



Tertiary Scholarship & Loans Board

“Building a Smarter Fiji”

PRESS RELEASE

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STUDENTS URGED TO SUBMIT THEIR FINAL PROGRAM OFFER LETTER TO TSLB AND COMPLETE THEIR APPLICATIONS

The Tertiary Scholarship and Loans Board (“TSLB”) is advising and urging all students who have applied for the National Toppers Scholarship, Tertiary Education Loans Scheme and the Scholarship Scheme for Students with Special Needs Scheme to urgently obtain their final program offer letter from the eligible Higher Education Institution of their choice and submit the same to TSLB.

Students are reminded that their application will only be processed upon submission of the final offer letter to TSLB with the student ID number. Students who are yet to submit their offer letter or have uploaded the provisional offer letter should immediately contact their preferred Higher Education Institution and check on the progress of their application and the program offer letter.

TSLB wishes to remind students that, with classes for most of the institutions commencing in the first week of February 2020 for academic term one, a delay in the submission of the offer letter to TSLB will delay the processing of their applications, which may also delay the payment of tuition and allowances by TSLB. Therefore, it is in the interest of the students to ensure that the offer letter is submitted at their earliest for timely processing of the applications as well as the disbursement of any scheme benefits they may have applied for.

Once the offer letter is received, students are required to scan the letter and upload the same on their online application portal. To upload their offer letter, the students must log in to their TSLB account using the same user name and password that they used for registration and application. After logging in, students must update their program choice as per the offer letter and upload a copy of the offer letter.

Students who have uploaded their provisional offer letter, must upload the final offer letter. To upload the final offer letter, students must click on the browse button where they have uploaded the provisional offer letter, search for the final offer letter where ever it may be saved on their devices, click on the final offer letter and save the same. This will allow them to replace the provisional offer letter with the final letter.

Students are further advised to log in to their TSLB account and check for any incomplete components of their application and ensure that the applications are 100% complete and at the processing stage. Once they log in, the application summary will be viewable on the profile/landing page. Any incomplete documents or requirements will be clearly stated on the student's profile/landing page and they must update their applications. For any incomplete applications, students must continue to update the same unless the application status changes from "Incomplete" to "Processing". Only applications at the processing level will be processed by TSLB. Students with incomplete applications, risk missing out on the financial assistance.

Students are encouraged to continuously log in to their TSLB account and also frequently check their emails for any updates or any requests for additional information by TSLB. All feedback regarding the applications will be provided on the TSLB student accounts and as such students should avoid visiting TSLB offices for updates on their application.

It is important for the students to note that TSLB shall not be held responsible for delays in the processing of applications, tuition and allowances due to a delay in the students submitting their final program offer letter, completion of their applications and also late registration for the courses respectively.

Any queries on the TSLB online application system should be directed to it@tslb.com.fj

ENDS