



Tertiary Scholarship and Loans Board

“Building a Smarter Fiji”

FNU STUDENT ADVISORY – TRIMESTER 3/Quarter 4, 2020

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Fiji National University (“FNU”) has notified TSLB of the following commencement dates for Lectures for Trimester 3 and Quarter 4 of 2020:

1. Trimester 3 – 08 September 2020.
2. Quarter 4 – 21 September 2020.

Based on the above commencement dates submitted by FNU, all TSLB sponsored students are to take note of the following important TSLB dues dates for the applications for Trimester 3 and Quarter 4 of 2020 as stated in the table below:

PARTICULARS OF APPLICATON	TSLB FORM TO BE USED	CLOSING DATE FOR TRIMESTER 3 STUDENTS	CLOSING DATE FOR QUARTER 4 STUDENTS
New Applications for TELS	TSLB Online Application	04/09/2020	18/09/2020
Change in Particulars/ Advisory Form	TSLB 04	11/09/2020	25/09/2020
Deferment of Studies	TSLB 04	04/09/2020	18/09/2020
Reinstatement of Studies	TSLB 04	04/09/2020	18/09/2020
Extension of Awards	TSLB 04-01	04/09/2020	18/09/2020
Upgrade of Qualification up to first Bachelor’s Degree	Online Application as TELS for Existing Students	04/09/2020	18/09/2020
Change in Major(s)/ Minor/ Program or Institution	TSLB 04-02	04/09/2020	18/09/2020
Upload of signed Bond Forms and offer letters for Confirmation and sponsorship.	Bond Form, Offer Letter, Confirmation Letter	11/09/2020	25/09/2020

In addition to the advice to TSLB on the commencement dates for Trimester 3 and Quarter 4 of 2020, FNU has now also advised TSLB on the mode of teaching and learning for these academic terms. It is important for the TSLB sponsored students under TELS to note that based on the advice received from FNU on this matter, TSLB will assess the allowance eligibility for this term. Full details on the information submitted by FNU to TSLB can be found on our website www.tslb.com.fj under student notices.

The following important matters are also relevant for all TSLB funded students to take note:

1. Applications received after the due dates will be processed for the next academic term. TSLB will not be processing any late applications.
2. Incomplete applications will not be considered. Students must ensure that they liaise with FNU early and obtain documents such as audit certificates, cross credits, offer letter etc. before the TSLB application closing dates.
3. The due dates will not be extended under any circumstances.
4. Student wishing to apply for extensions, change in program, major, minor etc. must make arrangement with their institutions before the closing dates.
5. Students are required to drop their hard copies of the applications (except for New TELS Applications) to any of the TSLB offices nearest to them. Emailed applications will not be processed by TSLB.
6. All students who have received an offer letter by FNU to commence studies from Trimester 3/ Quarter 4 of 2020 or Existing Students who wish to apply for TELS for Trimester 3/ Quarter 4 of 2020 must apply using the Online Application Portal available on TSLB website www.tslb.com.fj. For any issues on the online application, email on it@tslb.com.fj.
7. Allowance payment will depend on the timely receipt of the enrolment reports from FNU. TSLB will only be able to pay the allowances if your names are included in the enrolment reports submitted to TSLB by FNU. Therefore, it is in your best interest to enrol early for Trimester 3/Quarter 4 of 2020 and follow up with FNU on this matter. Allowances will be disbursed in 2 or more batches.
8. All enrolment reports submitted to TSLB by FNU will be available on TSLB website www.tslb.com.fj. You can visit our website and check under "Student Notices" for your enrolment reports as submitted by FNU. In case your name does not appear in the list and if you have already enrolled for the courses/units, you need to check with FNU.
9. Allowances will only be processed from the date of the approved changes/submission of account details or confirmation of awards.
10. Students must ensure that the bank account number /M-Paisa number submitted to TSLB is active. 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 through the use of Form TSLB 04.
11. TSLB sponsored students planning to rent/stay in hostel for Trimester 3/Quarter 4 of 2020 must apply for the same by filling form TSLB 04. TSLB will only approve hostel/rent allowance for students where it is necessary for them to relocate. Where classes can be attended to by the students from their home or at campuses close to their home, students must stay home and complete the academic requirements. Study Where You Live (Zoning) Policy will strictly applied by TSLB.
12. TSLB Sponsored students under TELS are to take note of the following information in relation to submission of the Rent Agreement for Trimester 3/Quarter 4 of 2020:
 - 12.1. 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. This has been a normal requirement throughout the years.

- 12.2. In case you continued to rent for Trimester 2/Quarter 3 of 2020 during the period classes were conducted online/blended Mode due to the decisions made by the FNU in light of the restrictions in place due to COVID-19 and plan to continue renting at the same property in Trimester 3/Quarter 4 of 2020, then you can submit a letter from the landlord confirming this together with the receipts for the rent paid for the period May till August of 2020 from the rent allowances disbursed by TSLB for Trimester 2/Quarter 4 of 2020.
13. For bus fare allowances, TSLB notes that Trimester 2 will finish on the 28th of August 2020 and as such your balance on the e-ticket card on 28th of August 2020 would be taken as your unutilised bus fare allowance for Trimester 2 of 2020 and the same will be deemed as a roll over for Trimester 3, 2020. The balance on your e-ticket card on 28th of August 2020 will be deducted from your total bus fare eligibility for Trimester 3, 2020. Similar rules will apply for Quarter based students.
14. The amount of allowances paid for Trimester 3/Quarter 4 of 2020 will also depend on the percentage of the face to face classes for courses you are enrolled in. For example, if 60% of your classes will be face to face and 40% online, then only 60% of the bus fare entitlements would be paid. Similar ratios may be applied by TSLB for all other allowances.

For any queries/clarifications on matters not answered under our FAQ's available on our website 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 after hours and weekends.

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