



# Tertiary Scholarship and Loans Board

"Building a Smarter Fiji"

TSLB 04 -04

## APPLICATION FOR PAYMENT OF INCIDENTAL AND STATIONARY ALLOWANCES TO USP BOOKSHOP FOR PURCHASE OF LAPTOP

### A. INSTRUCTIONS:

1. This form is to be only filled by TSLB sponsored students studying at USP who wish to authorize TSLB in writing to pay their incidental and stationary allowances to the USP Bookshop to purchase a laptop.
2. This is a fillable PDF form and you can type all the required particulars and use your electronic signature if you do not wish to print and fill the form and submit the same to TSLB.
3. All required documents/evidences must be attached.
4. Incomplete and late applications will not be processed by TSLB. Visit [www.tslb.com.fj](http://www.tslb.com.fj) or our Facebook Account (Tertiary Scholarship and Loans Board) for information on due dates for each academic term and year.
5. Duly completed forms must be emailed to the appropriate email address below during the duration of the COVID-19 containment period.
  - a. All USP NTS and SSSN students to email on [scholarships@tslb.com.fj](mailto:scholarships@tslb.com.fj)
  - b. All TELS USP students to email on [telsusp@tslb.com.fj](mailto:telsusp@tslb.com.fj)

### B. PERSONAL DETAILS

<b>TIN Number:</b>		<b>Student ID No:</b>	
<b>Surname:</b>		<b>First Name:</b>	
<b>Students Phone Contact:</b>		<b>Email Address:</b>	

### C. TERMS AND CONDITIONS

1. This is a non-mandatory arrangement for the TSLB sponsored students.
2. Students can voluntarily and at their free will make a decision on whether or not they wish to buy a laptop from USP bookshop under this arrangement.
3. Those who wish to at their own accord buy a laptop from USP Bookshop must fill this form and submit to TSLB as confirmation of their written authorization for TSLB to pay their incidental and stationary allowance directly to USP bookshop.
4. It is important to note that TSLB will not provide any additional funding to students to buy a laptop. Interested students will have to use their incidental and stationary allowances to do so.
5. Upon receipt of this completed form, TSLB will submit the list of students whose incidental and stationary allowances will be paid to USP Bookshop. Students can then contact USP Bookshop directly to check on the processes to complete to redeem their incidental and stationary allowances for the laptop.
6. The maximum amount payable by TSLB for the incidental and stationary allowances is \$500/semester. However, the actual amount paid by TSLB will depend on a student's eligibility for the term based on the academic load factor. For example, if the load factor is 0.75, TSLB will only pay \$375.00.
7. Students who do not wish to buy a laptop from USP will be paid their incidental and stationary allowances directly into their nominated bank/m-paisa account.

### D. APPLICANTS DECLARATION AND AUTHORISATION TO TSLB

I have also fully read and fully understood the terms and conditions of this application as stated in Part C of this form. Based on the terms and conditions which I am agreeing to, I hereby authorise TSLB to pay my incidental and stationary allowances for..... (State Semester and Year) to USP Bookshop to allow me to purchase a laptop.

<b>Applicants Name:</b>	<b>Applicants Signature:</b>	<b>Date:</b>
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### E. For Official Use Only

The application has been:                      Approved                       Rejected

**Basis of the decision/Any additional Condition(s) of approval**

**TSLB Decision Officer:** ..... **Date:** .....

### For Official Use only

**Date Entry Officer's Name:** ..... **Signature:** ..... **Date:** .....

**Data Entry Verifying Officers Name:** ..... **Signature:** ..... **Date:** .....