



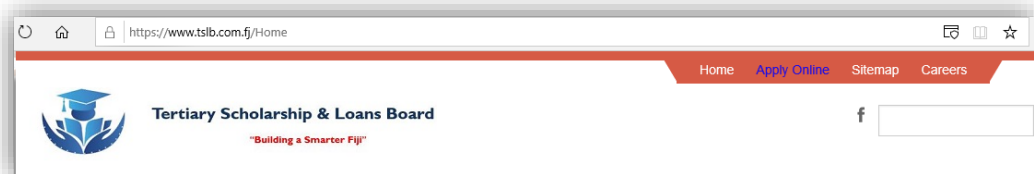
**Tertiary Scholarship & Loans Board**  
**"Building a Smarter Fiji"**

**A STEP BY STEP GUIDE ON HOW TO  
DOWNLOAD, FILL AND ULOAD THE  
TSLB OFFER LETTER AND BOND  
FORM**

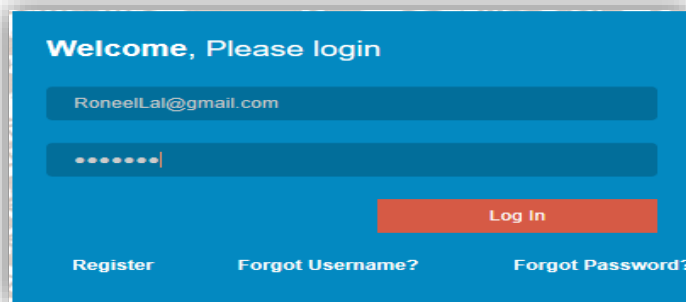
*Version 1: 20 January 2020*

# Getting Started.....

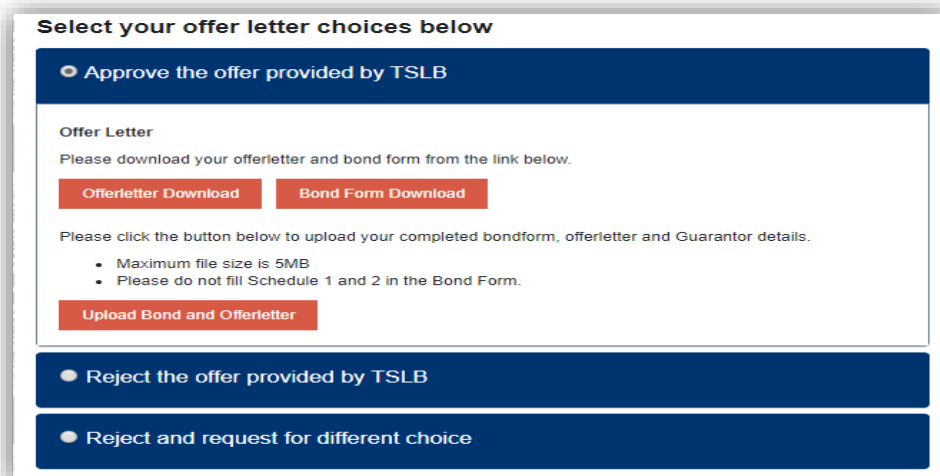
1. Visit our website at [www.tslb.com.fj](http://www.tslb.com.fj) and click on “Apply Online”.



2. Enter your Email (username) and password and Click Login



3. Once successfully logged into your TSLB profile page, check for the following being updated on your profile. This indicates that your application has been approved and that you have received the TSLB Bond Form and Offer Letter.



## How to Download the Bond Form and Offer Letter.....

1. Once on your profile page, scroll down unless you come to the following section:

Select your offer letter choices below

Approve the offer provided by TSLB

Offer Letter

Please download your offerletter and bond form from the link below.

[Offerletter Download](#) [Bond Form Download](#)

2. Click on [Offerletter Download](#) to download and review your offer letter and click on [Bond Form Download](#) to download and review your bond form.
3. After downloading and reviewing your offer letter and bond form, you have three options as follows:

1. Approve /Accept the Offer letter provided by TSLB; or
2. Reject the offer provided by TSLB; or
3. Reject and request for a different choice.

4. This is what clicking on Option 1 means:

Approve the offer provided by TSLB

5. You should only click on this option if you agree with the terms and conditions in the bond form and the offer letter and accept the same.
6. Clicking this means you accept the terms and conditions of the offer letter and bond form, including your allowance rates.
7. After clicking on this option, you need to download and print the entire offer letter and bond form.
8. After successfully printing the bond form and offer letter, fill the pages as follows:
  - **Offer Letter**
    - ✓ Last page of the document
    - ✓ Anybody who can read and under the document can witness the document.
    - ✓ Initial all the pages on the bottom right hand corner.
  - **Bond Form**
    - ✓ Fill page 1 and page 3 of the document
    - ✓ Initial all the pages of the document on the bottom right hand corner.
9. Initial all pages on the bottom right hand corner of the offer letter and the bond form as follows. Initial means the first alphabets of your first name, other name(s) and the surname. For example, if your name is Adam Smith Prasad then your initials are ASP.

**TERMS AND CONDITIONS**

1. This scholarship will be reviewed on a semi-annual basis and the award will be immediately suspended or terminated if you:

- (i) fail to meet the required GPA, which is 3.0 on a 4.0 equivalent per academic term;
- (ii) fail to maintain satisfactory academic load as per the eligibility criteria of the Higher Education Institute of your choice for each academic term within the duration of the program;
- (iii) are academically suspended/terminated by the Higher Education Institute;
- (iv) abandon your studies;
- (v) seek development for any reason including disciplinary action instituted by the Higher Education Institute;
- (vi) change your program/department/institution without the prior written approval of IIEB;
- (vii) provide false and misleading information to IIEB with the intention of gaining financial advantage;

This waiver is in no way intended during the period of scholarship that brings benefits to you or the Higher Government and it is not required to support commitments a beneficiary must in order to complete your programme.

**INITIAL HERE**

10. After initialing all the pages move to the last page of the offer letter and fill as follows:

I, .....  
I, .....**Write your full name here**.....**THE UNDERSIGNED ,HEREBY ACCEPT THE OFFER OF THE NTS SCHOLARSHIP ON THE TERMS AND CONDITIONS PRESCRIBED ABOVE AFTER THE CONTENTS HEREOF WERE FIRST EXPLAINED TO ME IN THE ENGLISH LANGUAGE AND I APPEARED FULLY TO UNDERSTAND THE MEANING AND EFFECT OF THE SAME.**

**Put your signature here** ..... **Date:** .....**Write the Date of signing here**

**Signature of Student**

**Student ID N** .....**Write your University Student ID Number here**.....**Tax Identification Number:** .....**Write your TIN No. Here**

Name of Witness: .....**Write the witnesses name here**.....  
[To be witnessed by an Independent Witness]

Signature of Witness: .....**Witness to sign here**

11. The witness can be any person who can read and understand the document and confirm that he/she witnessed you signing the offer letter.

12. After filling and the signing of the offer letter, fill and sign the bond form and initial all pages.

13. On Page 1 of the bond form, fill as follows:

SIGNED, SEALED and DELIVERED by

the said .....**Write your Name**.....**Put your signature here**

this.....**Date**.....**Month**.....20.....**Write Year**.....  
(Obligor)

14. After completing Page 1 move to Page 3 of the bond form and fill as per the illustration below:

The illustration shows a section of a bond form. On the left, the text reads: "SIGNED, SEALED and DELIVERED by the" followed by a vertical line and a blue box labeled "Write your Name". Below this is "said .....". Further down, it says "this ..... Date ...day of Month 20 Write 19 ...." followed by "after the contents hereof were first explained to him/her" and "in the English language and he/she appeared fully to understand the meaning and effect of the same". Brackets on the right side of this text indicate where a signature and thumbprint should be placed. On the right side of the form, there is a box labeled "PUT YOUR LEFT THUMPPRINT HERE" and a blue box labeled "Put your signature here". Below the signature box is a dotted line and the label "[Obligor's Signature]".

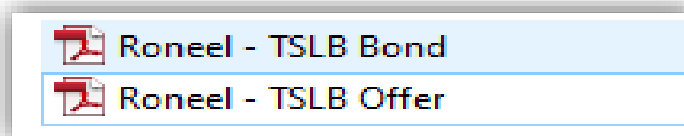
15. **EXPECT FOR NTS OVERSEAS SCHOLARSHIP RECIPIENTS, DO NOT FILL ANYTHING IN SCHEDULE 1 AND 2 OF THE BOND FORM.**

16. **ONLY NTS overseas scholarship recipients are required to fill Schedule 2 and provide 2 guarantors.**

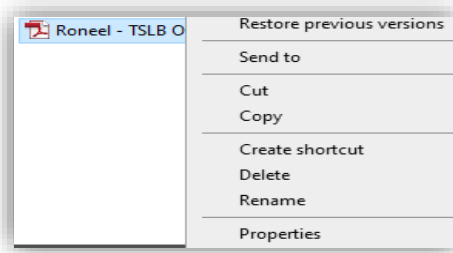
17. After completing the above you need to scan the entire document in a single pdf file and the file size should be less than 5MB in size.

18. **Scan and save the Bond form and offer letter separately. DO NOT SCAN THESE DOCUMENTS TOGETHER.**

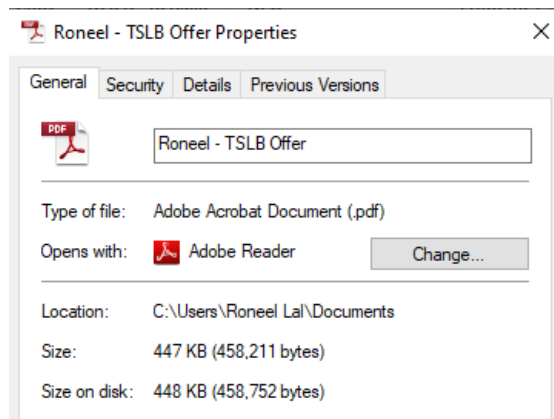
19. The documents could be named as below (Use for First Name) to properly locate the document and save it either on your desktop or USB.



20. To check the file size of both the documents, select the document and right click on the document and click on properties:



21. The following will appear and the size should be less than 5MB each for the bond form and offer letter. If both the document is less than 5MB you are ready to upload and if it is more than 5MB than rescan the documents in lower resolution.



22. To upload the documents, click on Upload Bond and Offer letter

Please click the button below to upload your completed bondform, offerletter and Guarantor details.

- Maximum file size is 5MB
- Please do not fill Schedule 1 and 2 in the Bond Form.

[Upload Bond and Offerletter](#)

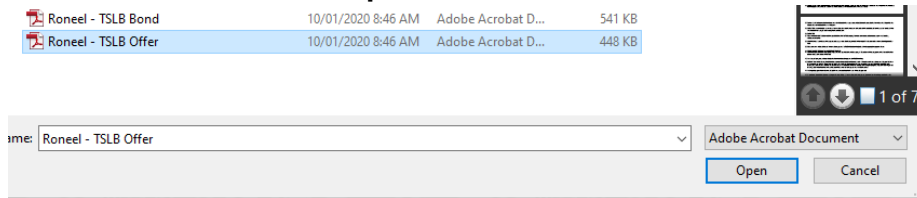
23. The Bond Form and Offer Letter uploading page will open as below:

**Please upload completed bond form and offer letter.**

Offerletter:  No file chosen      Bond form:  No file chosen

**24. To upload offer letter**

- ✓ click on chose file
- ✓ locate and select the document
- ✓ click open
- ✓ the document will be uploaded.

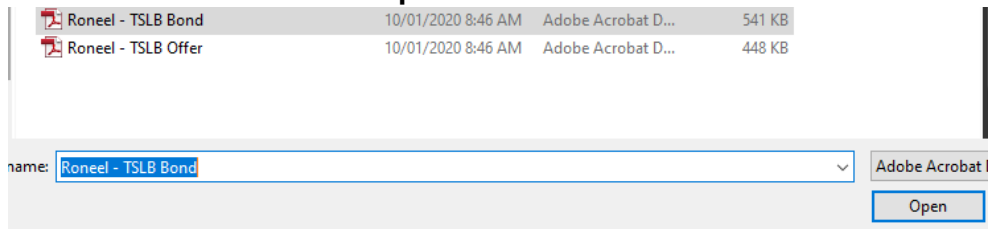


**Please upload completed bond form and offer letter.**

Offerletter:  Roneel - TSLB Offer.pdf      Bond form:  No file chosen

**25. To upload Bond Form**

- ✓ click on chose file
- ✓ locate and select the document
- ✓ click open
- ✓ the document will be uploaded.





**Please upload completed bond form and offer letter.**

Offerletter:  Roneel - TSLB Offer.pdf    Bond form:  Roneel - TSLB Bond.pdf

## 26. Once the document is successfully upload click on Upload button

**Please upload completed bond form and offer letter.**

Offerletter:  Roneel - TSLB Offer.pdf    Bond form:  Roneel - TSLB Bond.pdf

 Upload

## 27. You need to wait for few second for the document to be successfully uploaded and then click on “OK”

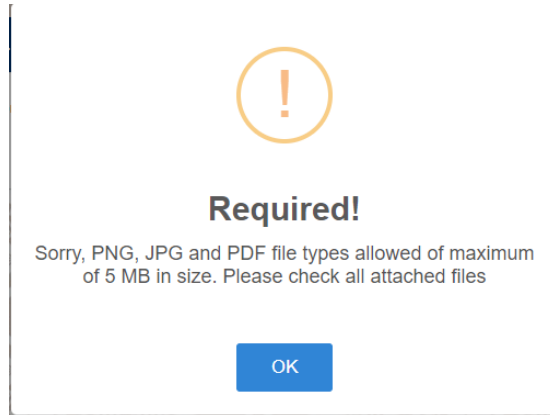


**Upload Successful**

## 28. In cases you have uploaded the wrong/incomplete document, either the bond form or offer letter you need to restart from step number 18 above. Both the document needs to be simultaneously uploaded together for a successful upload. And if your update by uploading only the single document the following error will be received.

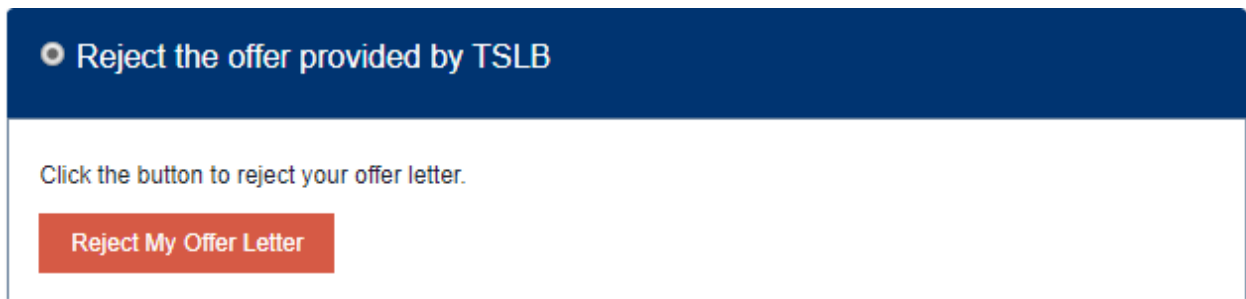
### **Required!**

Sorry, PNG, JPG and PDF file types allowed of maximum of 5 MB in size. Please check all attached files. And if you are reuploading the correct document then you must upload both the document simultaneously for a successful upload.



## Option 2: Reject the offer provided by TSLB

29. You should only click on this option if you do not wish to accept the offer. Clicking this means you are totally rejecting the offer and do not wish to benefit from the scheme or offer to you.



30. For example, if you have been offered NTS and you click on this button, this means you are rejecting the NTS Scholarship totally. That is, you do not want to be an NTS Scholarship awardee.

31. Once you have rejected the bond form and offer letter, you cannot reapply for NTS. However, you can reapply for TELS.

## Option 3: Reject and request for different choice

32. You should only click on this option if you wish to accept the offer but with changes to either the program/institution or request for allowances (TELS students only) or both (TELS Students only).

## Reject and request for different choice

Please click the button below to add your alternate choice.

Add / View Alternate Choice

View / Change Scheme

33. To change the program that is offered by TSLB with a different program you need to Select Add/View Alternate Choice.

34. Once you click on the button the following page will appear where you have to:

- ✓ Select the institution
- ✓ Select the Qualification
- ✓ Select Program
- ✓ Select Major or Minor if it is a non-prescribed program
- ✓ Select campus
- ✓ Click on add choice 1
- ✓ Upload the new offer letter
- ✓ And click Save Alternate Choice

35. After clicking the Save Alternate Choice the application will move back to processing and then new offer letter and bond form will be issued to you again.

Add Alternate Choice

Programme of Study

TELS New Choices

Choice 1:

Institution: The University of the South Pacific      Qualification: Degree      Programme: BACHELOR OF SCIENCE

1st Major: COMPUTING SCIENCE      2nd Major: INFORMATION SYSTEMS      Minor:      Campus: Laucala

University Offer Letter:  offer.pdf

Note: File should be in PDF or JPG or PNG format and should be less than 5MB in size

36. To change the allowance that is offered by TSLB you need to Select View / Change Scheme.

37. Once you click on the button the following page will appear where you have to:

- ✓ Specify Schemes you are applying for
- ✓ Select the Allowances Applied for
- ✓ Enter m-paisa or bank details
- ✓ Enter the preferred allowance amount
- ✓ Upload all the required documents
- ✓ Click on add choice 1
- ✓ And click Save

38. After clicking the Save the application will move back to processing and then new offer letter and bond form will be issued to you again with new approved allowance.

**Scheme Applying For**

Specify Schemes Applied For

TELS Tuition Only  
 TELS Tuition and Accomodation Support Scheme  
 Accomodation Support Scheme Only

For Accomodation Support Scheme fill the following:

Allowances Applied for:

MPaisa No.:   
Example: 9221854. Number should belong to Vodafone Fiji Network only

Bank Name:

Bank Account No.:

Bank Statement:

Particulars	Amount	Documents
Rent Per Month	<input type="text" value="0"/> <small>(Note : This is monthly rental)</small>	<input type="button" value="Browse file"/> Signed and FRCA Stamped Landlord and Tenancy Agreement and evidence of Residence (Water bill, etc) is submitted or Hostel confirmation letter.
Food Per Week	<input type="text" value="50"/>	
Incidental and Stationary per annum	<input type="text" value="1000"/>	
Bus Fare per week	<input type="text" value="25"/>	<input type="button" value="Browse file"/> <input type="button" value="View File"/> Evidence of residential address during the tenure of studies
E-Ticket Card No.	<input type="text" value="1993709493"/> <input type="text" value="6"/>	

(Note : For allowances preference will be given to students from rural and maritime zones and who are studying out of their district)

**39. In case you are rejecting a NTS offer with request for change, please note the following very carefully to avoid missing out on the scholarship:**

- **Your application will go back in the queue for processing;**
- **Your application will be ranked as “Alternate Choice”**
- **Your application will only be processed after all students who had state the program of your alternate choice as their first, second or third choices.**
- **Your application will fall in the 4<sup>th</sup> level priority list for re-processing.**
- **In case the category quota is filled from other applicant’s 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices, you will miss out on the NTS Scholarship and approved for TELS.**
- **Requesting for change from one category of award to another is strictly prohibited and the same will be rejected/declined by TSLB.**

**40. Once you receive your final provisional TSLB offer letter and bond form, and have accepted the same by clicking “Approve the Offer letter by TSLB” download, print, fill and sign the appropriate pages and scan and upload as demonstrated for Option 1.**

## **WHAT HAPPENS AFTER YOU HAVE UPLOADED YOUR SIGNED BOND FORM AND OFFER LETTER?**

**41. Once you have uploaded your completed and signed offer letter and bond form, TSLB will carry out the assessment.**

**42. Upon assessment of your signed offer letter and bond if the documents are in order you will receive another email to indicate that your award has been confirmed.**

**43. Your application status on your landing page will change from “Processing” to “Approved”.**

- 44. Log into your online application and download and print your confirmation letter from your profile page. This will be uploaded by TSLB at the same place where you downloaded your offer letter and bond form from.**
- 45. Once this is done, your application processing is completed and there is no need for you to come to TSLB in relation to your application matters.**
- 46. Start your classes at the institutions of your choice and TSLB will pay the allowances in the nominated bank account/m-paisa number and bus fare (TELS) in your E-ticket Card Number and Tuition directly to the Institution.**
- 47. In case your University requires, provide a copy of your TSLB conformation letter to the Finance Team of your University.**

**For all queries/enquiries on this matter email  
on [it@tslb.com.fj](mailto:it@tslb.com.fj)**