



Tertiary Scholarships & Loans Service

“Building a Smarter Fiji”

TSLS 04-02(B)

REQUEST FOR CHANGE(S) IN PROGRAM/MAJOR(S)/MINOR, CAMPUS OR INSTITUTION

(This form is to be used only during the COVID-19 Containment Period)

A. Terms and Conditions of Application:

1. 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.
2. All the required information must be completely filled by the applicant.
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 NTS and SSSN students to email on SChand@tsls.com.fj
 - b. All TELS FNU students to email on SPrasad@tsls.com.fj
 - c. All TELS USP students to email on SSingh@tsls.com.fj
 - d. All Other HEI and TELS for TVET - FNU students to email on JLal@tsls.com.fj
6. All change(s) in program/major(s)/minor must be approved by TSLS first before any changes are made at the higher education institutions. TSLS will not approve any changes if the student has already changed the program at the institution prior to obtaining a written approval from TSLS.
7. Applicants can either change the program, major(s), minor or institution only once during the entire award duration.
8. For NTS students, applications for change in program from one category to another will not be approved.
9. No further changes to the program/major(s)/minor or the HEI will be approved by TSLS other than those approved through this application. Only one change is allowed throughout the duration of the sponsorship.
10. Students initially approved for non-medical programs must make an application for change in program/major(s)/minor or institution before the commencement of third academic of studies from the stated commencement term and year in the award confirmation letter. For example, a student enrolled for a Bachelor of Commerce Program on Semester mode, must make an application either after completing either one semester or two semesters of studies.
11. No changes after more than 2 academic terms of enrolled studies will be approved.
12. Students enrolled for the MBBS program on annualized assessment must apply for the changes before the commencement of their third year of studies.
13. Students on academic suspension or termination by the higher education institution are not eligible to apply for change in program/major(s)/minor or institution while they serve their suspension or after termination.
14. The provisional approval granted by TSLS will be based on the provisional approval from the Higher Education Institution for the requested change by the applicant. Based on the provisional approval granted by TSLS, the applicants can finalize the approved change with their institution and submit resubmit this application form for TSLS for changes to the record.
15. Applicants cannot change any other particulars in regards to the program/ major/minor/institution other those provisionally approved by TSLS in this application.
16. Request for changes where the current approved program is used as a pathway to another program (e.g., Using first Year GPA in the current program as a qualifying criteria for an alternative program) will not be approved by TSLS.
17. No approval for any studies at institutions/campuses outside Fiji will be granted.

B. PERSONAL DETAILS

TIN Number:		Student ID No:	
Surname:		First Name:	
Other Name(s):		Email Address:	
Phone Contact:		Institution Name:	
Campus Name:		Current Program of Study:	
Current Major(s)/Minor:		TSLS Scheme Name:	
Year of Commencement under TSLS Scheme:		Term of Commencement under TSLS Scheme:	

Any Prior Changes approved by TSLS		Year in which change was approved before	
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No: Of Courses Completed under current program/major(s)/minor/HEI

C. PARTICULARS OF CHANGE

Requested Change(s)		Document(s) to Submit	Please Tick Documents Submitted
Program		<ul style="list-style-type: none"> • Full academic transcript of current program. • Offer letter for new program/major/minor or institution or endorsement by the HEI in Part D below. • Cross Credit document for new program/major/minor or institution or completion of Part D of this form by the HEI. • Request letter stating the reason(s) for the change requested. 	
Major(s)/minor			
Institution			
Campus			<ul style="list-style-type: none"> • Letter of acceptance from the proposed campus

Specify Requested Change: (Please specify the exact change(s) that you are requesting for. This should include change in program, major(s)/minor and institution and campus (E.g., From which program to what new program are you proposing to change to).

D. Provisional Approval from Higher Education Institution (HEI to state the eligibility of the applicant for the requested change. Where the applicant is applying for a change in institution, the proposed institution of the applicant must state if the requested change by the applicant is possible and the number of credit transfers that the applicant will get. Based on the provisional approval from the institution, TSLS will process the application).

Student Meets the eligibility criteria for the requested change(S) in Part C: YES: NO (Tick One)

New Program duration: Number of courses to complete:

No: Cross Credits from the existing program:

HEI Staff (Name): Signature:

HEI Staff Position: HEI Staff Phone contact:

HEI Staff Email Address: Date:

(Applicant must attach a copy of the email approval from the HEI with the application)

E. APPLICANTS DECLARATION

The information provided in my application is, to the best of my knowledge, complete and accurate, and I understand that false statements on this application will disqualify me from the scheme and can result in the termination of the award. TSLS reserves the right to seek any additional information. I have also read and fully understood the terms and conditions of this application as stated in Part A of this form and also the policies available on the TSLS website www.tsls.com.fj.

Applicants Name:	Applicants Signature:	Date:
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F. For Official Use Only (Provisional Approval)

The application has been provisionally: Approved Declined

If declined, reason for the decline:

TSLS Approval Officer Name: Signature: Date:

Decision Endorsement by Manager Student Services:

Name:..... Signature: Date:.....

G. Final Approval from TSLs:

Approved

Declined

Particulars of Approval/Disapproval:

New Sponsorship End Year: **New Sponsorship End Term:**

For Official Use only

Date Entry Officer's Name: Signature: Date:

Data Entry Verifications Officers Name: Signature: Date: