



Tertiary Scholarship and Loans Board

“Building a Smarter Fiji”

STUDENT ADVISORY – SEMESTER 2 OF 2021

Advisory No	: 04/2021	Phone	: 8921240
Date	: 25/05/2021	Email	: enquiries@tslb.com.fj

All TSLB sponsored students are to take note of the following application opening date for the various Change in Particulars for Semester 2 of 2021. The exact application closing dates and application processing closing dates will be published after Semester 2 commencement dates by the Higher Education Institutions are finalised, taking into consideration the safety measures in place for COVID-19. However, regardless of the exact due dates, the due dates will not extend beyond Friday week 2 of lectures for Semester 2, 2021.

PARTICULARS OF APPLICATON	TSLB FORM TO BE USED	APPLICATION OPENING DATE
Change in Particulars/ Advisory Form	TSLB 04 (B)	26/05/2021
Deferment of Studies	TSLB 04 (B)	26/05/2021
Reinstatement of Studies	TSLB 04 (B)	26/05/2021
Extension of Award	TSLB 04–01 (B)	26/05/2021
Change in Major(s)/Minor/ Program, Institution or Campus (Change in Campus for TELS Students only)	TSLB 04–02 (B)	26/05/2021
NTS to TELS Switch for 1 repeat course per annum or application for TELS for NTS suspended students	TSLB 04-03 (B)	26/05/2021
Submission of New Rent Agreement / Hostel Confirmation letter	TSLB 04 (B)	26/05/2021

Important Notes:

- All applications are to be made to TSLB using the appropriate forms prescribed in the table above. All fillable PDF forms can be downloaded from TSLB website www.tslb.com.fj.
- All the requirements as stated in the respective forms must be submitted with the application.
- Incomplete application forms will not be processed by TSLB.
- Due to the COVID 19 Pandemic and current restrictions in place, you are required to email your applications to the respective Section Heads as follows:
 - All NTS and SSSN students to email on scholarships@tslb.com.fj
 - All TELS FNU students to email on telsfnu@tslb.com.fj
 - All TELS USP students to email on telsusp@tslb.com.fj
 - All Other HEI students to email on telsheis@tslb.com.fj
- TSLB reserves the right to request for additional information and/or documents while processing the applications.
- Applications emailed by the students after the closing date will be assessed and processed for Semester 1 of 2022. This means no changes will be approved for Semester 2, 2021.

7. You must work with your Higher Education Institutions directly to obtain the required documents for the application prior to the application closing date. Where visits to the campuses are restricted as a COVID-19 containment measure, the same can be obtained via email and attached to the application. This includes any endorsements required on TSLB forms. For example, for change in program, major, minor or institution, where provisional approval from your institution is required in the application form you can obtain the provisional approval from the institution via email and attach the same with your application.
8. You must ensure that the bank account number/M-Paisa number submitted to TSLB is active and registered under your name. 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 using Form TSLB 04 (B).
9. Accommodation and meals allowances for Semester 2, 2021 will only be approved and paid in case the COVID-19 restrictions remain in place if (Subject to the application of the Zoning policy):
 - a. The classes are conducted face to face. For online classes, you must stay home and attend to the same (subject to (b) and (c) below);
 - b. You were approved for accommodation and meals allowances for Semester 1, 2021 and are unable to move back to your home due to COVID-19 restrictions in place. E.g., Suspension of Shipping services; and
 - c. The nature of your program is such that you must stay on campus to complete the academic requirements, E.g., Clinical hours for medical students.
10. All TSLB sponsored students under TELS must obtain prior written approval from TSLB using Form TSLB 04 (B) before moving into any hostel/rented facility for Semester 2 of 2021. This is also applicable to students TSLB who were approved for accommodation and meals allowances by TSLB for Semester 1, 2021.
11. TSLB Sponsored students under TELS are to take note of the following requirements in relation to the submission of the Rent Agreement (subject to (9) above for Semester 2 of 2021):
 - a. 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.
 - b. In case you are planning to continue renting at the same property in Semester 2 of 2021 as you were renting in Semester 1 of 2021 then you must submit a letter from the landlord confirming this together with the proper receipts for the rent paid for the period March to July of 2021 from the rent allowances disbursed by TSLB for Semester 1 of 2021.
12. The maximum amount payable by TSLB for accommodation (either for rent or hostel) is \$250/month or \$62.50 /week. As such you must look for and secure accommodation within this range for the same to be fully paid by TSLB. For instance, if you are a semester-based student, planning to stay in hostel and the semester is for 18 weeks, the maximum amount payable by TSLB for hostel fees is \$1125.00. In case you decide to stay in a hostel facility or rent premises that charges more than \$1125 for Semester 2, you will have to pay for the difference privately. As such we strongly advise you to look into your financial means to pay before moving to any accommodation facility that charges more than \$62.50 per week on average.
13. Bus fare allowance for Semester 2, 2021 will only be paid if the classes are conducted on a face-to-face basis. For courses/units which will be conducted 100% online, no bus fare allowances will be paid. In cases the courses are conducted on a blended mode (e.g. 50% online and 50% face to face), then bus fare allowances will be calculated and paid on a pro-rata basis for the face-to-face component less any balance from Semester 1, 2021.

14. It is important to note that classes for face-to-face mode for Semester 1, 2020 was suspended following the announcement of a new COVID-19 case on 19th April 2021. What this means is that bus fare allowances paid for the period after 19 April 2021 will be deemed as savings and this balance will be rolled over by TSLB for calculation of bus fare allowances for Semester 2, 2021.
15. Allowances for Semester 2 of 2021 will only be paid after receipt of the enrolment reports from HEI's. It is in your best interest to enrol early.
16. All allowances will be disbursed in 2 or more batches.

TSLB as a partner to your aspirations for tertiary, technical and vocational education wishes to remind you that we need to work together in equal partnership in meeting the requirements of each party so that applications are processed in a timely manner to avoid any delays in the tuition and allowances for academic term 2 of 2021. TSLB is fully committed to timely and accurate processing of the applications, tuition and allowances to ease the financial difficulties of the Fijians, particularly in light of the impact of COVID-19 and this can only be made possible if the applicants work together with TSLB towards timely submission and completion of the required documents.

We strongly urge you to refer to the FAQ's on our website www.tslb.com.fj for the answers to most of your queries. For any queries/clarifications on matters not answered under our FAQ's 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 for queries after TSLB office hours and weekends.

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