



MINISTRY FOR EDUCATION
AND
EMPLOYMENT

APPLICATION TO THE EXEMPTIONS BOARD
EXEMPTIONS FROM FEES AT STATE EDUCATIONAL INSTITUTIONS

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| 1. Family Name, First Name: | | 2. Date of Birth: | |
| 3. Age: | 4. Sex: | 5. Place of Birth and Nationality: | |
| 6. ID Card Number: | 7. Passport No. (if 6. is not applicable): | 8. Passport issued by: | |
| 9. Permanent Address Abroad: | | | |
| 10. Residence Address in Malta, Post Code: | | | |
| 11. Email address: | | | |
| 12. Home Telephone number: | | 13. Mobile Number: | |
| 14. Date when applicant took up residence in Malta: | | | |
| 15. Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/Widower | | 16. Whether accompanied by family: <input type="checkbox"/> Separated <input type="checkbox"/> Single | |
| 17. Brief details of applicant's income and / or financial support: | | | |
| 18. Father's occupation: | | 19. Mother's occupation: | |
| 20. Educational Institution where course is being followed: | | | |
| 21. Name of person following the course (in the case of minors where name is different from 1.) | | | |
| 22. Course for which the exemption is to apply: | | | |

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|--|---------------------------------------|
| 23. Start Year of Course: | 24. Target Date of Completion: |
| 25. Year of Course for which the exemption is being requested: | |
| 26. Details of any previous exemption granted: | |
| 27. Reasons for applying for an exemption: | |
| 28. List of documents attached to confirm applicant's claim (vide back of application form): | |
| 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



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N.B. Applicant may attach additional relevant information at the back of this application form.

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;
- A copy of the applicant's passport;
- 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.]; and
- Documents providing proof of the applicant's financial situation.

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**

**POLICY ON EXEMPTIONS FROM FEES AT
STATE EDUCATIONAL INSTITUTIONS**

Ministry of Education and Employment

31st March 2010*

Last updated September 2013



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1. Applicability

1.1 This policy is to apply for exemptions from fees payable at the following educational institutions:

- (a) all Primary and Secondary State Schools;
- (b) Giovanni Curmi Higher Secondary School;
- (c) Sir Mikelang Refalo Post-Secondary Complex;
- (d) the Institute of Tourism Studies;
- (e) the Malta College of Arts, Science and Technology; and
- (f) the University of Malta (including Gian Frangisk Abela Junior College).
- (g) Schools' Information System Training Centre; and
- (h) all course programmes organized by the Directorate for Lifelong Learning.

1.2 In accordance with article 126(2) of the Education Act (Cap. 327) this policy shall apply to the following persons seeking to study at one of the educational institutions referred to in sub-article 1.1:

- (a) Persons being citizens of a Member State of the European Union or the European Economic Area, hereafter referred to as EU/EEA nationals;
- (b) Persons being family members of EU/EEA nationals as defined in the *Free Movement of European Union Nationals and their Family Members Order 2007* (LN 191 of 2007);
- (c) Persons being third-country nationals:
Provided that *third-country national* means any person not being EU/EEA national;
- (d) Persons being family members of third country nationals as defined in the *Status of Long-Term Residents (Third Country Nationals) Regulations* (LN 278 of 2006);
- (e) Persons being Maltese nationals, where local rates are usually applicable to the course of studies they wish to follow:
Provided that *local rates* shall be taken to mean any fees normally payable by Maltese citizens for courses followed within one of the educational institutions mentioned in sub-article 1.1.

2. The Exemptions Board

2.1 There shall be an 'Exemptions Board', hereafter referred to as 'the Board', which shall consider applications from the persons referred to in sub-article 1.2.

2.2 The Board shall be appointed by the Minister responsible for Education for a term not exceeding 3 years, and shall be composed of the following members:

- (a) A representative from the Ministry responsible for Education;
- (b) A representative from the University of Malta;
- (c) A representative from the Malta College of Arts, Science and Technology;
- (d) A representative from Giovanni Curmi Higher Secondary School;
- (e) A representative from one (primary or secondary school) College Board;
- (f) A representative from the Department of Citizenship and Expatriate Affairs; and
- (g) A representative of the Refugee Commissioner.

Provided that the Minister responsible for Education shall appoint the persons mentioned in sub-paragraphs (f) and (g) on the advice of the Director for Citizenship and Expatriate Affairs and the Refugee Commissioner respectively.

- 2.3 The Board shall process applications for exemptions from fees and make recommendations to the Minister on the basis of the conditions outlined in Articles 4, 5 and 6 below.
- 2.4 The quorum of the meetings of the Board shall be of four members and decisions of the Board shall be taken by a simple majority of the votes of the members present.

3. Applications for Exemptions

- 3.1. The educational institutions referred to in sub-article 1.1 shall ensure that upon application for a programme or course of study within their institution, prospective students are made to indicate whether they require an exemption or not, and that students obtain a decision as to the required exemption prior to the commencement of the programme or course of studies they have applied for:

Provided that, in exceptional circumstances accepted by the Board, and in the case where the applicant comes to qualify for an exemption under article 4 after the commencement of his/her programme or course of studies, a student may apply for an exemption following the commencement of his/her programme or course of studies.

4. Conditions for the Grant of an Exemption according to Law

- 4.1. The Board shall consider applications for exemptions from fees on the ground of any one of the following conditions being met:
- (a) The applicant is an EU/EEA national in accordance with *the Free Movement of European Union Nationals and their Family Members Order 2007 (LN 191 of 2007)*; or
 - (b) The applicant is a 'family member' of an EU/EEA national as defined in *the Free Movement of European Union Nationals and their Family Members Order 2007 (LN 191 of 2007)* and is thereby entitled to equal access to education in the same way as Maltese nationals in accordance with the same law. This comprises the following persons, even where such persons are third country nationals:
 - the spouse of such EU/EEA national;
 - the direct descendants of the EU/EEA national who are under the age of 21 who are dependants on the EU/EEA national even if over the age of 21;
 - the direct descendants of the EU/EEA's national's spouse who are under the age of 21 or who are dependants on the EU/EEA national even if over the age of 21 ;
 - the dependent direct relatives in the ascending line of the EU/EEA national; or
 - the dependent direct relatives in the ascending line of the EU/EEA national's spouse who are dependents of the EU/EEA national or his/her spouse; or
 - (c) The applicant is a family member of a Maltese national, where 'family member' is to be defined in the same manner as in paragraph (b) above; or
 - (d) The applicant is a third country national who has obtained a long-term residence permit in accordance with *the Status of Long-Term Residents (Third Country Nationals) Regulations (LN 278 of 2006)*; or
 - (e) The applicant is a 'family member' of a third country national who has obtained a long-term residence permit and is entitled to equal access to education as Maltese nationals in accordance with *the Family Reunification Regulations (LN 150 of 2007)*. This comprises the following persons, where such third country national is referred to below as 'the sponsor':
 - the sponsor's spouse;
 - the minor children of the sponsor or the spouse; or
 - the adopted minor children of the sponsor or his/her spouse including:



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Provided that such minor children must be below the age of majority set by Maltese law (18 years of age) and must not be married.

- (f) The applicant is a person, or is a minor child of a person, who has been granted refugee status in Malta in accordance with *the Refugees Act (Cap. 420 of the Laws of Malta)*; or
- (g) The applicant is a minor, or the minor child of a person, who has been granted subsidiary protection status in accordance with *the Refugees Act (Cap. 420 of the Laws of Malta)*; or
- (h) The applicant is a minor, or the minor child of a person, who is an asylum seeker in Malta in accordance with *the Reception of Asylum Seekers (Minimum Standards) Regulations (LN 320 of 2005)*; or
- (i) The applicant is a minor who is a displaced person in terms of *the Temporary Protection for Displaced Persons (Minimum Standards) Regulations (LN 131 of 2005)*.

4.2. In accordance with the laws quoted in the previous sub-article, it is the right of such persons to benefit from an exemption for the duration of the term mentioned in the same laws.

4.3. Any exemption granted under this article shall apply to non-local rates, and any fees in terms of local rates payable by Maltese citizens shall be payable by the same persons.

5. Further Conditions for the Grant of an Exemption

5.1. The Board shall also consider applications for exemptions on the ground of any one of the following conditions being met:

- (a) The applicant is an adult who has been granted subsidiary protection status in accordance with *the Refugees Act (Cap. 420 of the Laws of Malta)*; or
- (b) The applicant is an adult who is an asylum seeker in Malta in accordance with *the Reception of Asylum Seekers (Minimum Standards) Regulations (LN 320 of 2005)*; or
- (c) The applicant is an adult who is a displaced person in terms of *the Temporary Protection for Displaced Persons (Minimum Standards) Regulations (LN 131 of 2005)*; or
- (d) The applicant is a third country national whose application can be considered for reasons related to serious financial, health-related or social matters, whether such matters are personal or applicable to their family unit; or
- (e) The applicant is a deserving student originating from a foreign country being a non-EU/EEA country classified under the World Bank's lists of developing countries, low-income and low-middle-income economies, as may be updated by the World Bank from time to time; or
- (f) The applicant is a deserving student who has concrete future plans to work in a foreign country being a non-EU/EEA country classified under the World Bank's lists of developing countries, low-income and low-middle-income economies, as may be updated by the World Bank from time to time:

Provided that any exemption granted to any of the above applicants shall apply to non-local rates, and any fees in terms of local rates payable by Maltese nationals shall be payable by the same persons:

Provided further that the exemption from fees at non-local rates can be a partial one, and in such case any exemption so granted shall determine the percentage of the fees from which the applicant is to be exempt.

- 5.2. The Board shall also consider applications for exemptions from applicants who are Maltese/EU/EEA nationals who wish to be exempted from any applicable fees at local rates and whose application can be considered for reasons related to serious financial, health-related or social matters, whether such matters are personal or applicable to their family unit:

Provided that in such cases, the exemption can be a partial one, and in such case any exemption so granted shall determine the percentage of the fees from which the applicant is to be exempt.

- 5.3. Any exemption granted under this article shall be granted for the full programme or course of studies being followed by the applicant, provided that the same applicant proceeds successfully from one year to the next.
- 5.4. In the case where persons benefiting from an exemption under this article fail to proceed successfully from one year to the next, and are made to repeat a year of their studies, the Board is to re-examine such persons' case and to decide whether they should remain exempt from the payment of fees also for the year in which they are so repeating.

6. Grant of an Exemption on the Basis of a Scholarship Agreement

- 6.1. The Board shall also consider applications for exemptions from applicants who are potential candidates for a scholarship or bursary at any of the educational institutions mentioned in sub-article 1.1 as a result of an agreement between the Maltese Government and a foreign Government:

Provided that in such cases, any exemption so granted shall be in relation to the terms and conditions laid down in the said agreement.

7. Accompanying Documents

- 7.1. Upon application, any person claiming that they satisfy one or more of the conditions referred to in articles 4, 5 or 6 needs to attest such claim by means of relevant documentation in the form one or more of the following documents, as may be applicable:
- A copy of the applicant's identity card;
 - A copy of the applicant's passport;
 - 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; and
 - Any other document which the Board may deem necessary to consider the applicant's case.



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8. Applications for Exemptions relative to more than one Programme or Course of Study

- 8.1. Where a person has already benefitted from an exemption under articles 4, 5 or 6, and has completed or discontinued their studies relevant to such previous exemption, such person is to make a new application for an exemption in relation to any new programme or course of studies for which s/he requires to be exempt.

9. Coming into Force of Exemption Decisions

- 9.1. Decisions related to exemptions shall come into force once they are signed by the Minister responsible for Education in accordance with article 126 (2) of the Education Act (Cap. 327 of the Laws of Malta) upon the recommendation made to him / her by the Board.
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