



Tertiary Scholarship and Loans Board

“Building a Smarter Fiji”

STUDENT ADVISORY

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IMPORTANT DATES FOR ACADEMIC TERM 1 OF 2021 FOR EXISTING TSLB SPONSORED STUDENTS

PLEASE NOTE THE **DUE DATES** FOR THE SUBMISSION OF THE FOLLOWING FOR ACADEMIC TERM 1 OF 2021.

PARTICULARS OF APPLICATON	TSLB FORM TO BE USED	APPLICATION OPENING DATE	APPLICATION CLOSING DATE	APPLICATION PROCESSING CLOSING DATE
Change in Particulars/ Advisory Form	TSLB 04	01/12/2020	15/01/2021	19/01/2021
Deferment of Studies	TSLB 04	01/12/2020	15/01/2021	19/01/2021
Reinstatement of Studies	TSLB 04	01/12/2020	15/01/2021	19/01/2021
Extension of Awards	TSLB 04 – 01	01/12/2020	15/01/2021	19/01/2021
Change in Major(s)/Minor/ Program or Institution	TSLB 04 – 02	01/12/2020	15/01/2021	19/01/2021
NTS to TELS Switch for 1 repeat course per annum	TSLB 04-03	01/12/2020	15/01/2021	19/01/2020
Submission of New Rent Agreement	TSLB 04-02	01/12/2020	15/01/2021	19/01/2020
Upgrade of Qualification	TSLB Online Application Portal	01/12/2020	15/01/2021	19/01/2020

Important Notes:

1. All applications are to be made to TSLB using the appropriate Forms prescribed in the above table. All forms and to be downloaded ad printed from TSLB website www.tslb.com.fj.
2. No printed copies of Forms will be issued by any TSLB Offices.
3. All the requirements as stated in the respective Forms must be submitted with the application.
4. Incomplete application forms will not be received by TSLB Staff.
5. All applications are to be hand-delivered to a TSLB Office nearest to you. No emailed or faxed applications will be processed by TSLB.
6. During the peak period, TSLB may leave the application drop-box outside the TSLB offices. Any incomplete applications dropped in the box will be declined by TSLB. Applicants will not be contacted on the missing details or documents as it is your responsivity to ensure that correct form(s) and details is/are filled and all required document(s) is/are attached.
7. Applications received before 31 December, 2020 will be processed on the same day.

8. Applications received after 31 December 2020 will be processed within 3-5 working days from the date of receipt.
9. TSLB reserves the right to request for additional information and/or documents when processing the applications.
10. All late and incomplete applications will be declined by TSLB.
11. Students must work with their Higher Education Institutions directly to obtain the required documents for the application before the application closing date. TSLB will not play any role in obtaining the same for any student.
12. Students must ensure that the bank account number /M-Paisa number submitted to TSLB is active. TSLB will not take any responsibility/liability for inactive/closed accounts or lost e-ticket cards etc. Any changes to the account details must be communicated to TSLB in writing using Form TSLB 04.
13. Applications for Extension will be strictly assessed as per the eligibility criteria below. An applicant must satisfy all of the criteria to be eligible to apply for extension of TSLB sponsorship:
 - i. No more than one term of academic extension will be approved. So, if you have been approved for extension previously, you can not apply for another extension.
 - ii. Extension will only be granted if the extension is sought for the graduating term of the student. That is final term of studies to allow a student to graduate.
 - iii. Must have shown a satisfactory academic progress. That is has a GPA of 3.5/4.5 or 3.9/5.0 or above for NTS or a pass rate of 75% or more for TELS.
14. Applicants for Upgrade of Qualification must satisfy all of the following criteria to be eligible to apply:
 - i. Must have an existing Tertiary, Technical or Vocational qualification.
 - ii. The existing qualification should have been funded privately. That is not under any of the Fijian Government Scholarship or Loans Scheme.
 - iii. Students who have already attained a qualification under any Fijian Government Scholarship or Loans Scheme are not eligible to apply for TELS to upgrade their qualification.
 - iv. Must be applying to upgrade qualification in the same area of study as the existing qualification.
 - v. Must have shown satisfactory academic progress in the enrolled program. That is, must have a GPA of 2.0 or above.
15. All TSLB sponsored students under TELS must obtain prior written approval from TSLB using Form TSLB 04 before moving into any hostel facility for academic term 1 of 2021. This is also applicable to students who were approved for hostel in 2020.
16. TSLB sponsored students under TELS planning to rent/stay in hostel in Academic Term 1 of 2021 are to take note that TSLB will only approve hostel/rent allowance for students where it is necessary for them to relocate. Where classes can be attended to by the students from their home or at campuses close to their home, students must stay home and complete the academic requirements. Study Where You Live (Zoning) Policy will be strictly applied by TSLB. This is also applicable to students who were approved for hostel/rent in 2020.
17. All TELS sponsored students approved for rent allowances in 2020 must comply with the requirements stipulated under Section 18 of this advisory.
18. TSLB Sponsored students under TELS are to take note of the following requirements in relation to the submission of the Rent Agreement for Academic Term 1 of 2021:

- a. In case you are relocating to another rented property, changing from hostel to rent or rent to hostel, then it is compulsory for you to submit a new rent agreement or hostel letter.
 - b. In case you are planning to continue renting at the same property in Academic Term 1 of 2021 as you were renting at the end of 2020 then you must submit a letter from the landlord confirming this together with the receipts for the rent paid for the period August to December of 2020 from the rent allowances disbursed by TSLB for Semester 2/Trimester 3/Quarter 4 of 2020.
19. For bus fare allowances, your balance on the e-ticket card on the last day of Examination for the last academic term of 2020 would be taken as your unutilised bus fare allowance and the same will be deemed as a roll over for Academic Term 1 of 2021. The balance on your e-ticket card on the last day of Examination of your academic term of 2020 will be deducted from your total bus fare eligibility for Academic Term 1 of 2021.
20. The amount of allowances paid for Academic Term 1 of 2021 will also depend on the percentage of face to face classes for courses you are enrolled in. For example, if 60% of your classes will be face to face and 40% online, then only 60% of the bus fare entitlements would be paid. Similar ratios may be applied by TSLB for all other allowances.
21. Allowances for Term 1 of 2021 will only be paid after receipt of the enrolment reports from HEI's. It is in your best interest to enrol early.
22. All allowances will be disbursed in 2 or more batches.

For any queries/clarifications on matters not answered under our FAQ's available on our website contact us directly through our Live Online Chat Service available on our website www.tslb.com.fj between 8.00a.m to 5.00p.m from Mondays – Fridays or email us enquiries@tslb.com.fj on after hours and weekends. Students must also make reference to the handbook titled "Handbook for TSLB Sponsored Students "available on our website for all queries on matters relating to the schemes.

TSLB will not be responding to Online Chat Queries or email queries on matters for which information is already available on TSLB website or Facebook Page.

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