



Tertiary Scholarship and Loans Board

“Building a Smarter Fiji”

STUDENT ADVISORY – APPLICATION FOR TELS FOR PDLP and GDLP INTAKE 2 2021

Advisory No	: 05/2021	Phone	: 8921240
Date	: 11/06/2021	Email	: enquiries@tslb.com.fj

Students wishing to apply for TELS for USP PDLP and UOF/FNU GDLP Intake 2 of 2021 are to take note of the following:

1. You must apply online for TELS for Existing Students. Application for any other schemes will render your application void.
2. Applications will be open till Friday week 2 of lectures for the Higher Education Institutions offering PDLP or GDLP.
3. You must apply using TSLB Online Application Portal available at www.tslb.com.fj.
4. To apply Online, the following easy steps apply:
 - i. Send an email to TSLB IT Officer on it@tslb.com.fj to request for your temporary password. In the email include your full name, Student ID Number, TIN and program Audit Certificate (you can also attach your completion letter if you received the same) for LLB.
 - ii. Upon receipt of your request, TSLB will provisionally mark your student status as “Graduated” and issue you with a username and temporary password.
 - iii. You need to login using the username and password issued by TSLB. You can change the password but not the username after the initial login.
 - iv. After your login, click on **“Click Here to Apply”** and then select TELS for Existing Students and complete your application.
 - v. You must complete all details and upload all documents before Friday week two of lectures for PDLP/GDLP.
 - vi. In case you do not have your PDLP/GDLP Offer letter and LLB Completion letter you can still apply now and submit these documents before Friday week 2 of lectures. You will not be able to apply after Friday week 2 of lectures.
 - vii. For those applicants who have the PDLP/GDLP offer, there is no need to produce a separate LLB completion letter. The PDLP/GDLP is sufficient evidence to confirm that you have completed the LLB program.
 - viii. Study where you Live (“Zoning”) policy will strictly apply for the assessment and approval of accommodation and food allowances by TSLB.
 - ix. All TSLB sponsored students under TELS must obtain prior written approval from TSLB before moving into any hostel/rented facility for the duration of PDLP/GDLP. This is also applicable to students TSLB who were approved for accommodation and meals allowances by TSLB for Semester 1, 2021.
 - x. Your existing or any new approved allowances will be reviewed by TSLB before the commencement of classes should the PDLP/GDLP classes be conducted online. This may also result in the cancelation of some allowances.

- xi. Students applying for TELS for their PDLP/GDLP program that are currently on TELS are to take note of the following requirements in relation to the submission of the Rent /hostel agreement for the PDLP/GDLP duration:
 - i. 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.
 - ii. In case you are planning to continue renting at the same property for the duration of the PDLP/GDLP as you were renting in Semester 1 of 2021 then you must submit a letter from the landlord confirming this together with the proper receipts for the rent paid for the period March to July of 2021 from the rent allowances disbursed by TSLB for Semester 1 of 2021.
- xii. The maximum amount payable by TSLB for accommodation (either for rent or hostel) is \$250/month or \$62.50 /week. As such you must look for and secure accommodation within this range for the same to be fully paid by TSLB. For instance, if you are planning to stay in hostel and the PDLP/GDLP duration 24 weeks, the maximum amount payable by TSLB for hostel fees is \$1500.00. In case you decide to stay in a hostel facility or rent premises that charges more than \$1500, you will have to pay for the difference privately. As such we strongly advise you to look into your financial means to pay before moving to any accommodation facility that charges more than \$62.50 per week on average.
- xiii. Bus fare allowance for the duration of the PDLP/GDLP will only be paid if the classes are conducted on a face-to-face basis. For courses/units which will be conducted 100% online, no bus fare allowances will be paid. In cases the courses are conducted on a blended mode (e.g. 50% online and 50% face to face), then bus fare allowances will be calculated and paid on a pro-rata basis for the face-to-face component less any balance from Semester 1, 2021.
- xiv. It is important to note that classes for face-to-face mode for Semester 1, 2021 was suspended following the announcement of a new COVID-19 case on 19th April 2021. What this means is that bus fare allowances paid for the period after 19 April 2021 will be deemed as savings and this balance will be rolled over by TSLB for calculation of bus fare allowances for the duration of PDLP/GDLP.
- xv. Allowances for PDL/GDLP will only be paid after receipt of the enrolment reports from HEI's. It is in your best interest to enrol early.

Please adhere to the above guidelines and due dates to avoid disappointment.

We strongly urge you to refer to the FAQ's on our website www.tslb.com.fj for the answers to most of your queries. For any queries/clarifications on matters not answered under our FAQ's 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 for queries after TSLB office hours and weekends.

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