



# Tertiary Scholarship and Loans Board

"Building a Smarter Fiji"

TSLB 04

## ADVISORY FOR CHANGE(S) IN PARTICULARS

### A. Instructions:

1. All the required information must be completely filled by the applicant.
2. All required documents/evidences must be attached.
3. 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.
4. Duly completed forms must be hand-delivered to a TSLB office nearest to you. Forms submitted through emails will not be considered.

### B. PERSONAL DETAILS

<b>TIN Number:</b>		<b>Student ID No:</b>	
<b>Surname:</b>		<b>First Name:</b>	
<b>Students Phone Contact:</b>		<b>Email Address:</b>	
<b>Parents Phone Contact:</b>		<b>Institution Name:</b>	
<b>Campus Name:</b>		<b>Program of Study :</b>	
<b>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>	

### C. PARTICULARS OF CHANGE

Requested Change (Please Tick)	Description of requested change	Mandatory Documents to Submit																
	Deferment of Studies	Letter of request with evidence (medical reports etc.) for the reason(s) for the deferment.																
	Reinstatement of Studies	Letter explaining from when and why were you suspended from TSLB or had deferred your studies etc. Full academic transcript to be also attached.																
	Change in E-Ticket Card Number	Previous Card Number: ..... New Card Number: .....																
	Change in M-Paisa/Bank Account Details	Previous Number: ..... New Number: ..... Bank Name (If using Bank): ..... (Attach a copy of the bank statement registered under your name)																
	<b>Application for Allowances</b> (This section is to be used by the students who are applying for the allowances for the first time and by those who are submitting the new rent agreement/hostel letters required by TSLB). For those resubmitting the rent agreement/hostel letter, there is no need to resubmit all documents. Just attach the new rent agreement or the hostel letter).	<table border="1"> <thead> <tr> <th>Category of Allowance Applying for</th> <th>Amount applying for</th> </tr> </thead> <tbody> <tr> <td>Rent /Hostel</td> <td>(per month)</td> </tr> <tr> <td>Food</td> <td>(per week)</td> </tr> <tr> <td>Bus Fare</td> <td>(per week)</td> </tr> <tr> <td>Incidental and Stationary</td> <td>(per annum)</td> </tr> <tr> <td>E-Ticket Card No: (If applying for bus fare)</td> <td></td> </tr> <tr> <td>M-Paisa/Bank Account Number</td> <td></td> </tr> <tr> <td>Bank Name (If not using M-Paisa)</td> <td></td> </tr> </tbody> </table>	Category of Allowance Applying for	Amount applying for	Rent /Hostel	(per month)	Food	(per week)	Bus Fare	(per week)	Incidental and Stationary	(per annum)	E-Ticket Card No: (If applying for bus fare)		M-Paisa/Bank Account Number		Bank Name (If not using M-Paisa)	
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i		Parents/Guardians salary slip (working parents/guardians) or Statutory declaration by parents/guardians (Non-working/self-employed).																
ii	Bank Statement																	
iii	Evidence of residential address (FEA, Water Bills etc.) for the hostel, rented property or place where you will stay during the course of your studies.																	
iv	JP/Commissioner for Oaths witnessed rental agreement if applying for rent or hostel confirmation letter if applying for hostel.																	

		v Applicants must also provide statutory declaration signed by the parents/guardians that they are authorizing the student to apply for allowances for cases where the award has already been confirmed by TSLB.	
<b>Adjustment to allowances</b> (To be filled by the students who are applying for additional or new allowances)	Category of Allowance	Current TSLB approved rate	Adjusted Amount Requesting for
	Rent	(per month)	
	Food	(per week)	
	Bus Fare	(per week)	
	Incidental and Stationary	(per annum)	
	E-Ticket Card No: (If applying for bus fare)		
	M-Paisa/Bank Account Number		
	Bank Name (If not using M-Paisa)		
		i Parents/Guardians salary slip (working parents/guardians) or Statutory declaration by parents/guardians (Non-working/self-employed). ii Bank Statement. iii Evidence of residential address (FEA, Water Bills etc.) for the hostel, rented property or place where you will stay during the course of your studies. iv JP/Commissioner for Oaths witnessed rental agreement if applying for rent or hostel confirmation letter if applying for hostel. v Applicants must also provide statutory declaration signed by the parents/guardians that they are authorizing the student to apply for allowances for cases where the award has already been confirmed by TSLB.	
Termination of Award (For students who wish to terminate and withdraw from the scheme)		i Letter of request signed by the student requesting TSLB to terminate the award, along with any evidences such as academic transcript, medical certificates etc.	
Change in Enrolment	Enrolment Report and Withdrawal form signed by the HEI's etc. Withdrawal requests must also be accompanied by relevant course work marks from the course coordinators.		
Summer/Winter Class	Confirmation of enrollment from the Institution and full academic transcript.		
Change in Accommodation (For students who plan to switch from rent to hostel or hostel to rent)	i JP/Commissioner for Oaths witnessed rental agreement for those switching from hostel to rent. ii Hostel confirmation letter for those switching from rent to hostel.		

**D. 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:** \_\_\_\_\_

**E. For Official Use Only**

The application has been: **Approved**  **Rejected**

**Basis of the decision/Conditions of approval**  
 .....  
 .....  
 .....  
 .....

**TSLB Decision Officer:** ..... **Date:** .....

**For Official Use only**

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

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