



Tertiary Scholarship and Loans Board

“Building a Smarter Fiji”

CCTC STUDENT ADVISORY – SEMESTER 2 2020

Advisory No	: 11/2020	Phone	: 8921240
Date	: 03/07/2020	Email	: enquiries@tslb.com.fj

Corpus Christi Teachers College (“CCTC”) has notified TSLB of the commencement date for Lectures for Semester 2 of 2020 to be effective from 14 September 2020:

Based on the above commencement dates submitted by CCTC, all TSLB sponsored students are to take note of the following important TSLB dues dates for the applications for Semester 2 of 2020 as stated in the table below:

PARTICULARS OF APPLICATON	TSLB FORM TO BE USED	CLOSING DATE
New Applications for TELS	TSLB Online Application	11/09/2020
Change in Particulars/ Advisory Form	TSLB 04	18/09/2020
Deferment of Studies	TSLB 04	11/09/2020
Reinstatement of Studies	TSLB 04	11/09/2020
Extension of Awards	TSLB 04-01	11/09/2020
Upgrade of Qualification up to first Bachelor’s Degree	Online Application as TELS for Existing Students	11/09/2020
Change in Major(s)/ Minor/ Program or Institution	TSLB 04-02	11/09/2020
Upload of signed Bond Forms and offer letters for Confirmation and sponsorship.	Bond Form, Offer Letter, Confirmation Letter	18/09/2020

In addition to the advice to TSLB on the commencement dates for Semester 2 of 2020, CCTC has now also advised TSLB on the mode of teaching and learning for Semester 2 of 2020. It is important for the TSLB sponsored students under TELS to note that based on the advice received from CCTC on this matter, TSLB will assess the allowance eligibility for these terms.

Based on the advice from CCTC to TSLB on the mode of teaching and the fact that we are now operating under the New Normal due to COVID-19, allowances to all TSLB sponsored students from Semester 2 of 2020 would now be paid on a monthly basis.

The schedule of allowance payment dates for Semester 2 of 2020 on a monthly basis is as follows:

Batch No	Estimate Payment	No. of Weeks
1	Lecture Week 1	4
2	Lecture Week 5	4
3	Lecture Week 9	4
4	Lecture Week 13	4
		16

Allowances for all TELS students will be calculated for full academic duration based on the academic load, number of weeks of classes, eligible allowances and the rates, divided by the number of weeks in the academic term and then multiplied by the number of weeks of allowance payable as per above schedule for each batch payment.

For example, if a student's total allowance for Semester 2, 2020 is calculated as \$2500 for 16 weeks, then batch 1 allowance will be calculated as $(2500/16) * 4 = \$625$. Batch 2, 3 and 4 will be calculated in the same way and another \$625 will be paid in Batches 2, 3 and 4. In total, the student will be paid \$2500 in 4 batches as per his/her total eligibility for Semester 2.

The following important matters are also relevant for all TSLB funded students to take note:

1. Applications received after the due dates will be processed for the next academic term. TSLB will not be processing any late applications.
2. Incomplete applications will not be considered. Students must ensure that they liaise with CCTC early and obtain documents such as audit certificates, cross credits, offer letter etc. before the TSLB application closing dates.
3. Due to the COVID 19 Pandemic and physical distancing requirements, students are required to email their applications (except for New TELS Applications) to customerservices@tslb.com.fj.
4. All students who have received an offer letter by CCTC to commence studies from Semester 2 or Existing Students who wish to apply for TELS for Semester 2 of 2020 must apply using the Online Application Portal available on TSLB website www.tslb.com.fj. For any issues on the online application, email on it@tslb.com.fj.
5. Allowance payment dates as per the above schedule will depend on the timely receipt of the enrolment reports from CCTC. TSLB will only be able to pay the allowances if your names are included in the enrolment reports submitted to TSLB by CCTC. Therefore, it is in your best interest to enrol early for Semester 2 of 2020 and follow up with CCTC on this matter.
6. All enrolment reports submitted to TSLB by CCTC will be available on TSLB website www.tslb.com.fj. You can visit our website and check under "Student Notices" for your enrolment reports as submitted by CCTC. In case your name does not appear in the list and if you have already enrolled for the courses/units, you need to check with CCTC.
7. Allowances will only be processed from the date of the approved changes/submission of account details or confirmation of awards.

8. 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 through the use of Form TSLB 04.
9. TSLB sponsored students planning to rent /stay in hostel for Semester 2 of 2020 are to take note of Student Advisory No.7 of 2020 and ensure strict compliance with the same. 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 strictly applied by TSLB to ensure that TSLB sponsored students also comply with the COVID-19 restrictions.
10. TSLB Sponsored students under TELS are to take note of the following additional information in relation to the Student Advisories No's 6 and 7 on submission of the Rent Agreement for Semester 2 of 2020:
 - 10.1. 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. This has been a normal requirement throughout the years.
 - 10.2. In case you continued to rent for Semester 1 during the period classes were conducted online due to the decisions made by the CCTC in light of the restrictions in place due to COVID-19 and plan to continue renting at the same property in Semester 2 of 2020, then you can submit a letter from the landlord confirming this together with the receipts for the rent paid for the period February to June/July of 2020 from the rent allowances disbursed by TSLB for Semester 1 of 2020.
11. For bus fare allowances, TSLB notes that after the first COVID-19 case for Fiji was announced on 19th March, 2020, students were sent on an extended break by CCTC and classes resumed online after the break. As such your balance on the e-ticket card on 20th March 2020 would be taken as your unutilised bus fare allowance for Semester 1 of 2020 and the same will be deemed as a roll over for Semester 2, 2020. The balance on your e-ticket card on 20th March 2020 will be deducted from your total bus fare eligibility for Semester 2, 2020.
12. The amount of allowances paid for Semester 2 of 2020 will also depend on the percentage of the 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.

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 on enquiries@tslb.com.fj after hours and weekends.

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