



MINISTRY FOR EDUCATION  
AND EMPLOYMENT

# THE EXEMPTIONS BOARD

## APPLICATION FOR EXEMPTIONS FROM COURSE FEES AT STATE EDUCATION INSTITUTIONS

Registration No

### PART 1: Details of Applicant

Family Name

First Name

Male

Female

Date of Birth

Age

Place of Birth

Nationality

ID Card Number

Passport No

Passport issued by

Date of taking up  
residence in Malta:

Accompanied by family

Yes

No

Father's occupation:

Mother's occupation

Civil Status

Single

Married

Separated

Divorced

Widow/  
Widower

Brief details of applicant's income and / or financial support:

Attach documents providing proof of the applicant's financial situation.

Permanent Address Abroad:

	City	Country	Post Code
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Residence Address in Malta

Number	Street	Locality	Post Code
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Home Telephone

Mobile Number:

Email address:

### Part 2: Details of Person following the course ( if different from applicant)

FAMILY NAME

FIRST NAME

Male

Female

DATE OF BIRTH

AGE

PLACE OF BIRTH

NATIONALITY

Applicant's relationship  
to person following the course

Parent

Other

Attach a copy of any relevant certificate attesting the applicant's relation as a family member [ex. marriage and /or birth certificate (where these are registered outside Malta), etc.];

### Part 3: Course of Study

Educational Institution:

Start Year of Course:  Target Date of Completion:

Year of Course for which the exemption is being requested:

Reasons for applying for an exemption:

Details of any previously granted exemption:

### Part 4: Declaration

I confirm that the information supplied above is correct. I agree to forfeit my right to be considered for an exemption if it is found that I have supplied false information to the Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### FOR OFFICE USE

Attached copies of documents attesting applicant's claim:

Status

- identity card (front and back);
- passport and visa;
- residence permit issued by Department for Citizenship and Expatriate Affairs
- relevant certificates attesting the applicant's relationship as a family member (eg: marriage and birth certificates (where these are registered outside Malta)
- Documents regarding of the applicant's financial situation.
- Letter of acceptance from\_MCAST/ Higher Secondary /Junior College /ITS /Lifelong Learning or University ( for those who consider following courses in one of these institutions



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*The Ministry of Education collects and processes information to carry out its functions under the Education Act – Chapter 327 of the Laws of Malta. All data is collected and processed in accordance to the Data Protection Act 2001 and other subsidiary legislation.*

*Any sensitive data that is collected is required for the purposes of this application. You are not obliged to give this information if you do not wish to. However, you should be aware that, should you not provide such information, the Ministry may not be able to process this form.*

### Documents Required

Applicants are to attach with application the necessary documentation to satisfy one or more of the conditions referred to in Articles 4, 5 or 6 of the Policy on 'Exemptions From Fees At State Educational Institutions'. Applicants are to attest such claim by the relevant documents listed hereunder:

- A copy of the applicant's identity card (front and back);
- A copy of the applicant's passport and visa;
- A copy of the applicant's residence permit as issued by the Department for Citizenship and Expatriate Affairs;
- A copy of any relevant certificate attesting the applicant's relation as a family member [ex. marriage and / or birth certificate (where these are registered outside Malta), etc.];
- Documents providing proof of the applicant's financial situation.

In case of applicants who are considering into following courses at one of those institutions which are MCAST/Higher Secondary/Junior College/ITS/Lifelong Learning and University; an acceptance letter should be provided.

**The Board reserves the right to ask for other documents which are deemed necessary to consider the applicant's case.**

**Filled applications forms are to be returned to :**

**The Officer-in-Charge  
Exemption from Fees at State Educational Institutions  
Ministry for Education and Employment  
Great Siege Road  
Floriana VLT 2000**