



Tertiary Scholarships and Loans Service

"Building a Smarter Fiji"

Adding of New Programme by a Higher Education Institution

A. Instructions

1. All Tertiary Scholarships and Loans Service "TSLs" Eligible Higher Education Institutions must follow the below requirements as listed in part B of the Form while making a request to add a new programme for listing under scholarship or funding.
2. All request for new programme for listing with TSLs must be received before TSLs submits its budget for the new financial year.
3. Upon receipt of the request TSLs will carry out its own due diligence.
4. The final decision will be made by the Board.

B. Requirements for Listing

1. Write an official letter of request addressed to the Chief Executive Officer.
2. Submit the certificate of programme recording with Fiji Higher Education Commission (FHEC) where the higher education institution is a self-accrediting institution.
3. Submit the certificate of programme accreditation with FHEC where the higher education institution is a non-self-accrediting institution.
4. Provide list of possible employment opportunities.
5. The business case approved by the Council.
6. Provide evidence of consultation and support letters from relevant potential employers such as but limited to Government Ministries, Statutory Bodies, State Owned Enterprises, Private Sector Organizations, Non-Governmental Organizations, Civil Society Organizations and Fiji based multilateral/donor agencies.
7. Industry Advisory Committee support letter signed off by the chairperson.
8. Provide effective term of the programme to be offered by the HEI.
9. Provide any such other documents as may be requested by TSLs.

C. For Official Use Only

The application has been: *Approved* *Declined*

Reason for decline
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TSLB Decision Officer Name: *Signature:* *Date:*