



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

**A STEP BY STEP STUDENT'S GUIDE ON HOW  
ALLOWANCES FOR ACADEMIC TERM 1 OF  
2020 WILL BE CALCULATED AND PAID**

***Dated: 03/02/2020***

1. TSLB has started paying the first batch of allowances for Semester 1,2020 progressively from Friday 31 January 2020.
2. This process of paying the first batch of allowances will continue till the end of week 4 of classes.
3. Payment of allowances will be subject to receipt of the student's enrollment reports from the respective Higher Education Institutions. In case your allowance is not paid, it means that your enrollment reports are yet to be received by TSLB.
4. All enrollment reports received from the Higher Education Institutions will be made available on the TSLB website [www.tslb.com.fj](http://www.tslb.com.fj) under Student Notices. Students must check for their details of enrollments in these lists. Students whose details appears in the lists, should be paid part of their allowances (unless the students have enrolled for the non-qualifying courses/units only). This will ensure greater transparency and accountability in the process.
5. The plan of payments by TSLB is as follows for those HEI's whose classes commences from 03 February 2020:

| WEEK NO | DATE OF STUDENT ENROLLMENTS AT THEIR RESPECTIVE HEI'S  | DATE ENROLLMENT REPORT RECEIVED BY TSLB | PLANNED DATE PAYMENT OF TSLB |
|---------|--|---|------------------------------|
| 1       | Till 5.00p.m Monday 27/01/2020   | Tuesday 28/01/2020                      | Friday 31/01/2020            |
| 2       | After 5.00p.m on 27/01/2020 till 5.00p.m on Monday 03/02/2020  | Tuesday 04/02/2020                      | Friday 07/02/2020            |
| 3       | After 5.00p.m on 03/02/2020 till 5.00p.m on Monday 10/02/2020  | Tuesday 11/02/2020                      | Friday 14/02/2020            |
| 4       | After 5.00p.m on 10/02/2020 till 5.00p.m on Monday 17/02/2020  | Tuesday 18/11/2020                      | Friday 21/02/2020            |
| 5       | Any one enrolling after 17/02/2020 will be paid in week 7 of lectures  |   |                              |
| 6       | The final batch allowances (Including those students enrolling after 17/02 and any adjustments to the Batches 1-4 allowances will be paid by TSLB. No further payments for Academic Term 1 of 2020 will be made by TLB after this. |   |                              |

6. Allowances will only be paid out on Fridays and on no other days.
7. Part payment does not necessary means the first 50% of the allowances will be paid. It may also amount to less than 50% of the full allowances. This is due to the fact that adjustments to the enrollments will be an ongoing process till around week 3 of lectures at some HEI's.
8. Payments by TSLB to your nominated bank account on Fridays would be deposited to your bank account as per the banks posting days. It may or may not be received on the same day.
9. The number of weeks used to calculate allowances for Academic Term of 2020 are as follows:
  - **Semester based students – 22 weeks** except for hostel students where hostel payments will be for 18 weeks only.

- **Trimester based students-16 weeks.**
- **Quarter based students – 9 weeks.**

- All allowances (including hostel and meals) will be paid on pro-rata based on your academic load. You must be enrolled for a full academic load for the term to be eligible for 100% of the allowances.
- TSLB will not give approval to any student to add/drop any courses after week 3 of lectures.
- Any changes to your enrollments (addition or withdrawal from courses) after the first batch allowance has been paid will result in allowances being adjusted in the final batch payment for Academic Term 1.
- You are to ensure that your bank account number/M-Paisa number and E-Ticket Card number submitted to TSLB remains active. TSLB will take no responsibility for any funds transferred to inactive/closed accounts or any delays in allowance payments due to lost cards or inactive accounts.
- For Bus Fare allowance, you will be only paid the difference between your maximum eligibility for Semester 2 less your unused balance on the last day of Semester 2, examinations. For example, if you were paid \$660 in Semester 2, 2020 and on the last day of your Semester 1 Examinations your card has an unused fund of \$200, for Semester 1 2020 you will be paid only \$460.00 and not \$660.00, utilizing the unused funds of \$200.
- Any evidence of abuse of the bus fare allowance will result in the termination of the bus fare allowance or even TELS without notice and the matter will be referred to appropriate authorities for investigations.
- For speedy payment of allowances, TSLB is encouraging students to register for M-Paisa and submit the M-Paisa number to TSLB.
- The following formula will be used to calculate the allowances for Academic Term 1 of 2020:

### ALLOWANCE CALCULATION FOR NTS STUDENTS

| <b>Component</b>               | <b>Semester Based</b>    | <b>Trimester Based</b>   |
|--------------------------------|--------------------------|--------------------------|
| Book (Max)                     | 500                      | 333.33                   |
| Incidental (Max)               | 500                      | 333.33                   |
| Accommodation and Meals (Max)  | 2400                     | 2000                     |
| Maximum Eligibility <b>(A)</b> | 3400                     | 2666.66                  |
| No: of Eligible Courses        | XXX                      | XXX                      |
| Term Full Load **              | YYY                      | YYY                      |
| Academic Load <b>(B)</b>       | XXX /YYY                 | XXX /YYY                 |
| Total Payable                  | <b>A multiplied by B</b> | <b>A multiplied by B</b> |
|                                |                          |                          |

## ALLOWANCE CALCULATION FOR TELS STUDENTS

| Component                                | Description  | Payable for Term 1 of 2020 |
|--|--|----------------------------|
| Rent Per Week <b>(A)</b>                 | Your approved rent per month divided by 4                          | AA                         |
| Bus Fare Per Week <b>(B)</b>             | Approved rate as per your confirmation letter                      | AA                         |
| Food Per Week <b>(C)</b>                 | Approved rate as per your confirmation letter                      | AA                         |
| Total Per Week <b>(D=A+B+C)</b>          | Sum of A, B and C  | AAAA                       |
| No: of Weeks in Academic Term <b>(E)</b> | As per No: 9 of this guideline                                     | XX                         |
| Eligibility <b>(F)</b>                   | Multiple D by E  | <b>F=D*E</b>               |
| Incidental Allowance Per Term <b>(G)</b> | Approved rate as per your confirmation letter                      | AA                         |
| Total Eligibility <b>(H)</b>             | F +G   | <b>H= F+G</b>              |
| No: of Eligible Courses                  | Refer notes 18 to 22 below   | XX                         |
| Term Full Load **                        | Refer notes 18 to 22 below   | YYY                        |
| Academic Load <b>(I)</b>                 | Refer notes 18 to 22 below   | XX /YYY                    |
| Total Payable on Load <b>(J)</b>         |  | <b>J= H*I</b>              |
| Less Balance on E-Ticket Card            | Balance in the card on the last day of Final academic term of 2019 |                            |

18. Allowances for each academic term will be calculated based on the academic load.

19. An academic load is defined as the number of allowance eligible courses a student is enrolled for in a term divided by the total number of courses the student is required to enroll in as a full-time student.

20. The following are not included as eligible course(s) for the purpose of calculating the allowance payable eligible course(s):

- Repeat courses failed before 01 August 2017 under any Fijian Government Scheme;
- More than one repeat course(s) per annum for courses failed after 01 August 2017;
- Foundation courses which are not part of the student's TSLB approved program; and
- Any courses which are not part of the TSLB approved program e.g. Free Courses offered by HEI's (e.g UU100 A at USP), Professional Accreditation courses e.g FIA Courses).

21. A study load of less than 50% of the full load in an academic term is deemed to be a part-time load and may lead to the termination of the award and or payment of the allowances on a pro-rata basis.

22. Students who fail to register for full academic load will be paid allowances on a pro-rata basis.

23. TSLB reserves the right to pay your allowance in one or more batches. For example, 50% before the mid-term break and 50% after the break.

**24. Working Example on how allowances are calculated:**

1. Suppose student A studies at Institution XYZ for Semester 1, 2020.
2. The required academic load for a Semester is 4 courses.
3. Student A enrolls in 3 courses only and none are repeat/foundation courses.
4. For Semester 1 allowances are paid for 22 weeks.
5. Student A's allowances for the Semester will be calculated as follows:
  - Academic Load= No: Courses Enrolled- No. First Repeat Units (Failed before 1 August 2017)  
= 3-0=3
  - Academic Load Factor = No: Courses enrolled/Required Academic Load  
=  $\frac{3}{4}$ =0.75
  - Suppose the students unutilized bus fare as at the end of Semester 1 (last day of final exams was \$200).
  - Semester 1, 2020 Allowances assuming that Student A has applied for maximum rate of allowance will be calculated as follows:

| Particulars                      | Rent       | Food     | Bus Fare | Stationery and Incidental |
|----------------------------------|------------|----------|----------|---------------------------|
| Rate (A)                         | \$62.50    | \$50.00  | \$30.00  | \$500                     |
| No: Weeks(B)                     | 22         | 22       | 22       |                           |
| Total Allowance(C=A*B)           | \$1,375.00 | \$1,100  | \$660    | \$500                     |
| Load Factor (D)                  | 0.75       | 0.75     | 0.75     | 0.75                      |
| Semester 2 Eligibility (E=C*D)   | \$1,031.25 | \$825.00 | \$495.00 | \$375.00                  |
| Less Balance From T3(Bus fare)   |            |          | \$200.00 |                           |
| Trimester 2 Payments Eligibility | \$1,031.25 | \$825.00 | \$295.00 | \$375.00                  |
| Total Eligibility                | \$2,526.25 |          |          |                           |

25. In case as student has not been paid the allowances, it may be due to one or more than one of the following cases:

- I. New students who are yet to receive offer letter from the institutions;
- II. New students who have not yet received their confirmation letter from TSLB since they have not yet uploaded/correctly uploaded the signed bond form and offer letter;
- III. New students who have received their confirmation letter after the enrollment reports have been received from the HEI's. They will be paid on Friday the following week;
- IV. New and Existing students who enrolled after the enrollment reports for the week has been submitted by the HEI's. this week. They will be paid on Friday the following week;

- V. New and Existing students who are yet to enroll or have enrolled but the name has not been included in the enrollment report submitted by the HEI's. They will be paid once their enrollment reports are received;
- VI. Existing students whose sponsored period has ended but they have not applied for an extension of the award.
- VII. Existing students who did not study last term and have not notified TSLB that they have resumed classes;
- VIII. Students who are only enrolled in the repeat courses which TSLB does not fund.

26. In case a student has not received the allowances, they must contact the following officers at TSLB. Remember emails sent to any other email addresses will not be responded to:

|   |
|---|
| <b>All Scholarship Students</b>   |
| Email Address: <a href="mailto:scholarships@tslb.com.fj">scholarships@tslb.com.fj</a>                                   |
| <b>All USP Laucala, Alafua and Apia Campus Students</b>   |
| Email Address: <a href="mailto:telsusp@tslb.com.fj">telsusp@tslb.com.fj</a>   |
| <b>All USP Labasa Campus Students</b>   |
| Email Address: <a href="mailto:tslbnorth2@tslb.com.fj">tslbnorth2@tslb.com.fj</a>                                       |
| <b>All USP Lautoka Campus Students</b>  |
| Email Address: <a href="mailto:tslbwest@tslb.com.fj">tslbwest@tslb.com.fj</a>   |
| <b>All UOF Saweni Campus Students, Fulton College and all Technical Colleges based in the Western Division</b>          |
| Email Address: <a href="mailto:tslbwest@tslb.com.fj">tslbwest@tslb.com.fj</a>   |
| <b>All FNU Samabula, Koronivia, Pacifica, Tamavua, Nasese, Nabua and Nasinu Campus TELS Students</b>                    |
| Email Address: <a href="mailto:telsfnu@tslb.com.fj">telsfnu@tslb.com.fj</a>   |
| <b>All FNU Labasa Campus Students</b>   |
| Email Address: <a href="mailto:tslbnorth@tslb.com.fj">tslbnorth@tslb.com.fj</a>   |
| <b>All FNU Ba, Namaka and Natabua Campus Students</b>   |
| Email Address: <a href="mailto:tslbwest1@tslb.com.fj">tslbwest1@tslb.com.fj</a>   |
| <b>All Sangam Nursing Students</b>  |
| Email Address: <a href="mailto:tslbnorth1@tslb.com.fj">tslbnorth1@tslb.com.fj</a>                                       |
| <b>All UOF Samabula Campus, Technical Colleges Central/Eastern Division, Pilot Training and Corpus Christi Students</b> |
| Email Address: <a href="mailto:telsheis@tslb.com.fj">telsheis@tslb.com.fj</a>   |

27. In all email queries regarding allowances, the student must provide the following information to the TSLB Staff assigned for each HEI and campus:

|                         |  |                         |  |
|-------------------------|--|-------------------------|--|
| Name                    |  | Student ID NO:          |  |
| TIN                     |  | Scheme Name             |  |
| HEI Name                |  | Campus                  |  |
| Mobile Number           |  |                         |  |
| Award Commencement Year |  | Award Commencement Term |  |
| Award End Year          |  | Award End Term          |  |

|   |                      |                     |  |
|---|----------------------|---------------------|--|
| Allowances applied for<br>(Specify Components<br>and Rates) | Food per week        |                     |  |
|   | Bus Fare per week    |                     |  |
|   | Rent per month       |                     |  |
|   | Hostel room only     |                     |  |
|   | Incidental per annum |                     |  |
| Bank Name   |                      | Bank Account Number |  |
| E-Ticket Card No:   |                      | M-paisa Number      |  |

28. To check on the details of the allowances paid, students are required to login to their FRCS account and check on the breakdown of allowances paid in terms of food, bus fare, incidental etc. To view your allowance details, follow the following steps:

- i. Visit FRCS website [www.frcs.org.fj](http://www.frcs.org.fj)
- ii. Click on Our Portals and select **“StudentInfo”**
- iii. Click on Register and enter your TIN Number, valid email address, Expiry Date for Joint Card and create your Password
- iv. Click on Register and an email notification will be sent to your email
- v. Follow the link in email to activate your account by entering your TIN number and password created while registering
- vi. Every time you wish to view your payment details, use your TIN Number and Password to login.

29. TSLB will not be emailing the breakdown of allowances to students as the same can be accessed online by logging into the FRCS account.

30. All NTS students will be paid the accommodation and meals allowances in their nominated bank account/M-Paisa number. In case you are studying in the hostel, you need to use this to pay for your accommodation and meals. TSLB will not make a separate payment for hostel and meals.

31. TSLB will only disclose information about any student (personal details, allowance details, results etc) to the TSLB sponsored student only.

32. No information about any student will be disclosed to any other person in any circumstances unless any statute requires for the information to be disclosed.