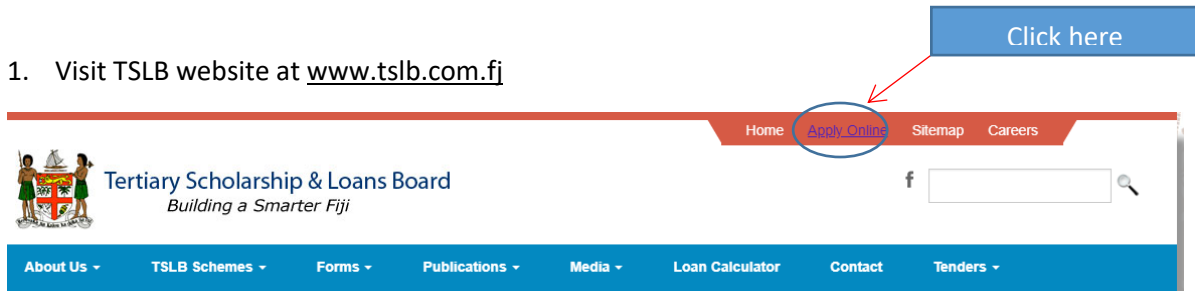
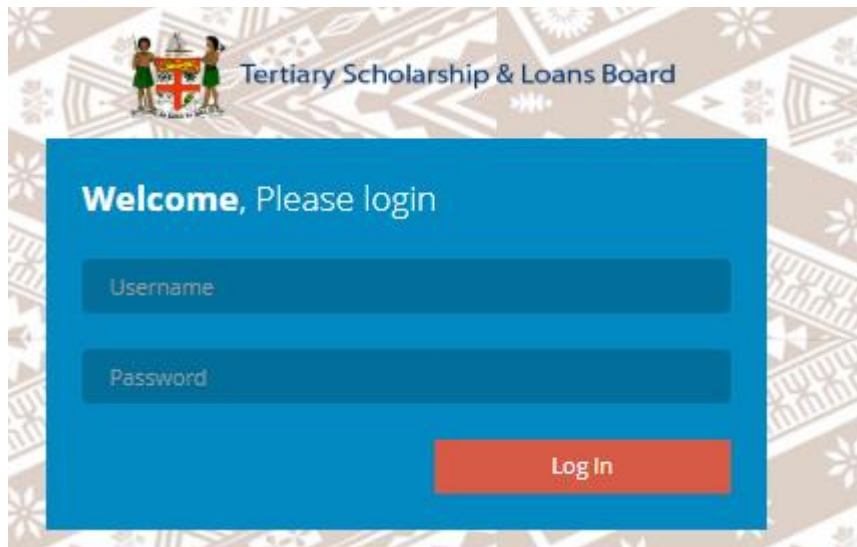


# HOW TO DOWNLOAD, FILL AND UPLOAD THE TSLB OFFER LETTER AND BOND FORM

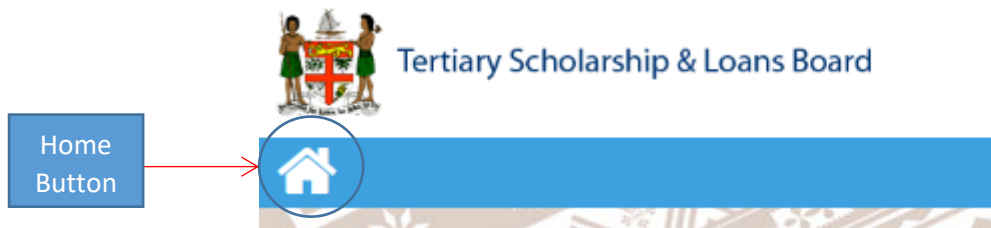
1. Visit TSLB website at [www.tslb.com.fj](http://www.tslb.com.fj)



2. Log in to your account after clicking onto apply online. Your username is the email address used during the registration and application process for the online application. You cannot change your email address.




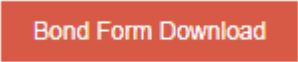
3. Once logged in, go to your profile page. Click on the home button to go to your profile page.



The following is an example of the Profile page for TSLB students.

- Once you are on your profile page, keep scrolling until you come to the following section:

### Select your offer letter choices below

- Once you have completed up to step 4 above, click onto  to download and review your offer letter and click onto  to download and review your bond form.
- After downloading and reviewing your offer letter and bond form, you will have three choices as follows:

- 1.

- You will only click on this option if you agree with the terms and conditions in the bond form and the offer letter and accept the same.

2.

Reject the offer provided by TSLB

- a. You should only click on this option if you do not wish to accept the offer. Clicking this means you are totally rejecting the offer and do not wish to benefit from the scheme or offer to you.
- b. For example if you have been offered NTS and you click on this button, this means you are rejecting the NTS Scholarship totally. That is, you do not want to be an NTS Scholarship awardee.

3.

Reject and request for different choice

- a. You should only click on this option if you wish to accept the offer but with changes to either the program/institution or request for allowances (TELS students only) or both (TELS Students only).
  - b. Once you have clicked on this option, you are to enter the new program/institution and upload the new offer letter.
  - c. In case you are a TELS student and are requesting for allowances, fill the relevant fields and upload the mandatory requirements.
  - d. Once you have completed the requirements press the Save Alternative Choice button.
  - e. Your application will then be pushed back to the processing stage and once processed you can download your new TSLB offer letter and bond form.
7. Once you receive your final provisional TSLB offer letter and bond form, download, print and fill as follows:
1. Initial all pages on the bottom right hand corner. Initial means the first alphabets of your first name, other name(s) and the surname. For example if your name is Adam Smith Prasad then your initials are ASP.

**4 REVIEW OF AWARD**

4.1 This Scholarship will be reviewed on a term to term basis and the award will be immediately suspended or terminated if you:

- I. fail to meet the required GPA, which is 3.0 or it's equivalence per academic term.
- II. fail to maintain and take full academic load as per the eligibility criteria of the Higher Education Institute of your choice for each academic term within the duration of the program.
- III. are academically suspended/terminated by the Higher Education Institute.
- IV. abandon your studies.
- V. are deregistered for any reason including disciplinary action instituted by the Higher Education Institute.
- VI. change your programme/majors/minor/institution without the prior written approval of TSLB.
- VII. provide false and misleading information to TSLB with the objective of gaining financial advantage.
- VIII. engage in any conduct during the period of sponsorship that brings disrepute to TSLB or the Fijian Government; and
- X. are required to repeat consecutively a term/years' work in order to complete your programme.

INITIAL HERE

8. After initialing all the pages move to the last page of the offer letter and fill as follows:

## A. Offer Letter

I,  THE UNDERSIGNED, HEREBY ACCEPT THE OFFER OF THE NTS SCHOLARSHIP ON THE TERMS AND CONDITIONS PRESCRIBED ABOVE AFTER THE CONTENTS HEREOF WERE FIRST EXPLAINED TO ME IN THE ENGLISH LANGUAGE AND I APPEARED FULLY TO UNDERSTAND THE MEANING AND EFFECT OF THE SAME.

Date:

**Signature of Student**

Student ID No.  Tax Identification Number:

Name of Witness:

[To be witnessed by an Independent Witness]

Signature of Witness:

**Note: The witness can be any person who can read and understand the document and confirm that he/she witnessed you signing the offer letter.**

9. After the signing of the offer letter, fill the bond form as follows:

## A. Page 1

Fill the below section only and as demonstrated

SIGNED, SEALED and DELIVERED by

the said

(Obligor)

this  day of  20

**B. PAGE 3**

SIGNED, SEALED and DELIVERED by the

said ..... Write your Name .....

this ..... Date ...day of Month 20 Write 19 .....

after the contents hereof were first explained to him/her }  
in the English language and he/she appeared fully to }  
understand the meaning and effect of the same

PUT YOUR LEFT  
THUMBPRINT  
HERE

[Obligor's Left Thumbprint]

Put your signature here

.....  
[Obligor's Signature]

**PLEASE DO NOT FILL SCHEDULE 1 AND 2 OF THE  
BOND FORM. LEAVE IT AS IT IS**

- 10. Once you have filled the bond form and the offer letter (submit online through the online application portal on your profile page. The entire document (bond form and offer letter) needs to be scanned and uploaded and not only the signed pages) Please do not email the signed bond forms and offer letter, it must be uploaded via the online portal.
- 11. Once you have uploaded your completed and signed offer letter and bond form, TSLB will carry out the relevant assessment.
- 12. Upon the completion of assessment of your signed offer letter and bond form, if the documents are in order you will receive another email to indicate that your award has been confirmed. Log into your online application and download and print your confirmation letter.
- 13. Once this is completed, there no need to come to TSLB. Start your classes at the institution of your choice and TSLB will pay the allowances in the nominated bank account/m-paisa number and bus fare (TELS) in your E-ticket Card Number.
- 14. For any queries on the online application process, please email on [it@tslb.com.fj](mailto:it@tslb.com.fj)