



## EXISTING STUDENT CHANGE OF PARTICULARS APPLICATION FOR ACADEMIC TERM 2 OF 2022

**Advisory No** : 02/2022 **Phone** : 8921240  
**Date** : 09/06/2022 **Email** : [mytsls@tsls.com.fj](mailto:mytsls@tsls.com.fj)

Existing students sponsored or funded by TSLs can now apply to change particulars for academic term 2 of 2022.

PARTICULARS OF APPLICATION	TSLs FORM TO BE USED
Change in Particulars/ Advisory Form	TSLs 04 (B)
Deferment of Studies	TSLs 04 (B)
Reinstatement of Studies	TSLs 04 (B)
Extension of Award	TSLs 04-01 (B)
Change in Major(s)/Minor/ Program, Institution or Campus (Change in Campus for TELS Students only)	TSLs 04-02 (B)
NTS to TELS Switch	TSLs 04-03 (B)
Submission of New Rent Agreement / Hostel Confirmation letter	TSLs 04 (B)

The deadline for change of particulars for respective HEIs are as follows:

HEI	Semester 2	Quarter 2
SIT Y2 & Y3	22/07/2022	
CCTC	05/08/2022	
Fulton	05/08/2022	
UOF	12/08/2022	
FNU	12/08/2022	17/07/2022
USP	19/08/2022	
SIT Y1	02/09/2022	

*The above closing dates will NOT change, and all existing students must get their particulars updated before the application closing date.*

### Important Notes:

1. All applications are to be made to TSLs using the approved forms. All fillable PDF forms can be downloaded from this link <https://www.tsls.com.fj/Forms>.

2. Kindly fill in the required information and submit along with the required documents and information as per the below email addresses:
  - I. All NTS and SSSN students to email on [SChand@tsls.com.fj](mailto:SChand@tsls.com.fj)
  - II. All TELS FNU students to email on [SPrasad@tsls.com.fj](mailto:SPrasad@tsls.com.fj)
  - III. All TELS USP students to email on [SSingh@tsls.com.fj](mailto:SSingh@tsls.com.fj)
  - IV. All TELS for TVET - FNU students to email on [JLal@tsls.com.fj](mailto:JLal@tsls.com.fj)
  - V. All Other HEI students to email on [JLal@tsls.com.fj](mailto:JLal@tsls.com.fj)
3. During the assessment of the applications TSLS reserves the right to request for additional information and/or documents if required.
4. Upon assessment of your application TSLS will notify you via a return email on the decision made.
5. You must work with your Higher Education Institution in obtaining the required documents for your application.
6. You must ensure that your bank account number or M-Paisa or My-Cash number submitted to TSLS is active and registered under your name. TSLS will not take any responsibility/liability for inactive/closed accounts. Any changes to the account details must be communicated to TSLS in writing using Form TSLS 04 (B).
7. Accommodation and meals allowances for academic term 2 of 2022 will be subject to Zoning Policy.
8. All TSLS funded students under TELS must obtain prior written approval from TSLS before moving into any hostel or rented facility for academic term 2 of 2022. All previously submitted hostel and rental agreement are nullified.
9. TSLS funded students under TELS are to take note of the following requirements in relation to the submission of the Rent Agreement for academic term 2 of 2022:
  - 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 academic term 2 of 2022 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 June of 2022 from the rent allowances disbursed by TSLS for Semester 1 and Quarter 1 of 2022.
10. 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 Semester-based

student, planning to stay in hostel and the Semester is for 22 weeks, the maximum amount payable by TSLs for hostel fees is \$1,375.00. In case you decide to stay in a hostel facility or rent premises that charges more than \$1,375.00 for Semester 2, 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.

11. Bus fare allowance for academic term 2 of 2022 will only be paid only for face-to-face mode of teaching. For courses/units which will be conducted 100% online, no bus fare allowances will be paid. In cases the courses/units 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 previous academic term paid by TSLs.
12. Allowances for academic term 2 of 2022 will only be paid after receipt of the enrolment reports from the HEI's. It is in your best interest to enrol early.
13. All allowances will be disbursed in 2 or more batches.

Visit our website [www.tsls.com.fj](http://www.tsls.com.fj) for FAQ's for answers to most of your queries or use our live chat facility from 8.00am to 5.00pm Mondays to Thursdays and from 8.00am to 4.00pm on Fridays or email us on [mytsls@tsls.com.fj](mailto:mytsls@tsls.com.fj).

***Provision of False Information is a serious offence under the False Information Act 2016.***

**ENDS**