



Tertiary Scholarships and Loans Service

“Building a Smarter Fiji”

TSLS 04 – 04

APPLICATION FOR PAYMENT OF INCIDENTAL AND STATIONARY ALLOWANCES TO USP BOOKSHOP FOR PURCHASE OF LAPTOP

A. INSTRUCTIONS:

1. This form is to be only filled by TSLS sponsored students studying at USP who wish to authorize TSLS in writing to pay their incidental and stationary allowances to the USP Bookshop to purchase a laptop.
2. This is a fillable PDF form and you can type all the required particulars and use your electronic signature if you do not wish to print and fill the form and submit the same to TSLS.
3. All required documents/evidences must be attached.
4. Incomplete and late applications will not be processed by TSLS. Visit www.tsls.com.fj or our Facebook Account (Tertiary Scholarships and Loans Service) for information on due dates for each academic term and year.
5. Duly completed forms must be emailed to the appropriate email address below during the duration of the COVID-19 containment period.
 - a. All USP NTS and SSSN students to email on SChand@tsls.com.fj
 - b. All TELS USP students to email on SSingh@tsls.com.fj

B. PERSONAL DETAILS

| | | | |
|--------------------------------|--|-----------------------|--|
| TIN Number: | | Student ID No: | |
| Surname: | | First Name: | |
| Students Phone Contact: | | Email Address: | |

C. TERMS AND CONDITIONS

1. This is a non-mandatory arrangement for the TSLS sponsored students.
2. Students can voluntarily and at their free will make a decision on whether or not they wish to buy a laptop from USP bookshop under this arrangement.
3. Those who wish to at their own accord buy a laptop from USP Bookshop must fill this form and submit to TSLS as confirmation of their written authorization for TSLS to pay their incidental and stationary allowance directly to USP bookshop.
4. It is important to note that TSLS will not provide any additional funding to students to buy a laptop. Interested students will have to use their incidental and stationary allowances to do so.
5. Upon receipt of this completed form, TSLS will submit the list of students whose incidental and stationary allowances will be paid to USP Bookshop. Students can then contact USP Bookshop directly to check on the processes to complete to redeem their incidental and stationary allowances for the laptop.
6. The maximum amount payable by TSLS for the incidental and stationary allowances is \$500/semester. However, the actual amount paid by TSLS will depend on a student's eligibility for the term based on the academic load factor. For example, if the load factor is 0.75, TSLS will only pay \$375.00.
7. Students who do not wish to buy a laptop from USP will be paid their incidental and stationary allowances directly into their nominated bank/m-paisa account.

D. APPLICANTS DECLARATION AND AUTHORISATION TO TSLS

I have also fully read and fully understood the terms and conditions of this application as stated in Part C of this form. Based on the terms and conditions which I am agreeing to, I hereby authorize TSLS to pay my incidental and stationary allowances for (State Semester and Year) to USP Bookshop to allow me to purchase a laptop.

| | | |
|-------------------------|------------------------------|--------------|
| Applicants Name: | Applicants Signature: | Date: |
|-------------------------|------------------------------|--------------|

E. For Official Use Only

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| The application has been: | Approved | | Rejected | |
|---------------------------|----------|--|----------|--|

Basis of the decision/Any additional Condition(s) of approval

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TSLS Decision Officer: **Date:**

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

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