



INDEPENDENT STATE OF PAPUA NEW GUINEA

Department of Education



GOVERNMENT TUITION FEE POLICY

2022

GOVERNMENT TUITION FEE SUBSIDY POLICY

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FOREWORD BY THE MINISTER

Education is a right for all children, both boys and girls in Papua New Guinea. The Marape Government is profoundly convicted that education is a powerful tool that will transform and sustain our prosperity. We want to see quality education provided to all children irrespective of background through an affordable and sustainable policy.

The Marape Government is committed to ensure every child receives quality education under Standard Based Education with a quality Standard Based Curriculum, a 1-6-6- school structure, a robust standards assurance system and school operations with constant funding from both government and parents. The review of the Government Tuition Fee (GTF) Policy is necessitated by the effects of the global pandemic on the parents and the economy and will subsidize the full cost of education in 2022. The Government considers the plight of our remote and isolated schools in the country thus the need for an additional subsidy to mitigate transportation costs.

Papua New Guineans are naturally hard working, resilient and self-reliant. The revised GTF Policy will continue to maintain partnership between the parents, provincial governments, DDAs and stakeholders to invest in raising the quality of education in building more schools and making school managers more accountable. Accountability in schools will be strengthened with contribution by parents and subnational governments collaborate to enhance quality learning environment in schools.

I present to you the revised Government Tuition Fee Policy to sustain collaboration and partnership to better enhance quality education to all our children in Papua New Guinea. I am thankful to parents and stakeholders for their continuous partnership with the government in sharing the responsibility in the education our children in implementing this policy nationwide in 2022 onwards.

.....
HON. JIMMY UGURO, MP
MINISTER FOR EDUCATION

SECRETARY'S MESSAGE



The Government Tuition Fee (GTF) Policy of the Marape Government continues to ensure that education is still a priority for every child to be educated. The implementation of the initial Tuition Fee Free Education Policy since 2012 has resulted in over 2 million students having access to quality education. This revised policy will be sustained under partnership and collaboration from parents, education boards, agencies and school management and administrations. Our experiences in the last nine years have enabled us to strengthen and support partnership and collaboration from all stakeholders to overcome challenges in this revised policy.

The Department will ensure the GTF Policy benefits all children irrespective of geographical or situational background across our country, with interventions to improve quality and equity. The Government for the first time is considering a 10% remote schools component that will assist in transportation.

We have had challenges in implementing and monitoring this massive agenda as we remit over K4billion for over 12,000 schools each year. But we remain steadfast and aim to ensure we maximize the opportunity by considering new interventions to build and stock our schools with text materials, ensure quality training for all teachers and improve strategies to maintain accountability in our schools.

The Government takes full responsibility to pay the tuition fees for every child in 2022 in consideration to the effects of the global pandemic on parents and the economy. The partnership of the Government and parents will still be maintained as parents continue to sustain a child's other needs in school. I urge all schools to incorporate self-reliance and partnership in every School Learning and Improvement Plan.

The Government Tuition Fee Subsidy Policy Statement is in two parts. Part 1 provides the broader statements of purpose and compliance aspects. Part 2 **GTF Subsidy Implementation Guide** provides further details about the implementation and compliance process and procedures. I urge everyone, including partners to take careful responsibility for all aspects of the revised **Government Tuition Fee Subsidy Policy** and follow the procedures as prescribed in the accompanying **GTF Implementation Guide**.

Every education agency, education authority, school board, head teacher and inspector must have a copy of this Policy and the accompanying **GTF Implementation Guide** (available on our education website: www.education.gov.pg and ensure its compliance.

.....
DR. UKE N KOMBRA, PhD
SECRETARY

1. POLICY STATEMENT

The Government of Papua New Guinea shall provide tuition fee grants to all public schools registered under the National Education System for all school aged children have access to universal quality education from Preparatory to Grade 12, including students in Vocation Education and Training (VET), Flexible Open and Distance Education (FODE) and inclusive education.

2. POLICY INTENT

The Government Tuition Fee Subsidy Policy means that

1. All school aged children have subsidized tuition in elementary, primary and secondary – and access 13 years of complete education.
2. Student beneficiaries are not discriminated on grounds of economic circumstance – with equal opportunity for all.
3. All people in PNG will be educated.
4. Parents, guardians and stakeholders are engaged and take a shared responsibility for education in PNG through partnership and collaboration.

3. POLICY: INTENDED OUTCOMES

1. All children and youth have access to elementary, primary and secondary - 13 years of complete education – leading to compulsory education.
2. All people in PNG will be educated and be able to contribute to the country's development and future growth.
3. Equity is enhanced. Education is available to all children in all communities across PNG irrespective of gender, economic or geographical background.
4. Parental partnership with Government in education for every child in the national education system.

4. SCOPE OF GOVERNMENT TUITION FEE SUBSIDY

1. This policy covers all schools registered with the National Department of Education (NDoE) and applies to all Provinces and Districts in PNG. All schools must comply with this policy and the accompanying Government Subsidy Implementation Guide.
2. A tuition fee grant shall be paid by the National Government for the learning needs of students attending schools and institutions in the National Education System.
3. The schools that are registered with the Department of Education that benefit from GTFS are: (a) Preparatory/Elementary Schools, (b) Primary Schools (c) Secondary Schools (d) National High Schools, (e) Vocational Schools (f) Special Education Centres and (g) Flexible Open and Distance Education services.

5. SCHOOL FEES & COMPONENTS

5.1 GTF Components

GTF has two (2) components. The percentages indicate how much should be spent on each component from the total annual funding directly or through approved arrangements to benefit schools;

I.School Operations and Functional Grant	- 80%
II.Commodity	- 20%

I. School Operations and Functional Grant (80%)

The School Operation and Functional Grant (OFG) shall be disbursed directly to schools. Funds must be tied to the School Learning Improvement Plan (SLIP) and shall be expended on;

- (a) School operation and management
- (b) Physical development of schools
- (c) Church agency fees

II. Commodity (20%)

The Commodity component shall be the government's assistance in the provision of consumables, capital assets, and equipment and curriculum materials. This Component shall be managed by the provincial and district administrations.

III. Additional Remote Access Component (10%)

This is an additional component given to very remote and isolated schools to mitigate transportation and associated costs.

5.2 OTHER ADDITIONAL FEES

I. School Project Fee

A project fee shall be an *optional fee* and not *compulsory fee* for all schools to charge.

The Provincial Education Board shall be the only **authority** to approve project fees for schools in a province, after ensuring schools meet specific requirements as detailed in the GTF Implementation Guide.

A project fee must be up to 20% of the annual fee limit set by the National Education Board (NEB).

II. Church Agency Fees

Church agency fees shall be paid to agency schools as per the Education Act.

Each sector shall pay to their church education agency the amounts indicated below through approved arrangements;

- | | |
|-----------------------------------|-----------------|
| (a) Preparatory/Elementary | – K5 per child |
| (b) Primary | – K7 per child |
| (c) High/Secondary and Vocational | – K10 per child |

Church agencies shall be accountable on the appropriation of these funds and shall be required to provide quarterly reports on receipts and expenditures to the Provincial Education Advisor and respective Church Education Council. NDoE shall require annual expenditure reports from church education agencies.

**“NO CHILD SHALL BE DENIED HIS/HER RIGHT TO ATTEND CLASSES FOR
NONPAYMENT OF PROJECT FEES OR AGENCY FEES.”**

6. POLICY DIRECTIONS

6.1 RESPONSIBILITIES

1. The education of a child shall be a shared responsibility between the national government and parents.
2. The GTF Policy shall remain a national function. The implementation, monitoring and reporting shall be provincial and district administrative functions.
3. The GTF Policy has two components where the National Government will provide 80% of Government Tuition Fee Subsidy grants and 20% under its Commodity program. This Government assistance is to benefit all **school aged students** enrolled in public schools registered in the National Education System.
4. The Government is funding an additional 10% for very remote and isolated schools to address transportation costs.
5. Parents and guardians have a shared responsibility to pay their share of approved fees and provide additional basic requirements such as, but not limited to school uniforms, lunch, transportation, toiletries and items as required by COVID 19 protocols.

6. Provincial Governments and District Development Authorities shall assist in direct school subsidies and impact projects.
7. The School Inspectors shall approve all School Learning Improvement Plans (SLIPs), monitor school expenditure and certify quarterly acquittal reports from schools.
8. The GTF Provincial Coordinators shall ensure all schools submit their acquittals as per the School Acquittal Procedures.
9. The Provincial and Districts Procurement Committees shall ensure the Administrative Guideline and the Financial Instructions outlining the administration and management of procurement and delivery of Teaching and Learning materials for schools are implemented.

6.2 RIGHT TO EDUCATION

No child shall be refused enrolment or restricted in his/her place in a school or learning program if unable to contribute to any other form of fees.

6.3 SCHOOLS REGISTER AND ENROLMENT DATA

1. Government Tuition Fee Subsidy grants shall be paid to qualifying schools on a quarterly basis, according to the procedures and schedules in the GTFS implementation guide. Accurate real-time data is crucial.

2. The Head teacher, manager or principal shall be responsible for submitting accurate real-time data through the National School Census Forms (NCSF) or MySchoolApps (MSA) annually prescribed in the GTF Implementation Guide. Head teachers shall submit through DEIC the NCSF or upload data on the MSA by **June 30** of each year according to the process and procedures in the Implementation Guide.
3. Data submitted by schools must be authorized/uploaded by the responsible School Inspectors. Officers authorising or uploading *inaccurate data* in the NSCF or My School Application shall be referred for disciplinary action by administrations for unprofessional conduct and to police for fraud.

6.4 THE GOVERNMENT TUITION FEE IMPLEMENTATION GUIDE

The GTF Implementation Guide that accompanies this Policy is equally important and must be read, understood and complied with concurrently when implementing the GTF Policy.

7. FINANCE AND ACCOUNTABILITY

All authorities in the Provinces, Districts and Schools shall be responsible to ensure planning; budgeting and spending of the funding provided under the Government Tuition Fee and Parental Fees are managed transparently.

1. Government Tuition Fee shall be paid to qualifying schools according to the GTF Implementation Guide.

2. The Government Tuition Fee grant shall be paid into one specific Cheque Account opened with a commercial bank approved by the School Board and endorsed by the Provincial Education Advisor. This bank account must never change without the approval of the Provincial Education Advisor and **must** maintain a minimum balance of K100.00 at all times. Closure of accounts will stop banks from sending funds into school accounts.
3. Decentralised GTF provinces shall have their Operation and Functional Grants (OFG) paid into their Provincial GTF Trust Accounts. Funds shall be credited to schools based on the disbursement list sent by DoE for every payment.
4. The funding for the Commodity Component for teaching and learning materials shall be paid to the Provincial Government Operating Accounts and District Development Authority Operating Accounts for implementation by the Provincial and District Procurement Committees.
5. The GTF funds must be spent according to the Public Finance Management Act and Financial Instructions issued by the Department of Finance, Department of Education and other authorities.
6. School Inspectors shall monitor expenditure by school administrations and ensure school leaders are accountable. Where there is an abuse of funds, the School Inspector must take appropriate

actions. Failure to take any appropriate action by inspectors will hold him/her accountable.

7. Provincial Education Advisors/Directors shall approve all school expenditures. Expenditure limits for each sector is prescribed in the GTF Implementation Guide for compliance by all head teachers of institutions.

8. School management must maintain and submit financial report bi-annually for acquittal and audit purposes to parents, district education office and Provincial Education Office.

9. Provincial Education Boards (PEBs) shall establish control measures to hold schools and administrations accountable in the management and expenditure of tuition fee grants with quarterly submission of acquittals.

10. **The submission of quarterly acquittals shall now remain the fifth eligibility criteria for schools to receive tuition fee grants.**

1. GOVERNANCE AND MANAGEMENT

8.1 The Minister

The Minister for Education is responsible to the government for setting policy guidelines and ensuring the implementation of the Government Tuition Fee Subsidy policy by the Department of Education and other education authorities under the Education Act 1983.

8.2 Inter Departmental GTFS Steering Committee

The Interdepartmental Steering Committee (IDSC) provides oversight and advises the Minister and Secretary on the policy implementation and monitoring. This Committee includes Secretaries of the Departments or delegates at the Deputy Secretary level:

- i. Secretary of Department of Education; (Chairperson)
- ii. Secretary or Delegate at Deputy Level - Department of Finance;
- iii. Secretary or Delegate at Deputy Level - Department of National Planning;
- iv. Secretary or Delegate at Deputy Level - Department of Treasury
- v. Secretary or Delegate at Deputy Level - Department of PM&NEC
- vi. Deputy Secretary for Education – Policy & Corporate Services
- vii. Church Education Council Representative
- viii. Women's Representative

The Inter-Departmental Steering Committee reports to the Minister for Education via the Secretary.

8.3 The Secretary

The Secretary for the National Department of Education is responsible for the implementation of the GTF Policy.

Monitoring and evaluation of the policy is the responsibility of the Deputy Secretary, Policy and Corporate Services.

8.4 GTFS Secretariat – School Grants Unit

The Subsidy and School Grants Secretariat within DoE shall provide technical and administrative support and advice to the Secretary for Education and will assist the work of the Inter Departmental Steering Committee.

All other stakeholders' responsibilities are covered in the GTF Policy Implementation Guide.

8.5 District Education Implementation Committee

The District Education Implementation Committee shall be established in each district to ensure;

- i. Schools have a School Learning Improvement Plan (SLIP) in place
- ii. Schools spend GTF funds according to SLIP;
- iii. School data is verified and accurate to be sent to data unit.

The membership of this Committee shall include;

- i. District Education Administrator/Manager; (Chairperson)
- ii. District Education Officer
- iii. District Treasurer
- iv. District School Inspector
- v. Church Representative
- vi. Women's Representative

The administration of DEIC shall be the responsibility of the district education offices.

8.6 The Provincial and District Procurement Committees

The Provincial and District Procurement Committees shall engage reliable contractors (local SMEs) to deliver the Teaching and Learning materials to schools in a province. The processes and procedures are spelled out in the Administrative Guidelines and the Financial Instruction on the program.

8.6 The School Management Board

The school management boards shall ensure all GTF funds are tied to School Learning Improvement Plans (SLIP) as itemized in the GTF Implementation Guide. The school Boards shall be referred to as;

- i. **Board of Management** for Preparatory/Elementary, Primary schools and TVET Centres
- ii. **Board of Governors** for Provincial High and Secondary schools
- iii. and **Governing Councils** for National High Schools

2. MONITORING AND REPORTING

This Policy shall be implemented, monitored and reported on a regular basis. The mandatory reports are as follows;

Report Recipient	Report by	Type of Report	Frequency	Deadlines
Parliament	Minister	Parliament Statement	Annual	March 30
NEC	Minister	NEC Information Paper	Bi Annual	June 30, Dec 31
Inter – Departmental SC	Secretary for Education	Administration and Financial Report	Every Quarter	March, June, September, December
NEB	Deputy Secretary 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

3. RELATED REFERENCE DOCUMENTS

1. GTF Implementation Guide and Administrative Guidelines
2. Ministerial Policy Statements
3. Secretary's Circular Instructions
4. Public Finance Management Act and Financial Instructions
5. Education Act 1983

4. CONTACT AND FOR FURTHER INFORMATION

Secretary for Education

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NCD

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Attention: Executive Director School Grants Unit

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