



# Tertiary Scholarships and Loans Service

“Building a Smarter Fiji”

## STUDENT ADVISORY – TRIMESTER 3 OF 2021

Advisory No	: 06/2021	Phone	: 8921240
Date	: 27/08/2021	Email	: enquiries@tsls.com.fj

All TSLs sponsored students are to take note of the following application opening dates for the various Change in Particulars for Trimester 3 of 2021.

PARTICULARS OF APPLICATON	TSLS FORM TO BE USED	APPLICATION OPENING DATE	APPLICATION CLOSING DATE
Change in Particulars/ Advisory Form	TSLs 04 (B)	27/08/2021	17/09/21
Deferment of Studies	TSLs 04 (B)	27/08/2021	17/09/21
Reinstatement of Studies	TSLs 04 (B)	27/08/2021	17/09/21
Extension of Award	TSLs 04-01 (B)	27/08/2021	17/09/21
Change in Major(s)/Minor/ Program, Institution or Campus (Change in Campus for TELS Students only)	TSLs 04-02 (B)	27/08/2021	17/09/21
NTS to TELS Switch for 1 repeat course per annum or application for TELS for NTS suspended students	TSLs 04-03 (B)	27/08/2021	17/09/21
Submission of New Rent Agreement / Hostel Confirmation letter	TSLs 04 (B)	27/08/2021	17/09/21

### Important Notes:

- All applications are to be made to TSLs using the appropriate forms prescribed in the table above. All fillable PDF forms can be downloaded from the TSLs website [www.tsls.com.fj](http://www.tsls.com.fj).
- All the requirements as stated in the respective forms must be submitted with the application.
- Incomplete application forms will not be processed by TSLs.
- Due to the COVID 19 Pandemic and current restrictions in place, you are required to email your applications to the respective Section Heads as follows:
  - All NTS and SSSN students to email on [scholarships@tsls.com.fj](mailto:scholarships@tsls.com.fj)
  - All TELS FNU students to email on [telsfnu@tsls.com.fj](mailto:telsfnu@tsls.com.fj)
- TSLs reserves the right to request for additional information and/or documents while processing the applications.
- Applications emailed by the students after the closing date will be assessed and processed for the next academic term. This means no changes will be approved for Trimester 3, 2021.
- You must work with your Higher Education Institutions directly to obtain the required documents for the application prior to the application closing date. Where visits to the campuses are restricted as a COVID-19 containment measure, the same can be obtained via email and attached to the application. This includes any endorsements required on TSLs forms. For example, for a

change in program, major, minor or institution, where provisional approval from your institution is required in the application form you can obtain the provisional approval from the institution via email and attach the same with your application.

8. You must ensure that the bank account number/M-Paisa number submitted to TSLs is active and registered under your name. TSLs 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 TSLs in writing using Form TSLs 04 (B).
9. Accommodation and meals allowances for Trimester 3, 2021 will only be approved and paid in case the COVID-19 restrictions remain in place if (Subject to the application of the Zoning policy):
  - a. The classes are conducted face to face. For online classes, you must stay home and attend to the same (subject to (b) and (c) below);
  - b. You were approved for accommodation and meals allowances for Trimester 2, 2021 and are unable to move back to your home due to COVID-19 restrictions in place. E.g., Suspension of Shipping services; and
  - c. The nature of your program is such that you must stay on campus to complete the academic requirements, E.g., Clinical hours for medical students.
10. All TSLs sponsored students under TELS must obtain prior written approval from TSLs using Form TSLs 04 (B) before moving into any hostel/rented facility for Trimester 3 of 2021. This is also applicable to students TSLs who were approved for accommodation and meals allowances by TSLs for Trimester 2, 2021.
11. TSLs Sponsored students under TELS are to take note of the following requirements in relation to the submission of the Rent Agreement (subject to (9) above for Trimester 3 of 2021):
  - a. 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.
  - b. In case you are planning to continue renting at the same property in Trimester 3 of 2021 as you were renting in Trimester 2 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 May to August of 2021 from the rent allowances disbursed by TSLs for Trimester 2 of 2021.
12. The maximum amount payable by TSLs 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 TSLs. For instance, if you are a trimester-based student, planning to stay in hostel and the trimester is for 14 weeks, the maximum amount payable by TSLs for hostel fees is \$875.00. In case you decide to stay in a hostel facility or rent premises that charges more than \$875 for Trimester 3, 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.
13. Bus fare allowance for Trimester 3, 2021 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 Trimester 2, 2021.
14. It is important to note that classes for face-to-face mode for Trimester 2, 2020 was suspended following the announcement of a new COVID-19 case on 19<sup>th</sup> 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 TSLs for calculation of bus fare allowances for Trimester 3, 2021.

15. Allowances for Trimester 3 of 2021 will only be paid after receipt of the enrolment reports from HEI's. It is in your best interest to enrol early.
16. All allowances will be disbursed in 2 or more batches.

TSLS as a partner to your aspirations for tertiary, technical and vocational education wishes to remind you that we need to work together in equal partnership in meeting the requirements of each party so that applications are processed in a timely manner to avoid any delays in the tuition and allowances for Trimester 3 of 2021. TSLS is fully committed to timely and accurate processing of the applications, tuition and allowances to ease the financial difficulties of the Fijians, particularly in light of the impact of COVID-19 and this can only be made possible if the applicants work together with TSLS towards timely submission and completion of the required documents.

**We strongly urge you to refer to the FAQ's on our website [www.tsls.com.fj](http://www.tsls.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.tsls.com.fj](http://www.tsls.com.fj) between 8.00a.m to 5.00p.m from Mondays – Fridays or email us on [enquiries@tsls.com.fj](mailto:enquiries@tsls.com.fj) for queries after TSLS office hours and weekends.**

**ENDS**