



# Tertiary Scholarship and Loans Board

“Building a Smarter Fiji”

TSLB 04-02

## REQUEST FOR CHANGE(S) IN PROGRAM/MAJOR(S)/MINOR OR INSTITUTION

### A. Terms and Conditions of Application:

1. Incomplete and late applications will not be considered by TSLB. Visit [www.tslb.com.fj](http://www.tslb.com.fj) or our Facebook Account (Tertiary Scholarship and Loans Board) for information on due dates for each academic term and year.
2. Duly completed forms must be hand-delivered to a TSLB office nearest to you. Forms submitted through emails will not be considered.
3. All change(s) in program/major(s)/minor must be approved by TSLB first before any changes are made at the higher education institutions. TSLB will not approve any changes if the student has changed the program at the institution prior to obtaining a written approval from TSLB.
4. Applicants can either change the program, major(s), minor or institution only once during the entire award duration.
5. No further changes to the program/major(s)/minor or the HEI will be approved by TSLB other than those approved through this application. Only one change is allowed throughout the duration of the sponsorship.
6. Students initially approved for non-medical programs must make an application for change in program/major(s)/minor or institution before the commencement of third academic of studies from the stated commencement term and year in the award confirmation letter. For example, a student enrolled for a Bachelor of Commerce Program on Semester mode, must make an application either after completing either one semester or two semesters of studies.
7. No changes after more than 2 academic terms of enrolled studies will be approved.
8. Students enrolled for the MBBS program on annualized assessment must apply for the changes before the commencement of their third year of studies.
9. Students on academic suspension or termination by the institution are not eligible to apply for change in program/major(s)/minor or institution while they serve their suspension or after termination.
10. The provisional approval granted by TSLB will be based on the provisional approval from the Higher Education Institution for the requested change by the applicant. Based on the provisional approval granted by TSLB, the applicants can finalize the approved change with their institution and submit resubmit this application form for TSLB for changes to the records.
11. Applicants cannot change any other particulars in regards to the program/ major/minor/institution other those provisionally approved by TSLB.
12. Request for changes where the current approved program is used as a pathway to another program (e.g. Using first Year GPA in the current program as a qualifying criteria for an alternative program) will not be approved by TSLB.
13. No approval for any studies at institutions/campuses outside Fiji will be granted.

### B. PERSONAL DETAILS

<b>TIN Number:</b>		<b>Student ID No:</b>	
<b>Surname:</b>		<b>First Name:</b>	
<b>Other Name(s):</b>		<b>Email Address:</b>	
<b>Phone Contact:</b>		<b>Institution Name:</b>	
<b>Campus Name:</b>		<b>Current Program of Study:</b>	
<b>Current Major(s)/Minor:</b>		<b>TSLB Scheme Name:</b>	
<b>Year of Commencement under TSLB Scheme:</b>		<b>Term of Commencement under TSLB Scheme:</b>	
<b>Any Prior Changes approved by TSLB</b>		<b>Year in which change was approved before</b>	
<b>No: Of Courses Completed under current program/major(s)/minor/HEI</b>			

### C. PARTICULARS OF CHANGE

Requested Change(s)		Document(s) to Submit	Please Tick Documents Submitted
Program		<ul style="list-style-type: none"> <li>• Full academic transcript of current program.</li> <li>• Offer letter for new program/major/minor or institution or provisional approval as per Section D of this form.</li> </ul>	
Major(s)/minor			
Institution			

		<ul style="list-style-type: none"> <li>• Cross Credit document for new program/major/minor or institution.</li> <li>• Program structure for the new program/major(s)/minor or institution.</li> <li>• Request letter stating the reason(s) for the change requested.</li> </ul>	
Campus		<ul style="list-style-type: none"> <li>• Letter of acceptance from the proposed campus</li> </ul>	

**Specify Requested Change:** (Please specify the exact change(s) that you are requesting for. This should include change in program, major(s)/minor and institution and campus (E.g. From which program to what new program are you proposing to change to).

**D. Provisional Approval from Higher Education Institution** (HEI to state the eligibility of the applicant for the requested change. Where the applicant is applying for a change in institution, the proposed institution of the applicant must state if the requested change by the applicant is possible and the number of credit transfers that the applicant will get. Based on the provisional approval from the institution, TSLB will process the application).

**Student Meets the eligibility criteria for the requested change(S) in Part C: YES: ..... NO: ..... (Tick One)**

**HEI Staff (Name):** ..... **Signature:** .....  
**Date:** ..... **Stamp:**

**E. APPLICANTS DECLARATION**

The information provided in my application is, to the best of my knowledge, complete and accurate, and I understand that false statements on this application will disqualify me from the scheme and can result in the termination of the award. TSLB reserves the right to seek any additional information. I have also read and fully understood the terms and conditions of this application as stated in Part A of this form and also the policies available on the TSLB website [www.tslb.com.fj](http://www.tslb.com.fj).

**Applicants Name:** ..... **Applicants Signature:** ..... **Date:** .....

**F. For Official Use Only**

The application has been provisionally:    *Approved*        *Declined*   

**Reason for the application declined:** .....  
.....  
.....  
.....

**TSLB Officer:** ..... **Date:** .....  
**Manager Students Services:** ..... **Date:** .....

**G: Final Approval from TSLB:**                      **Approved:**                          **Declined:**   

**Particulars of Approval/Disapproval:**  
.....  
.....

**New End Year:**..... **New End Academic Term:**.....

**For Official Use only**

Date Entry Officer's Name: ..... Signature: ..... Date: .....

Data Entry Verifications Officers Name: ..... Signature: ..... Date: .....