



Tertiary Scholarship and Loans Board

"Building a Smarter Fiji"

TSLB 04-01

APPLICATION FOR EXTENSION OF AWARD

A. Instructions

1. All the required information must be completely filled by the applicant.
2. All required documents/evidences must be attached.
3. Incomplete and late applications will not be considered by TSLB. Visit www.tslb.com.fj or our Facebook Account (Tertiary Scholarship and Loans Board) for information on due dates for each academic term and year.
4. Duly completed form must be hand-delivered to a TSLB office nearest to you. Forms submitted through emails will not be considered.
5. Requests for extension will only be considered by TSLB if the applicant has shown satisfactory academic progress till the time of the application for the extension, meaning the current accumulative GPA has to be 2.0 or above.
6. Request for extension will only be approved if the student will be able to complete the studies in no more than 2 academic terms from the time of the application for the extension (equating to 8 or less units).

B. PERSONAL DETAILS

TIN Number:		Student ID No:	
Surname:		First Name:	
Other Name(s):		Email Address:	
Phone Contact:		Institution Name:	
Campus Name:		Current Program of Study:	
Current Major(s)/Minor:		TSLB Scheme Name:	
Year of Commencement under TSLB Scheme:		Term of Commencement under TSLB Scheme:	
Prior approved changes in program by TSLB		Year in which change was approved before	

C. PARTICULARS RELEVANT FOR THE APPLICATION

No: Of Courses/Units in the Program:	<input type="text"/>	No: Of Courses Completed:	<input type="text"/>
No: Of Courses Remaining:	<input type="text"/>	Period till which extension is requested:	<input type="text"/>

D. MANDATORY DOCUMENTS TO ATTACH (Please tick the documents attached with this application)

1 Full Academic Transcript	<input type="checkbox"/>	2. Program Audit Certificate	<input type="checkbox"/>
3 Program Outline for the remaining courses/units (Year and Term in which these will be offered, and how you plan to complete).	<input type="checkbox"/>		
4 Letter explaining the reason(s) for not completing the program within the sponsored duration, along with any evidences such as medical certificates/letter from university.	<input type="checkbox"/>		

E. APPLICANTS DECLARATION

The information provided in my application is, to the best of my knowledge, complete and accurate, and I understand that false statements on this application will disqualify me from the scheme and can result in the termination of the award. TSLB reserves the right to seek any additional information from me before making the final decision. I have also read and fully understood the terms and conditions of this application as stated in Part A of this form and also the policies available on the TSLB website www.tslb.com.fj.

Applicants Name:	Applicants Signature:	Date
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F. For Official Use Only

The application has been: *Approved* *Rejected*
 (all approvals are subject to the terms and conditions below and the student returning a signed and JP/Commissioner of Oaths witnessed terms and conditions back to TSLB).

Reason for Rejection

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Condition(s) for Approved Extension (Cross off whichever is not applicable)

1. Extension is Granted for **one academic term only** (Immediate term after the approval date). The approved term being
 2. Any further extension (upon application- for a maximum of one more academic term) will be subject to you satisfying the following conditions below:
 - i Had enrolled on a full academic load during the term for which extension had already been granted;
 - ii Have achieved a 100% pass rate; and
 - iii The term for which the second and final extension is sought is your graduating term meaning you will complete your studies in this second term of extension.
 3. There will be no automatic extension by TSLB at the end any approved period of extension. You must re-apply for extension at the end of the initial period of extension subject to conditions (2) above.
 4. During the period of extension, you will be placed on a probationary period. Should you fail any courses/units during the period of extension, your award will be terminated and recovery action will commence.
 5. Extension is for Tuition only. No allowances or hostel fees will be paid by TSLB during the extension period.
 6. Extension is on Tuition and allowances both. However, no new allowances are approved or will be approved during any period of extension.
 7. No Tuition or allowances will be paid until TSLB receives the signed copies of this letter.
 8. Should you accept the above terms and conditions at free will, kindly complete the section below, print and sign 2 copies and return an original signed copy to TSLB within 5 days from the date of this approval while the second original copy should be retained by you.
 9. Any Special Condition(s) (TSLB Staff to Specify)
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TSLB Decision Officer Name: **Signature:** **Date:**

To be filled by the Student

(This part needs to be filled by the students AFTER TSLB has approved the request for extension)

I, THE UNDERSIGNED, HEREBY ACCEPT THE TERMS AND CONDITIONS PRESCRIBED ABOVE AFTER THE CONTENTS HEREOF WERE FIRST EXPLAINED TO ME IN THE ENGLISH LANGUAGE AND I APPEARED TO FULLY UNDERSTAND THE MEANING AND EFFECT OF THE SAME. I ALSO FULLY UNDERSTAND AND AGREE TO THE CONDITION THAT SHOULD I FAIL TO MEET THE ACADEMIC REQUIREMENTS AS PRESCRIBED IN THIS LETTER, BOND FORM AND THE OFFER LETTER THAT I HAVE SIGNED WITH TSLB/FRCS, MY SPONSORSHIP WILL BE TERMINATED WITHOUT ANY NOTICE AND RECOVERY ACTIONS WILL COMMENCE.

Signature of Student: Date:

Student ID No: Tax Identification Number:

[To be witnessed by a Justice of Peace or Commissioner of Oaths]

Full Name of Witness and Stamp: Signature of Witness:

Full Address of Witness: Date:

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Date Entry Officer's Name: Signature: Date:

Data Entry Verifications Officers Name: Signature: Date: