



GOVERNMENT TUITION FEE SUBSIDY POLICY

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Special points of interest:

- NO school is to REFUSE any child in school for non-payment of any fees.
- “No schools are to charge Project fees without approval from PEB”
- Many schools missing out on GTFS due to no data.”
- Principals will be charged if they defy this government directive.

Inside this issue:

PROJECT & CHURCH AGENCY FEES	2
PAYMENT SCHEDULE	2
GTFS Eligibility Conditions	2
What can GTFS Funds be spent on:	3
ACCOUNTABILITY	4
MISMANAGEMENT OF GTFS PENALTIES	5
TFF and Reporting Structure	6

SCHOOL INFORMATION ON GTFS POLICY

The government is committed to its policy on partnership and is making education a shared responsibility between the national government, provincial governments, DDAs, parents, churches and other stakeholders. Everyone’s support for this policy is critical for the education of our children.

The Table below shows the school fee breakup. must be reported to the schools inspectors. Principals will be

SECTOR	NATIONAL EDUCATION BOARD MAXIMUM FEE LIMIT BY SECTOR (Kina)		GOVERNMENT SUBSIDY SUBSIDY (62%) (Kina)		PARENTAL CONTRIBUTION (38%) (Kina)	
	BOARDING	DAY	BOARDING	DAY	BOARDING	DAY
ELEMENTARY		110		68		42
PRIMARY		297		184		113
LOWER SECONDARY	1650	990	1025	615	625	375
UPPER SECONDARY	1749	1089	1086	676	663	413
VOCATIONAL	1430	990	888	615	542	375
FODE		110		110		0
SPECIAL ED.		200		124		76

2021 BUDGET ALLOCATION

The Government Tuition Fee Subsidy (GTFS) allocation for 2021 is **K486, 351,600**.

The two Components under the GTFS policy are;

1. The **School Operation and Functional Grant (80%)** which will be sent directly to schools and;
2. The **Commodity Component (20%)** which will be managed centrally.

GOVERNMENT AND PARENTAL CONTRIBUTION ON SCHOOL FEES

The Government will pay **62%** and parents will pay **38%** of the tuition fees.

If a provincial government assists in funding the 38% parental share, parents will now have to pay only the **project/church agency fee** if approved by the **PEB**.

NB: Private and the Approved Permitted Schools are no longer supported by the GTFS Policy.

FODE education is free in 2021 and those who wish to complete their education should enroll at the nearest FODE Centre.

SCOPE OF THE POLICY ON STUDENT ENROLMENT

The GTFS Policy covers all students enrolled in public system schools from Elementary Prep to Grade 12, Vocational, FODE and SERC. All fees charged that are not approved by the National Education Board (NEB) are deemed illegal fees imposed on parents / students.

Fees are NOT to be imposed on:

1. **Students transferring in**
2. **Entry Test Fees**
3. **Withdrawn students**
4. **New intakes and**
5. **Reinstated students.**

These students enrollments will be captured for payment the following year therefore charging fees from them is seen as double dipping and

charged if they defy this government directive.

EDUCATION IS A CHILDS RIGHT

NO school administration or governing board is to refuse any child from enrolling in a school or attending classes for non-payment of fees.

Special arrangements can be made between the parents and the school to pay the required fees over a period within the school year.

Whilst it is a child's right to education, schools also need funds to operate therefore parents are encouraged to cooperate with school boards and pay their share of the 38% parental Component

NO school is to REFUSE any child in school for non-payment of any fees.

PROJECT & CHURCH AGENCY FEES

“No schools are to charge Project fees without approval from PEB”

Project Fees

Schools are allowed to collect Project Fees in 2021 but with strict guidelines and approval from the PEB.

To charge a Project fee, a Schools must have;

1. School Learning Improvement Plan (SLIP),
2. Project Plan,
3. Scope and Budget of selected project and;
4. Show a P&C Association agreement.

The Project Fees collected must be less than 20 percent of the Maximum Fee limit per student rate set by the NEB as shown in the table .

Sector	NEB Fee Limit per Student	Maximum Project Fee Approval Limit per Student
Elementary	K110	K20
Primary/Comm	K297	K60
Secondary/PHS	K1089	K220
Vocational	K990	K200
FODE	K110/subject	K20
SERC	K200	K40

No schools are to charge project fees without approval from PEB.

Church Agency Fees

Church agency fees are to be paid by each student attending a church agency school as per the Education Act, 1983. Provincial Education Boards will set and approve the fees, but must not be above the maximum limits set below;

Elementary – K5.00

Primary – K7.00

High/Secondary and

Vocational – K10.00

Fees are NOT to be imposed on:

Students transferring in

Withdrawn students

New intakes and

Reinstated students.

PAYMENT SCHEDULE

The Government is intending to fund 25 % of its contribution before school starts and complete its share by Term 3. At the same time parents are urged

to pay their components before the end of Term 3. Parents can also pay fees in kind under arrangements with the schools. Eg. Parents can bring

garden food to the school mess than paying cash.

GTFS ELIGIBILITY CONDITIONS

Schools receive subsidy based on the following eligibility conditions;

- (i) School is registered with NDoE and has a unique code.
 - (ii) School is operating with teachers teaching on funded positions
 - (iii) Data is submitted through School Census Form to NDoE
 - (iv) School has an operating bank account with a commercial bank
- (IIV) Acquittal must submitted quarterly by schools to PDoE

approval from School Inspectors at the school and endorsed by the Provincial Education Advisor. Data should be sent through School Census Form or posted through the My School Application .

Many schools have been missing out due to no data. It is the Head Teachers duty to submit school data to DoE on an annual Basis

schools can raise additional funds to sustain themselves.

Schools have however become fully dependent on subsidies in the recent years than raising their own internal revenue. Hence, when funds are delayed and not paid on time, they run into debts.

The National Education Board (NEB) has now recommended that 10% of the annual schools budget be raised through self-reliance projects. Schools **MUST** comply with this direction in 2021 and onwards

SELF RELIANCE FOR SCHOOLS TO RAISE 10% OF ITS REVENUE

Self-reliance is strongly encouraged by the Department so

It is important that all provincial and school authorities ensure data submitted is valid and accurate with

“Many schools have been missing out due to no data.”

WHAT CAN GTFS FUNDS BE SPENT ON

A: Items the Fee Free Tuition funds can be spent on :

- ◆ Basic school supplies such as exercise books, pencils, chalk, dusters, text books, library books;
- ◆ Sporting equipment and agricultural tools;
- ◆ Boarding school food rations;
- ◆ Maintaining and repairing school infrastructure using local labor and materials, such as classrooms, toilet facilities, dormitories, library buildings, desks, tables, chairs, teachers' houses, water tanks, and other furniture and infrastructure;
- ◆ Construction of new classrooms, toilet facilities, dormitories, library buildings, desks, tables, chairs, teachers' houses and other furniture, by local contractors and suppliers;
- ◆ Construction materials;
- ◆ Local travel to the nearest bank to access the school account, and to the district and provincial education offices to get approval for using GTFS

B: Items the Fee Free Tuition funds cannot be spent on:

- ◆ Mobile phones and laptops;
- ◆ School break-up parties;
- ◆ Payments of bride price;
- ◆ Payments of compensations;
- ◆ Hire vehicles;
- ◆ Personal loans;
- ◆ Illegal funds schemes;
- ◆ Gambling;
- ◆ New or second hand vehicles (cars/trucks/tractors/buses) and motorbikes;
- ◆ Any expenditure that will not benefit the teaching and learning programs at the school.

ACCOUNTABILITY

All School heads are accountable to funds received by the school as required by the Public Finance Management Act (1995) and must maintain financial records.

I) School Boards and administrations must ensure;

1. GTFS funding is tied to the School Learning Improvement Plans (SLIP)
2. Acquittal reports are submitted to PDofE quarterly
3. A compulsory Combined Cash Book (CCB) is to be maintained as the basis for school financial audits in a year.
4. All Financial Reporting should reflect the achievement and non-achievement of approved SLIP plans.
5. Expenditure reports are presented to community and stake-

holders

“Schools failing to comply will have their schools account suspended indefinitely until acquittals are submitted by the school. “

II) Provincial authorities shall ensure;

1. Management processes and procedures are in place to control funding and expenditure in schools
2. Decentralized provinces to observe the agreed terms in the Memorandum of Agreement
3. Provincial Divisions of Education to establish processes and control measures to ensure schools spend and acquit funds as instructed by the policy guidelines, other financial instructions and **Secretary's Circular Instruction No.7 of 2018.**
4. School Inspectors must ensure that they check and go through all school

account records whilst on school visits or if there is a need.

5 District Education Implementation Committees (DEIC) are accountable to ensure that real time school data is endorsed and submitted through MyP-NGSchool Application and to correct miss-management in schools.

6.The Provincial authority working with the Provincial GTFS Coordinator must submit quarterly expenditure summary report to the GTFS Unit of the Department of Education for reporting to NEC and Parliament.

III) Parents shall ensure;

1. The tuition component of their children are paid on time to the school
2. School Boards and administration are reporting on expenditure
3. Support school in its development initiatives.
4. Hold the Head Teacher and school boards responsible to provide financial reports on expenditure of TFF funds quarterly.

“Schools failing to comply will have their schools account suspended indefinitely until acquittals are submitted by the school. “

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GOVERNMENT TUITION FEE SUBSIDY POLICY

**'FOR A BETTER
SMARTER ,
PAPUA NEW
GUINEA'**



DEPARTMENT OF
EDUCATION

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PNG

GOVERNMENT TUITION FEE SUBSIDY POLICY

MISMANAGEMENT OF GTFS AND PENALTIES

Alleged head teachers and schools boards found guilty of misappropriating GTFS funds will be penalized.

Disciplinary actions will be taken against heads of institutions and school Boards that

fail to meet the acquittal requirements. This will include referral to Police and/or other administrative disciplinary actions such as charging and suspension of School Heads and withholding GTFS grants by the Department of Education.

Funding for schools will only be released upon a submission of report by the School Inspector giving clearance to the school for payment once issues have been resolved.

ALL PUBLIC SYSTEM SCHOOLS ARE TO TAKE NOTE THAT YOUR SCHOOL ACCOUNTS WILL BE SUSPENDED DURING THE CHRISTMAS HOLIDAY PERIOD AND WILL OPEN AT THE START OF THE NEW SCHOOL YEAR.

THERE MUST BE A MAXIMUM BALANCE KEPT IN THE SCHOOL ACCOUNT TO CARRY OVER TO THE FOLLOWING YEAR.

SCHOOLS ARE THEREFORE ADVISED TO SPEND FUNDS WISELY ACCORDING TO THEIR SLIP PLANS. PROVINCIAL AUTHORITIES ARE TO ENSURE THIS IS EFFECTIVELY IMPLEMENTED.

GTFS REPORTING STRUCTURE

The GTFS Reporting Protocol, the different authorities and the frequency of reporting for GTFS annually. All implementing agencies will be required to adhere to the reporting structure and frequency annually

Report Recipient	Report by	Type of Report	Frequency	Deadlines
Parliament	Minister	Parliament Statement	Annual	March 30
NEC	Minister	NEC Information paper	Bi Annual	June 31, Dec 31
Inter - Departmental TFF SC	Secretary for Education	Administration and Financial Report	Every Quarter	March, June, September, December
NEB	Deputy Sec PCS	Administration and Financial Report	Every Quarter	March, June, September, December
TMT	TFF Secretariat	Administration and Financial Report	Every two months	Feb, Apr, June, Aug, Oct, Dec.
Heads of Schools	School Boards and PEBs	Administration and Financial Report	Each term	March, June, September, December

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