal if Different \_\_\_\_\_
- (e) Occupation \_\_\_\_\_ (f) Employer \_\_\_\_\_ (g)Phone \_\_\_\_\_
- (h) If Cane Farmer Specify Farm No. \_\_\_\_\_ Contract No. \_\_\_\_\_ Sector \_\_\_\_\_ Area \_\_\_\_\_
- (i) Gross Annual Income \$ \_\_\_\_\_ (j) Certified True by Employer \_\_\_\_\_ (Signature/Official Stamp)

3. **Certification by Social Welfare Officer(for Social Welfare Recipients Only)**

- (a) Name of the Recipient : \_\_\_\_\_
- (b) Reference/Recipient No.: \_\_\_\_\_ (c)Total Allowance per annum:\$ \_\_\_\_\_

\_\_\_\_\_  
Signature/Official Stamp of Social Welfare Officer

\_\_\_\_\_  
Date

4. **Combined Income**

- (a) Gross annual income of father/guardian/spouse: \$ \_\_\_\_\_
- (b) Gross annual income of mother/guardian/spouse: \$ \_\_\_\_\_
- (c) Combined gross annual income of both parents/guardians/spouse: \$ \_\_\_\_\_
- (d) Combined gross annual income of parents/guardians/spouse/welfare assistance: \$ \_\_\_\_\_

**NOTE** [ Evidence of income must be provided as stated in Section L, No. 4 item (ii) ]

**Warning:** For the purpose of this application it is an offence to hide or to not fully disclose **all** income or to declare false income. If and when discovered this will lead to legal action being taken against the offender(s).

**G. Declaration by Parent/Guardian ( To be completed if documentary evidence are unavailable)**

- 1. **Warning to Parents/Guardians/Spouse**: false declaration of information (including income) is an **offence and legal action** will be taken against those parents/guardians who do so.
- 2. **Reminder to Guardians**: Please see instruction No. K1 in Section K i.e., you must make a Statutory Declaration if you are not a legal guardian and this must be done prior to making the declaration below .

3. **Declaration**

I \_\_\_\_\_ (name of parent/guardian/spouse) of \_\_\_\_\_ (address) hereby declare that I am a Fiji Citizen, permanently residing in Fiji and that the statements made and the information provided by me in this application is correct, true and complete in all respects, to the best of my knowledge and belief .

4. Declared by the said \_\_\_\_\_  
(Name of Parent/Guardian/Spouse) } (Signature of Parent/Guardian/Spouse) \_\_\_\_\_  
Date \_\_\_\_\_

5. **Declared before me** after the warning in G1 and the declaration above were explained to the said \_\_\_\_\_  
(name of declarant) in the \_\_\_\_\_  
language and he/she appeared to fully understand the meaning of the warning and the declaration. } Signature of Justice of Peace or Commissioner of Oaths \_\_\_\_\_  
Date \_\_\_\_\_  
Official Stamp: \_\_\_\_\_



## J. Important Notes

1. An applicant is eligible to apply if he/she:
  - is a Fiji citizen permanently residing in Fiji.
  - is registered in his/her birth certificate as either an Indian or a member of the Minority Communities in Fiji.
  - is unemployed and fully supported by parents/guardians whose combined gross annual income does not exceed \$10,000.
  - has secured a placement at a local tertiary institution and for a course approved by the MEA (securing tertiary placement is the applicant's responsibility).
  - meets any other conditions imposed by the MEA.
2. Those currently serving or required to serve a Bond for utilising a Government scholarship or a Government loan are ineligible in accordance with the current MEA policy.
3. The MEA scholarship award will be granted once only for a basic/first tertiary qualification only.
4. Essentially, **only one sibling** in a family will be considered for MEA scholarship award.
5. Acceptance of another scholarship will automatically nullify the MEA award, if granted.
6. Provision, declaration, certification or endorsement of false information will not only disqualify the applicant from consideration for MEA scholarship award, it will also lead to legal action being taken against the offender(s).
7. Applicants are forewarned that it is an offence to obtain MEA scholarship through cheating, fraud or any other illegal means and will lead to termination of sponsorship.
8. The MEA Scholarship Committee's decision is final.
9. Applications must reach the **District Officer/Provincial Administrator** of the area before the advertised closing date.

## K. Instructions to the following (These instructions must be complied with compulsorily):

1. **Guardians:** Guardian means a Court-appointed legal guardian. Other guardians must sign a Statutory Declaration before a Justice of Peace or Commissioner of Oaths prior to making the Declaration in Section G3 regarding their guardianship status. The signed Statutory Declaration must be attached to the Application Form.
2. **Parents/Guardians Evicted After Land-Lease Expiry** - Such parents/guardians must attach to the Application Form the evidence of eviction **and** a Statutory Declaration signed before a Justice of Peace or a Commissioner of Oaths to the effect that they **have not been resettled**.
3. **Other Landless Parents/Guardians:** Such parents/guardians must attach to the Application Form a Statutory Declaration signed before a Justice of Peace or Commissioner of Oaths regarding their landless status.
4. **Casual Employees:** Such employees must attach to the Application Form a Statutory Declaration signed before a Justice of Peace or a Commissioner of Oaths. The Declaration must state the gross annual income derived through casual employment and that he/she has no other source of income.
5. **District Advisory Councilors:** With regard to Section H, District Advisory Councilors **must not** certify the Application Forms of applicants outside their respective constituency. However, the Chairman of District Advisory Council or the Advisory Councilor from the adjacent constituency can certify in his/her absence. They must personally hand over the Application Forms to their respective area **District Officers/Provincial Administrators** after completion of Section G. The applicants or their parents/guardians **must not** handle the Application Forms after Section G is completed.

## L. Instructions to Applicants

1. The Application Form must be typewritten or legibly hand written in ink.
2. Answer all questions honestly, correctly and completely.
3. Ensure the evidence in (K1) to (K4) [as applicable to you] is provided with the Form.
4. Ensure the following are attached to the Application Form:
  - (i) certified true copies of external examination results from secondary school and tertiary institutions; one certified true copy each of (a) full extract of your birth certificate; (b) parent's marriage certificate, (c) death certificate of parent/guardian/spouse (if applicable) and (d) evidence of parent's/spouse divorce/separation (if applicable).
  - (ii) evidence of parent's/guardian's gross annual income (e.g. wages/salary slips, pension slips, FSC P4-1 statement for sugar cane farmers, certification from sugar cane gang Sirdars for cane cutters, certification from the Social Welfare Dept. for recipients of family assistance allowance, evidence of dividend payments, evidence of interest-income, declaration of rental income, declaration of income earned from other sources such as from backyard garages or income from taxis registered in the names of taxi-permit holders.

## M. Check List

- Passport size photograph of student**
- Certified copies of examination results**
- Certified copy of students full extract birth certificate**
- Certified copy of parents marriage certificate**
- Certified copy of separation papers/adoption paper/welfare officer's report/advisory councilor's verification**
- Certified copy of death certificate[s]**
- Evidence of parents/guardians/spouse income:-**
  - **Salary wages slip (if employed)**
  - **Certifications by employers-employees etc where wages slips are not issued or are casually employed**
  - **Pension slip (if retired)**
  - **Statutory declaration for casual employment or self employment**
  - **FSC -P4-1 slip (if cane farmers/share farmers on state farms to be duly certified by Area Growers Councilor)**
  - **Statutory declaration on income from Rental, Taxi or Backyard garage**