



Tertiary Scholarship & Loans Board

“Building a Smarter Fiji”

APPLICATION FOR THE TERTIARY EDUCATION LOANS SCHEME (TELS) FOR COMMENCEMENT OF STUDIES FROM QUARTER 3 2020

Applications are now invited from the Fijians who wish to commence their studies from Quarter 3 of 2020 at any eligible local Higher Education Institutions. Applications are only open for programs and institutions which offer courses/units on Quarter mode of studies.

1. TERTIARY EDUCATION LOANS SCHEME (TELS)

The following categories of Tertiary Education Loans Scheme (“TELS”) applications are now open.

1. Tertiary Education Loans Scheme for New Students

- For Fijians who have successfully completed their Year 13 or equivalent foundation studies in the year 2011 or thereafter.

2. Tertiary Education Loans Scheme for Existing Tertiary Students

- For Fijians who were enrolled for any higher education program in years before 2014 and wish to apply for financial assistance to complete their program of study.
- For any other students with an existing higher education qualification seeking to upgrade their qualification up to the first Bachelor’s degree. However, the upgrade must be in the same area of study as the existing qualification.
- In case where the student has already attained the highest level of qualification offered for a particular program in Fiji, upgrade in any other area does not meet the eligibility criteria for TELS.
- All existing TSLB funded students who wish to upgrade their qualification from Quarter 3 are to email their completion letter/graduation certificate with the TIN letter to it@tslb.com.fj to obtain a new temporary username and password. You will not be able to apply online until these requirements have been fulfilled.

3. Tertiary Education Loans Scheme for Technical College of Fiji (FNU Campuses).

- For Fijians who are of the age 15 years and above and are accepted by any Technical College of Fiji (FNU) campuses.

4. Tertiary Education Loans Scheme for Private Sector Employees in Service.

- For Fijian employees working in the private sector earning an annual income of not more than \$25,000 seeking to attain an academic qualification or upgrade existing qualifications at an eligible institution either as a part-time or full-time student.
- For upgrade of qualification, application must be in the same area of studies as the existing qualification.

5. Tertiary Education Loans Scheme for Public Sector Employees in Service

- For Fijian employees working in the public service seeking to attain an academic qualification or upgrade existing qualifications at an eligible institution.
- For upgrade of qualification, application must be in the same area of studies as the existing qualification.

6. Tertiary Education Loans Scheme for Students completing Year 12 in 2017 or thereafter for FNU Engineering Programs

- For Fijians who have completed Year 12 in 2017 and thereafter and wish to pursue approved engineering programs at FNU only.
- The Scheme is not available for any other programs and institution.

Eligibility Criteria

1. Applicants must be Fijian Citizens.
2. Applicants must meet the eligibility criteria for the category of TELS applied for. Full particulars of the award and the eligibility criteria is also available on www.tslb.com.fj.
3. Applicants must apply online via our website and list three choices in the order of priority from the most preferred to the least preferred choice. Multiple applications from the Fijians will not be accepted.
4. The following are not funded under any of the TELS Schemes:
 - Overseas Studies;
 - Foundation Studies;
 - Unclassified/Undergraduate Programs;
 - Short Courses;
 - Programs not attracting sufficient cross credits for the next level of studies in the same program. This includes but is not limited to Pacific TAFE programs (Early Childhood program offered by Pacific TAFE is eligible for TELS funding);
 - Franchise programs;
 - Professional Accreditation Courses e.g. FIA, CPA, CISCO etc.; and
 - Post Graduate Qualifications.

Eligible Institutions for TELS Funding for Quarter 3

Fiji National University and Technical College of Fiji (Administered by Fiji National University).

2. TELS ACCOMODATION SUPPORT SCHEME

This scheme is for full-time students on TELS who can borrow at nominal interest rates to support accommodation costs (hostel or rental), food expenses, bus fares if traveling from home or rented premises and stationary and incidental allowances subject to Study **Where You Live (Zoning) Policy**.

Study Where You Live (Zoning) Policy

- Under Study Where You Live (Zoning) policy to qualify for TELS-Accommodation Support Scheme students seeking financial assistance from TSLB under TELS, must enrol at campuses within their locality. A campus within their locality means that the program is offered by the institution of their choice at campuses close to their home on a full-time basis and they can commute from home to attend classes or can complete their studies via alternative mode of studies without having to re-locate.
- Students enrolling at campuses within their locality may be eligible for bus fare and incidental allowances only. No Food and Rent/Hostel Allowance will be paid.
- In case a student still prefers to move to the main campus regardless of the program being offered in their locality, the allowance eligibility will be restricted to bus fare and incidental only.

- The mode of classes for Quarter 3 of 2020 (i.e. Face to Face, Online or Blended Mode) will also be used to assess the allowance eligibility for students.

Qualifying students need to apply for the accommodation support scheme together with the TELS application.

The combined annual parental income threshold for eligibility for the Accommodation Support Scheme \$50,000 or less.

Qualifying Fijians can apply for the following maximum rates of allowances:

- Hostel Fees with or without meals as per the invoice raised by the Institution. Applicants must produce evidence of hostel offer;
- Rent- \$250 per month upon production of FRCS stamped rental agreement. All tenancy agreement must have full name and contact details of the landlord and the student, exact residential address and the student and landlords TIN.
- Bus Fare- \$30/week;
- Food expenses- \$50/week; and
- Incidental and Stationary allowance- \$1000/annum.

General Application Requirements for TELS

- A completed online application. Visit www.tslb.com.fj to access the online application portal.
- An official academic transcript for the highest qualification completed/in progress at the time of application. For some schemes, two levels of results are required.
- Offer letter from the Higher Education Institute. *For existing students, academic transcripts clearly showing the program of studies will be accepted.*
- Certified true copy of the Birth Certificate.
- Copy of Students TIN Letter/FRCA-FNPF Joint Card.
- Evidence of Parents'/Guardians' Income (Salary Slip for working parents/guardians or Statutory Declaration prepared and signed by the parents/guardians and witnessed by a Justice of Peace (JP) or Commissioner of Oaths for parents/guardians who are not working or are in self-employment. Parents /Guardians running a business must submit the most recent tax assessment by FRCS). **Statutory declaration signed by the students are not accepted.**
- For applicants for the TELS for employee's scheme, the employment confirmation letter from the employer clearly stating the annual salary/wages must be submitted. Applicants for the employee's scheme must also submit their recent FNPF statement which clearly shows that last contribution made by the current employer (**Not the Account Statement**), or the most recent tax assessment if self-employed and three most recent salary slips.
- Copy of Parents'/Guardians' TIN Letter/FRCA-FNPF Joint Card.
- Copy of bank statement/or M-Paisa account details with account under the applicant's name.
- Recent passport size photo.

How to Apply

1. Scan and get all the required documents ready before starting the process of applying online in the pdf, png, or jpg format.

2. Visit www.tslb.com.fj and register for TSLB online application. Applicants cannot apply online unless registered first.
3. Once registered fill the appropriate information.
4. Upload all the required documents.
5. Submit the online application.
6. Students will not be able to submit their application unless all mandatory fields are filled.

Students applying online will be able to log in and check their application status at any time and also print and upload the TSLB Offer Letter, Bond Forms and award confirmation letters online.

Opening Date: 17/06/2020

Closing Date: 10/07/2020

Late and incomplete applications will not be considered and the same will be declined after the application processing closing date.

Provision of False Information is a serious offence under the False Information Act 2016.

For all general queries on the application criteria, required documents, allowance eligibility, completion of offer letters and bond forms etc., applicants are required to visit TSLB website and check under Frequently Asked Questions (FAQ's). TSLB will only respond to queries on matters not covered on the website.

For all queries on how to use the online application system, applicants are to refer to the student handbook by following the link: <https://www.tslb.com.fj/Schemes/Hand-Book>. Students experiencing issues with the online application which are not covered in the Handbook are to send an email to TSLB IT Officer on it@tslb.com.fj.

For further enquiries /information, please visit TSLB website www.tslb.com.fj, like us on Facebook.

**Bobby Maharaj
Chief Executive Officer
Tertiary Scholarship and Loans Board**