TERTIARY SCHOLARSHIPSAND LOANS SERVICE

"Building a Smarter Fiji"

A STEP BY STEP GUIDE TO THE ONLINE APPLICATION AND PROCESSING

FORWARD

The intent of this Handbook is to provide information to the applicants, awardees and the general public on the procedures for applying and processing of TSLS administered schemes and to serve as a guide for facilitators of the process.

The content and guidelines captured in this Handbook are neither prescriptive nor exhaustive and serves to provide guidance for achieving compliant, efficient and effective administration of the Fijian Government Tertiary Education Scholarships and Loans Scheme. This is integrated with the strategic and operational activities of the Tertiary Scholarships and Loans Service ("TSLS") and other policies governing the functions of the Service and staff conduct.

This Handbook is the Tertiary Scholarships and Loans Service's document. The information contained in this handbook is current at the time of publication and may be changed based on any changes to the policies and requirements of the Fijian Government. Visit www.tsls.com.fj for updates and further information. Where your legal rights are involved/concerned, do not rely on this handbook. Instead, review the law yourself or consult your Attorney.

This handbook in no way constitutes a scholarships or loans contract the Tertiary Scholarships and Loans Service, the Fijian Government or the Fiji Revenue and Customs Service.

This handbook should be used in conjunction with other relevant laws, policies and guidelines of TSLS and the Fijian Government. Applicants are required to make a refrence to the handbook titled "Handbook for New Applicants " for full details on eligibility criteria and required documents for various schemes.

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ABOUT TERTIARY SCHOLARSHIPS AND LOANS SERVICE

The Tertiary Scholarships and Loans Service (TSLS) is a Fijian Government Institution established in 2013 under the Tertiary Scholarships and Loans Act 2014 ("the Act") to administer and implement all the Fijian Government and Donor Funded Tertiary Education Scholarships and Loans Scheme.

TSLS is responsible for ensuring transparent and accountable management of government funding provided for tertiary scholarshipss and loans. In doing this TSLS focuses on achieving the best educational outcomes for Fiji and ensuring that funding spent on scholarshipss and loans will result in contributions to the Fiji economy and workforce. To do this, TSLS undertakes the following functions:

- Receive and process applications administered under the Act;
- Monitor scholarships and loan students' academic progress and take appropriate action where academic progress is not at required level;
- Process and facilitate payments for allowances and tuition;
- Work in partnership with eligible tertiary institutions to streamline processes for submitting compliant and accurate invoices to Ministry of Economy for payment; technical and vocational educational.
- Work closely with the FRCS to ensure that the students under the various schemes comply with the bond requirements, should they wish to travel outside Fiji or to migrate; and
- Implement marketing and promotion strategies which ensure that all eligible Fijians are aware of the loan and scholarships schemes and have access to information which facilitates them applying and being considered.

HOW TO CONTACT TSLS

TSLS can be contacted for any Application and Processing query through the below means in the order of preference:

TSLS Live Chat Services

1.1. The TSLS Live Chat Service is the most preferred communication method.

1.2. Our interactive Live Chat Services are available between 8. 00a.m to 5. 00p.m from Mondays to Fridays (Excluding Public Holidays).

1.3. Communicating with TSLS using the Live Chat Service will allow you to get instant responses to your queries and concerns from our highly trained and competent agents.

Email to Enquiries Helpdesk

1.4. In case(s) where the TSLS Live Chat Services cannot be used, students can email their queries on enquiries@tsls.com.fj. Remember this email can only be used for enquires and general queries and should not be used for any complaints/concerns about TSLS Services or TSLS staff Conduct.

1.5. TSLS Enquiries Helpdesk services are available on a responsive basis from 8. 00a.m to 5. 00p.m from Mondays to Fridays (Excluding Public Holidays).

1.6. All emails sent on this email address after 5. 00p.m from Mondays to Thursdays will be responded to, the next day while emails sent after 5. 00p.m on Friday and in the weekends will be responded to on the following working day.

2. Online Applications

2.1. All queries /concerns in relation to TSLS Online Application System and Processes, usernames, password etc. must be sent to TSLS IT Officer on it@tsls.com.fj.

3. Telephone Services

3.1. All calls to be TSLS can made on 8921240 from 8. 00a.m to 5. 00p.m from Mondays to Fridays (Excluding Public Holidays).

3.2. For all telephone calls to TSLS, the receiver may ask for additional details and verify the same with the records at TSLS before responding to your queries. In case(s), where the details provided over the phone do not match with the student's records at TSLS, TSLS reserves the right to refuse to respond to the queries.

FIJIAN GOVERNMENT SCHEMES AVAILABLE FOR 2021

- National Toppers Local Scholarships Scheme ("NTS Local")
- Donor Funded Unilateral Overseas Scholarshipss.
- Scholarships Scheme for Students with Special Needs ("SSSN")
- Tertiary Education Loans Scheme ("TELS") for New Students.
- Tertiary Education Loans Scheme ("TELS") for Existing Tertiary Students.
- Tertiary Education Loans Scheme ("TELS") for Technical Colleges of Fiji.
- Tertiary Education Loans Scheme ("TELS") for Employees.
- Tertiary Education Loans Scheme ("TELS") for students who have completed Year 12 in 2017 or thereafter and wish to pursue Fijian Government approved Engineering programs at the Fiji National University only.
- Accommodation Support Scheme ("ASS").

FIJIAN GOVERNMENT PRIORITY AREAS

National Toppers Local Scholarships

Category of Award	Programs	No. of Awards	Qualifying Minimum Entry Requirements (MER)
Engineering	Bachelor of Engineering, Civil Engineering, Electrical/Electronic Engineering, Energy Engineering and Mechanical Engineering.	90	Aggregate Score of 320/400 in Year 13 with a pass in English, Mathematics and Physics and one more subject meeting the HEI's requirements.
Medicine and Health	Bachelor's Degree in: Dietetics, Nursing, Public Health, Medical Lab Sciences, Physiotherapy, Pharmacy and Medical Imaging Science.	90	Aggregate score of 320/400 in Year 13 with a pass in English and the area specialization subjects.
Agriculture, Fisheries & Forests	Bachelor's Degree in: Agriculture, Agricultural Engineering, Agribusiness, Veterinary Sciences, Forestry, Fisheries, Aquaculture, Fish Technology and Food Technology.	50	Aggregate Score of 300/400 in Year 13 with a pass in English and Agriculture.
Technology	Bachelor Degree in: Telecommunications Networking, Cyber Security, Software Development, Programming, Library Sciences, Media and Journalism, Information System, Computing Science, Information Technology and Applied Computing.	35	Aggregate Score of 320 /400 in Year 13 with a pass in English and at least 65/100 in Computer studies
Social Sciences	Bachelor's Degree in: Social Work, Social Policy and Policy Administration.	5	Aggregate score of 300/400 in Year 13 with a pass in English
Environment/ Marine Science	Bachelor's Degree in: Environmental Science, Environmental Management, Climate Change and Marine Management.	30	Aggregate Score of 300 /400 in Year 13 with a pass in English
Land/Town Planning	Bachelor's Degree in: Land Surveying, Urban and Regional Planning, Real Estate and Property Management, Geo-Spatial Engineering, GIS/Land Acquisition, Real Estate and Property Valuation.	20	Aggregate Score of 300 /400 in Year 13 with a pass in English
Commerce	Bachelor of Commerce in: Accounting, Economics, Finance, Official Statistics, Project Planning & Management, Property Management and Valuation, Occupational Health and Safety, Information Systems, Professional Accounting, HRM and Industrial Relations, Public Administration and Management.	120	Aggregate score of 330/400 in Year 13 with a pass in English and Mathematics for Accounting, Economics. Finance and Official Statistics. Aggregate Score of 330/400 with a pass in English for all other priority commerce areas.
Education	Diploma in Counselling **(50 Awards)** Bachelor's Degree in Special and Inclusive Education **(50 Awards)** Bachelor of Education Secondary (Mathematics & Physics, Industrial Arts **(50 Awards)**	150	Diploma in Counselling: Minimum aggregate score of 250/400 in Year 13 with a pass in English. Bachelor's Degree in Special and Inclusive Education: Aggregate score of 250/400 in Year 13 with a pass in English. Aggregate score of 300/400 In Year 13 with a pass in English and the subject area specialization.
Special Areas – Diploma and Certificates	Marine Studies (Nautical Sciences & Engineering), Culinary Arts, Mining, Land Surveying, Early Childhood Education, Forensic Science and Fashion, Social and Community Work, Project Management, Geospatial Science, Organic Farming, Aquaculture, Horticulture, Animal Health and Husbandry and Small Business Management.	10	Aggregate score of 300/400 in Year 13 with a pass in English
	TOTAL	**600**	

The above list is only relevant for the period 1st August 2020 to 31st July 2021.

REQUIRED DOCUMENTS FOR APPLICATION

The following common requirements applies to all TSLS Schemes.

Birth Certificate	TIN Letter/Joint Card
Highest Qualification Results	Highest Qualification Certificates
Parents/Guardians Salary Slip	Parents/Guardians TIN Letter/Joint Card
Recent Passport Photo	HEI Offer Letter
Employment Letter if in employment	Salary slip if employed
Bank Statement	

SCHEME SPECIFIC REQUIRMENTS

The following additional scheme specific documents are required.

Scheme Name	Additional Requirements
TELS Existing	Current Higher Education Results transcript and Certificate, Completion or Audit/Status Report, Salary slip, Recent FNPF statement, Employment letter if employed.
TELS Employee	Current Higher Education Results transcript and Certificate, Salary slip, Recent FNPF statement, Employment letter.

TSLS reserves the right to request for additional documents for processing the applications.

PROVISION OF FALSE INFORMATION TO TSLS IS A SERIOUS OFFENCE

1. The False Information Act 2016 **('Act')** establishes liability for the provision of false Information to any officer, agent or representative of the Government or an entity. Section 2 provides the definition of 'entity' as an organization that receives funding from the Government and which the Attorney-General prescribes by notice in the Gazette.

2. Section 2 also provides the definition of 'false information' as meaning information which is false, Incorrect, untrue or misleading in whole or part, substance or form.

3. Section 4(1) of the Act provides that a person must not knowingly make a false representation to any officer, agent or representative of the Government or entity for the purpose of obtaining a benefit. Section 4(2) further provides that any person who contravenes subsection (1) commits an offence and is liable upon conviction to a fine not exceeding $20000 or imprisonment for a term not exceeding 10 years, or to both.

4. Section 7 of the Act further provides the meaning of 'knowingly' as if the person is aware that the information the person is providing false information, is aware that the information the person is providing is likely to be false information and is reckless in that regard or provides any information and is reckless as to whether that information is false information.

5. Section 8 of the Act provides that Part 7 of the Crimes Act 2009 apply to offences under this Act and section 9 of the Act provides that absolute liability applies to the offences under this Act in accordance with section 25 of the Crimes Act 2009.

6. Section 10 of the Act provides for the recovery of the benefit from a person convicted of an offence under the Act and section 11 provides for the recovery of the benefit from a third party

ONLINE APPLICATION PROCESS

STEP 1 – REGISTRATION

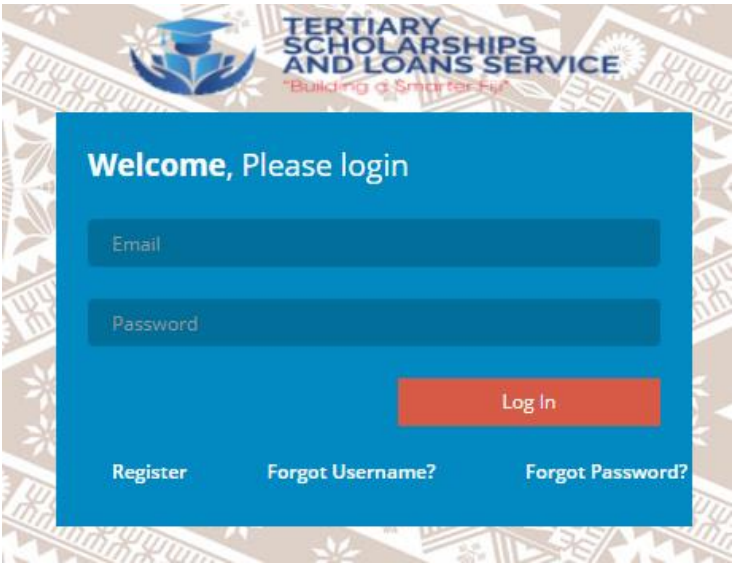
1. Have the following information readily available before starting with the registration process:
    a) Your valid Gmail, Yahoo Mail or Hotmail Email ID
    b) Valid Password
    c) Birth Registration Number
    d) TIN Number
    e) Date of Birth
    f) Password size photo (Digital/Scanned Copy)

2. Visit TSLS website at www.tsls.com.fj. You can either use Mozilla Firefox or Google Chrome.

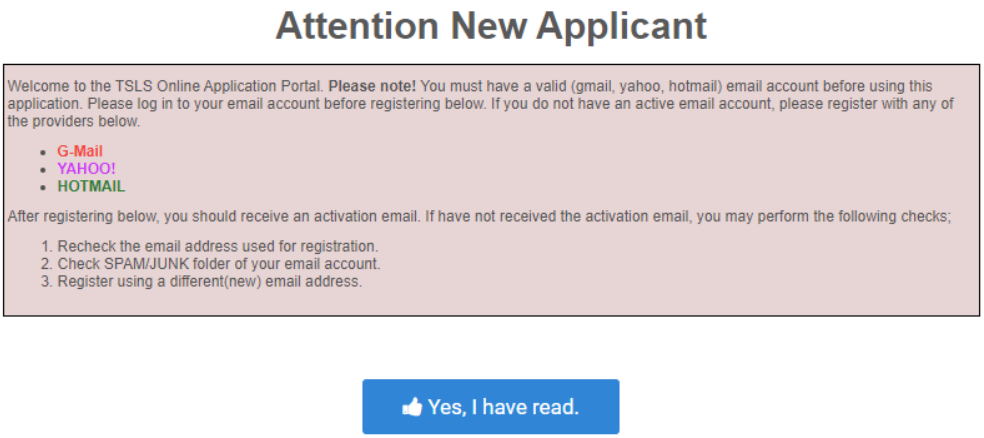
3. The application system is not mobile compatible.

4. Once on the TSLS webpage click on "Apply Online"

5. The following box will appear.

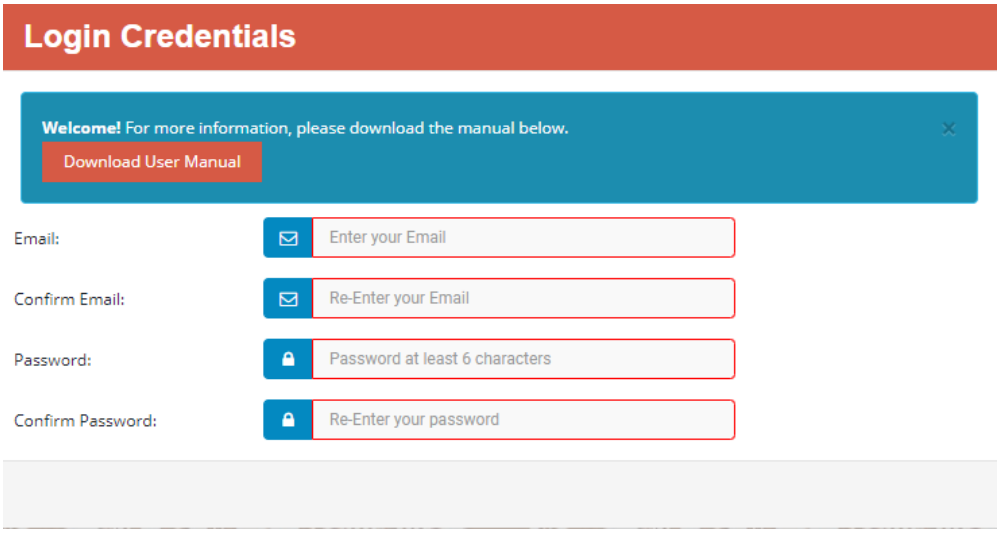


6. As soon as you click on “Register” the following will appear:

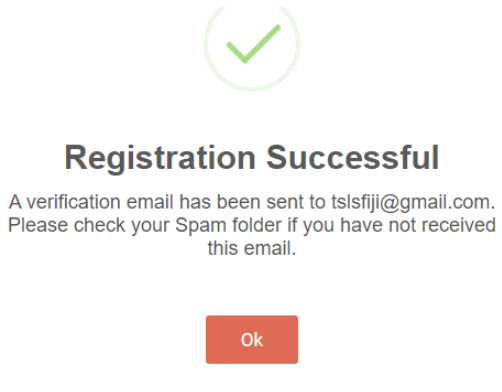


7. Click on “Yes I Have Read”.

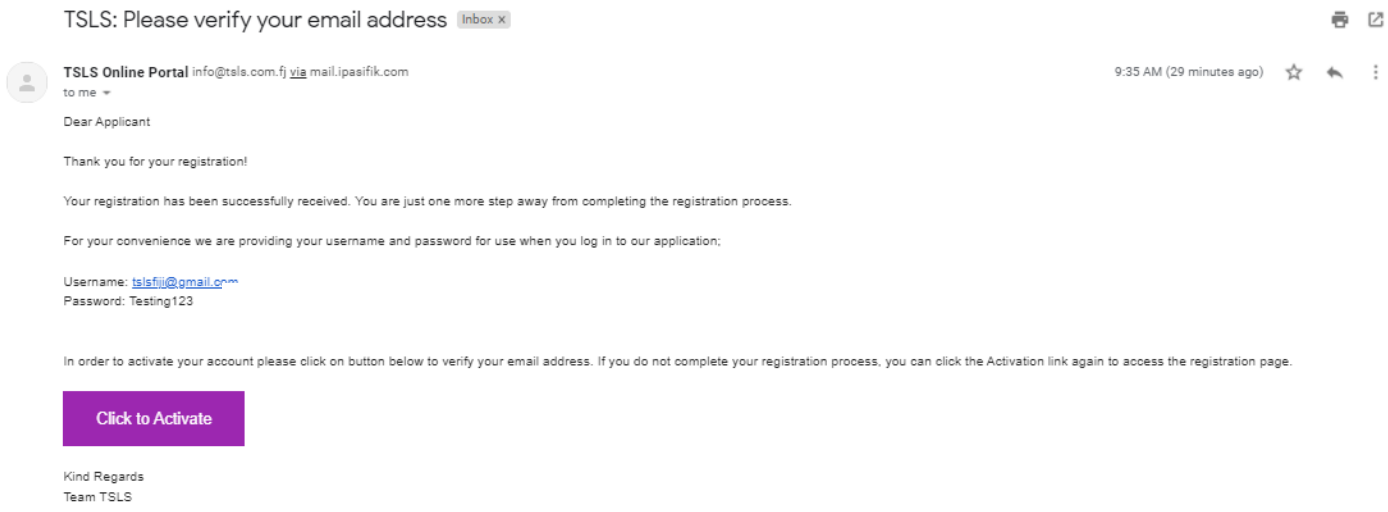
8. After clicking: “Yes I have Read”, enter your Login Credentials (Valid email address and valid password) twice as follows and click “Submit”.



9. After clicking on “submit”, you will get the following message.



10. Login to your Yahoo, Gmail or Hotmail email account for an email that will be sent by TSLS. Also check your SPAM folder. Email to the following effect should be received on your email account:



11. From the email received, you must click on “Click to Activate”

12. Once you click on the “Click to activate” button, your registration process STAGE 1 is complete and you are now ready to move to STAGE 2 OF THE REGISTRATION PROCESS.

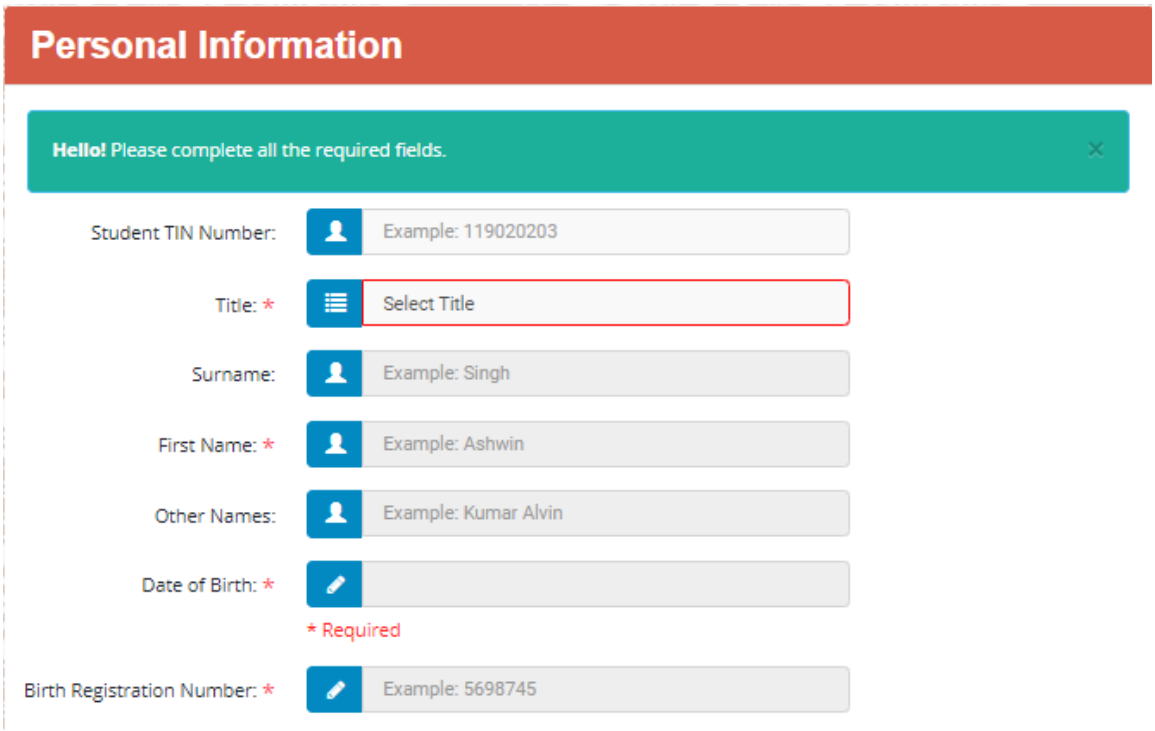
Important Notes:

a. Keep your email address and password safely otherwise you will not be able to apply.
b. Do not change your email address.
c. For security reasons, do not share your email address and password with anyone.
d. You only need to register once for the online application system. Multiple registrations will affect your application processing.

STAGE 2 - PERSONAL DETAILS

1. Under this stage, you are required to enter your personal details.

2. The following box will appear to start off stage 2.



3. **Student TIN:** The first requirement for you to enter is your TIN as issued by Fiji Revenue and Customs Service ("FRCS"). In case you do not have a TIN number, please go to your nearest FRCS office and obtain one. DO NOT USE SOMEONE ELSE'S TIN as this will nullify your application. You cannot change your TIN once entered.

4. As soon as you enter your TIN, the following personal information about you will be automatically be pulled from FRCS records:
   a. Your Surname.
   b. Your First Name.
   c. Your Other Name (Names).
   d. Your Date of Birth.
   e. Your Birth Registration Number ("BRN").

5. You are not required to enter any of the particulars as per 4 above.

6. In case after entering your TIN and the data from FRCS being pulled to your application portal you discover that certain details are not matching, you will need to contact FRCS.

7. **Title (Mr, Mrs. Ms.):** You are to select your title from the options given in the drop down.

8. **Gender:** Choose from the drop down as either male or female.

9. **Division:** Choose from the Drop Down as either: Northern Western, Central or Eastern.

10. **Province:** Select from the Provinces given in the drop down.

11. **District:** Select from the districts given in the drop down. This should be the district that you are currently residing in.
12. **Student ID:** This should be the student ID number as given by your University or as per the offer letter. Do not enter your school Index Number. If you do not have the ID number, you can still apply and enter your ID number later.

13. Upload your recent passport size photo. This should be either in the png or jpg format and not exceed 5 MB file size.

14. Enter your preferred and alternative phone contact. Click "Submit" to complete Stage 2 of the Registration process.

STAGE 3 – CONTACT DETAILS

1. **Residential Address:** Ensure that you enter your current residential address, e.g. Lot 25, Melrose Road, Suva if there is no Lot number or Street Name, State the location name and district. e.g. Vunimoli, Labasa. DO NOT ENTER THE DISTRICT NAME ONLY. e.g. Labasa.

2. **Postal Address:** This is the P.O. Box number on which TSLS will send all your correspondences to if required. This is not a mandatory requirement; therefore, if you do not have a postal address, you can leave this part blank.

3. **Email Address:** This is the same email address as the one you used for registration at Stage 1 and will automatically show up. There is no need to re-enter this.

4. **Phone Number:** This should be registered under your name or an active number that you wish to be contacted on. Remember TSLS will be contacting you on this number for any clarification or additional information and if the number is inactive or does not make contact with your processing of your application can be delayed or even rejected. This is mandatory.

5. **Alternative Phone Contact:** This is an alternative phone contact that you wish to provide to TSLS

in case you are not reachable on the phone contact you have provided as per NO. 4 above. This is an optional field.

6. Once you have filled in all the required/mandatory information, double check all the entries to ensure it is 100% correct.

7. Once convinced that all your entered details are 100% complete and accurate, click on the submit button at the bottom right-hand corner of the registration form as follows:

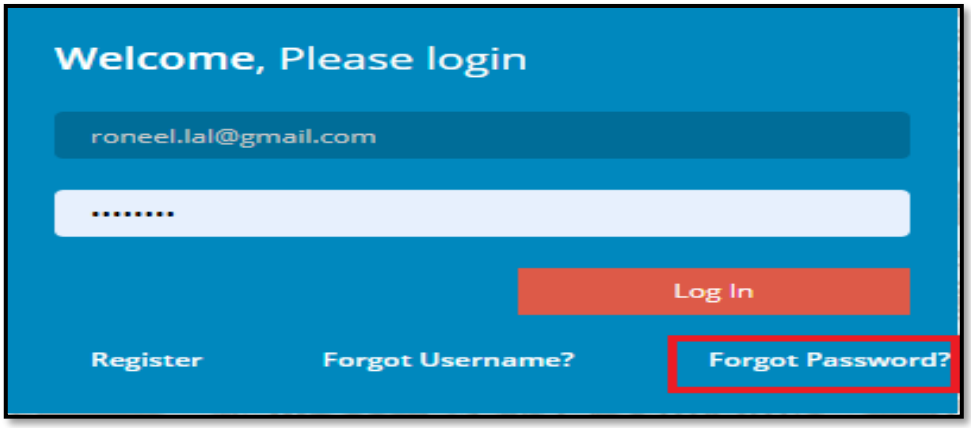
8. Once you click "Submit" the registration process is complete and you are ready to start the TSLS user friendly Online Application process.

CHANGING YOUR PASSWORD

How to Change Password

1. To change your password, you have to visit our website www.tsls.com.fj and click on Apply Online.

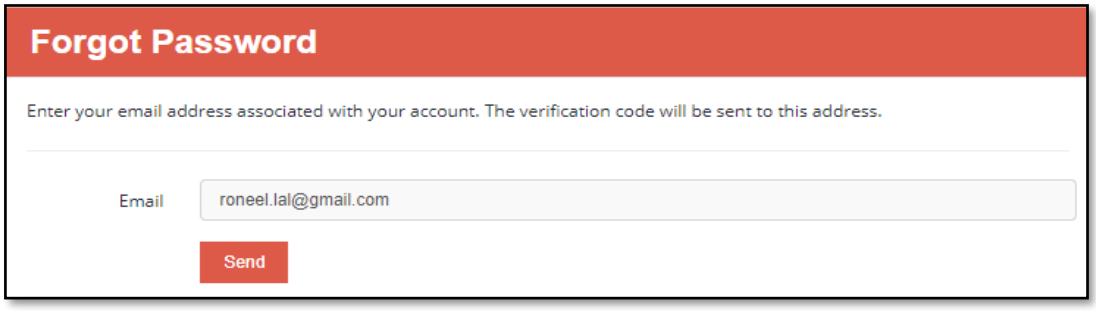
2. After clicking on Apply Online, you need to click on **Forgot Password** Hyperlink.



3. After clicking on the Forgot Password you will be directed to step 1 of the Forgot password process.

4. In step 1, you need to enter the email associated with your TSLS Student account and click send.

5. A password rest link will be sent to your email. **"Password reset link has been sent to your email. Please verify".**



6. You need to open the email with TSLS: Reset Your Password subject and click on the link.

7. After clicking on the link sent a new window will appear and you have to enter your new password twice and click reset.

8. After successfully resetting your password, you can login into TSLS account.

PREPARING FOR THE ONLINE APPLICATION

1. Before you start the actual application process, scan and save the following documents individually in either the pdf, png, or jpg format. Each scanned document should not exceed 5MB file size.

   i. An official academic transcript for Year 12 and 13 or equivalent Studies (Students can apply without Year 13/Foundation Studies before the application closing date but need to submit the same as soon as the results are released, however no later than the application processing closing date).
   ii. Offer letter from the Higher Education Institute. (Students can apply without the final offer letter from the Higher Education Institutions, but need to submit the same as soon as the offer letters are received, however no later than the application processing closing date).
   iii. Original or certified true copy of the Birth Certificate.
   iv. Copy of Student's TIN Letter/FRCA-FNPF Joint Card.

v. Evidence of Parents'/Guardians' Income (Salary Slip for working parents/guardians or Statutory Declaration prepared and signed by the parents/guardians and witnessed by a JP, Notary Public, Commissioner for Oaths or a District Officer for parents/guardians who are not working or are in self-employment. Parents /Guardians running a business must submit the most recent tax assessment by FRCS).

vi. In case you are working, submit a recent salary slip.

vii. Copy of Parents'/Guardians' TIN Letter/FRCA-FNPF Joint Card.

viii. Copy of bank statement with account under the applicant's name.

ix. Employment letter, FNPF statement, and salary slip for those applying for Employees Scheme.

x. Recent passport size photo

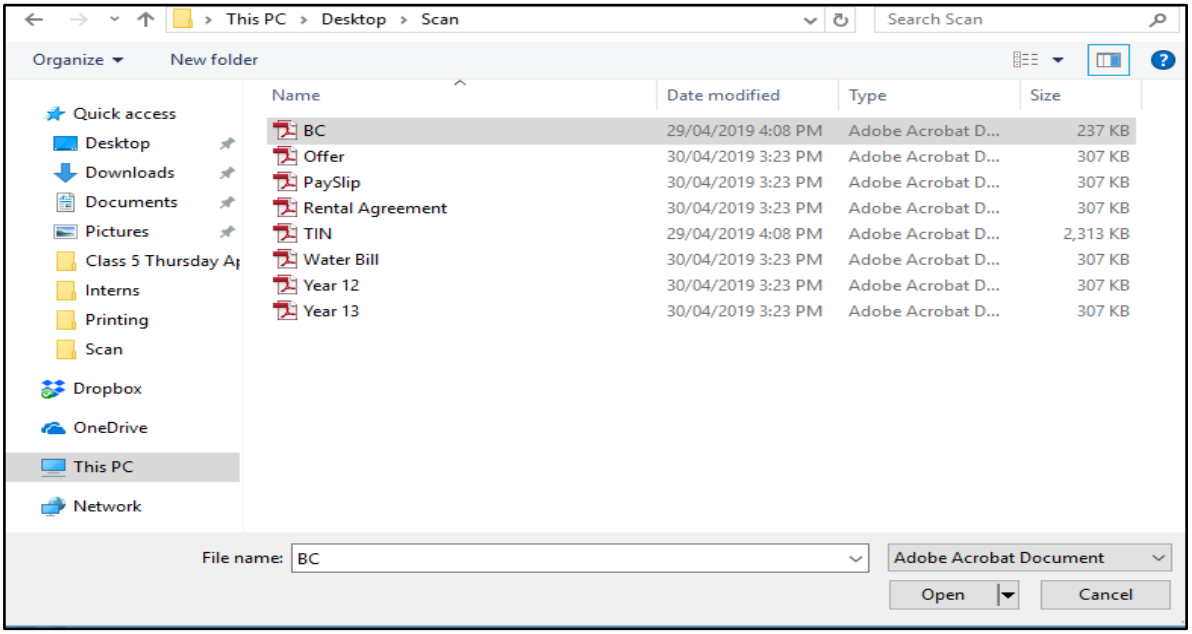
2. When scanning and saving documents, ensure that you scan and save each document separately. For example, scan the Birth Certificate separately and save it as Birth Certificate.

HOW TO UPLOAD DOCUMENTS

The following procedures are to be applied in uploading all required scanned documents.

1. The places where documents are required to be uploaded, the following button will appear:

2. Click on **"Browse File"**. Once you click on the browse file button, the following screen will appear. It will direct you to the possible places where you have saved your scanned documents:



3. Once you reach the above page, you need to select where you have saved your scanned document. For example, if you saved your scanned documents on the desktop, click on desktop.

4. Then open the folder in which you have saved the documents (in case you have saved all documents in a folder).

5. You then need to select the document you want to upload by clicking on the document. For example, if you want to upload the Birth Certificate, click in the Birth Certificate.

6. After clicking on the document that you want to upload, click in the "Open" button at the bottom right hand of the screen. Please wait for few seconds. Your document is now uploaded.

OVER VIEW OF THE ONLINE APPLICATION STEPS

1. The Online Application consists of the following steps:
   i. Personal Details (**Mandatory**).
   ii. Program of Choice (**Mandatory**).
   iii. Schemes (**Mandatory**).
   iv. Highest Qualification (**Mandatory**).
   v. Income Details (**Mandatory**).
   vi. Previous Scholarships History (**Not applicable for NTS local**).

2. You MUST fill in all the mandatory fields in each step. Mandatory fields are marked with a red asterisk "*".

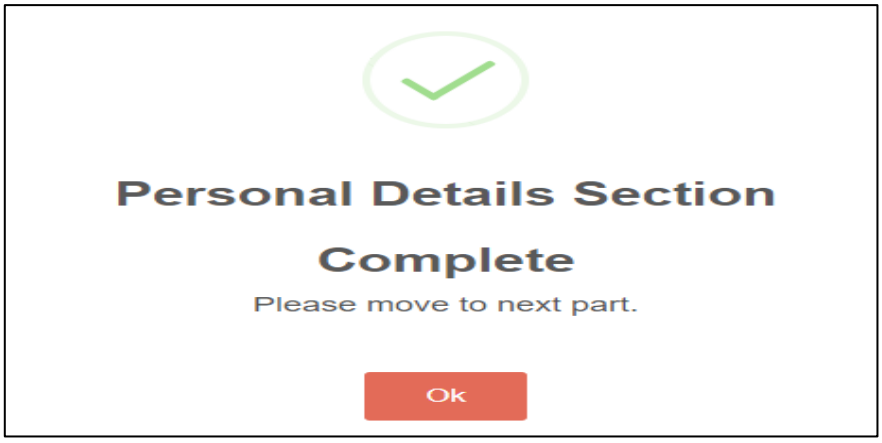
3. After successful completion of each step, you need to click on the "Next" button at the end of each page to move to the next stage.

Next

4. The application steps must be completed in an ascending order. That is, you must complete all aspects of Step 1 first, upload all documents by pressing the "Browse" button, save the documents uploaded and then press 'NEXT' to move to the next step.

5. You cannot move to the next step unless you have completed all of the requirements in the previous step.

6. Once a Step is complete press the "Next" button, the following message will appear:

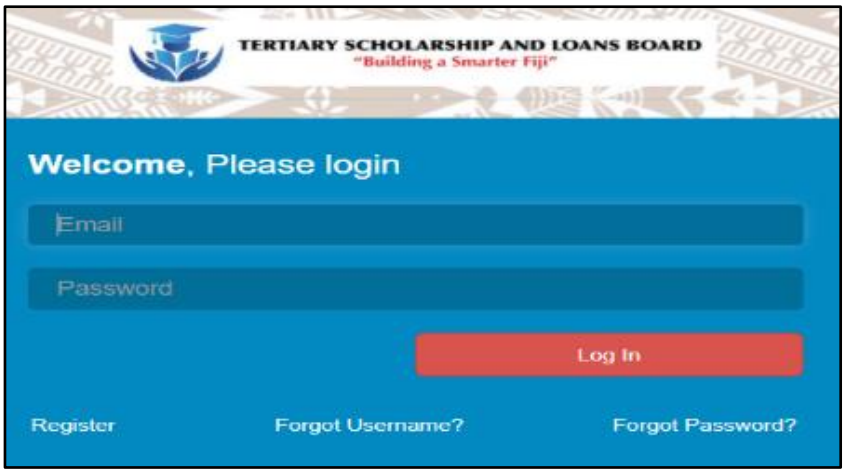


7. Click on "OK" button to be directed to the next stage.

HOW TO START THE APPLICATION PROCESS

1. After completing the registration process, visit TSLS website www.TSLS.com.fj.

2. Once on the TSLS webpage click on "Apply Online". The following will appear:



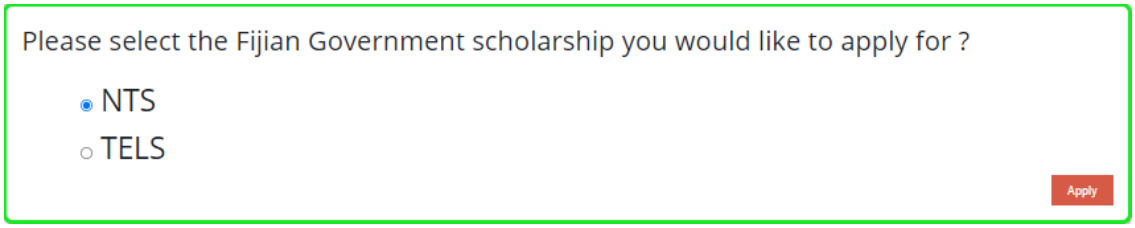
3. Enter your email address and password that was used for registration. You cannot use any other email address.

4. After entering your email address and password, click on the “Log In” button.

5. Once you have clicked the “Log In “button and successfully logged into your TSLS account, you will be directed to your Profile page as per follows:

6. Once on your profile page, click on “**Click Here to Apply**”.

7. Once you have clicked “**Click Here to Apply**”, the following (this is a sample only) will appear for your scheme selection:



8. Once you have selected the desired scheme the below pop up will paper Click “Yes, I have Read”.

Attention New TELS Applicants

Welcome to the TSLS Online TELS Application Portal. Kindly browse through www.tsls.com.fj for more details on the schemes eligibility and application criteria.

All documents/images uploaded during application must be in either the pdf, png or jpg format and not exceeding 5MB in file size.

For any clarifications please contact us on it@tsls.com.fj or call on 8921240.

Late and incomplete applications will not be considered and the same will be declined after the application processing closing date.

Yes, I have read.

9. You are now ready to complete each of the required steps for the online application for the Scheme of your choice. The steps are explained in what follows.

STEP1 – PERSONAL DETAILS

1. Step 1 requires you to fill your personal and contact information and also to select the scheme that that you wish to apply for.

2. If you had selected NTS on your profile page, the following options will be available for you to select from for your scheme.

3. You need to click onto one of the two options given as follows:

Please select the desired scheme:

- (●) NTS Local, TELS New, TELS for TVET - FNU
- ( ) In-Service Scholarship

4. When you choose NTS Local, TELS New it means that you are applying for both the Schemes. You will be required to state 3 program choices for NTS Local Studies and 3 for TELS Local Studies at stage 2.

5. When processing, TSLS will first process your NTS application. Only if you do not qualify for NTS, then your TELS application will be processed.

6. When you select NTS Overseas, NTS Local and TELS NEW it means that you are applying for all three Schemes. You will be required to state 3 program choices for NTS Overseas Studies, 3 Choices for NTS Local Studies and 3 for TELS Local Studies at Stage 2. This option will not be

available for 2021.

7. In case you selected TELS on your profile page after log in, the following options will be available for you to select the preferred scheme:

8. You need to select only one of the options as per the criteria below:

CRITERIA	WHICH SCHEME TO CLICK ON
Completed Year 13 or foundation studies in or after 2011 and have not completed their any higher education	TELS NEW
Enrolled in a program before 2014 and applying to complete the same program.	TELS EXISTING
Currently working in Public Sector	TELS FOR PUBLIC SECTOR EMPLOYEE
Currently working in Private Sector	TELS FOR PRIVATE SECTOR EMPLOYEE
Age 17 or above and planning to join Technical College of Fiji	TELS FOR TECHNICAL COLLEGE
Those who have completed Year 12 in 2017 or thereafter have not completed Year 13 or Foundation studies, do not have any other qualification and wish to do any approved engineering course at FNU only	TELS FOR YEAR 12
Those who will pay their tuition privately or through other legal means and which to apply for allowance only	ACCORMODATION SUPPORT SCHEME

9. Select your Scheme carefully as applying for the wrong TELS Scheme will result in the rejection of your application.

10. After you have selected your Scheme, your personal information and contact details section needs to be validated.

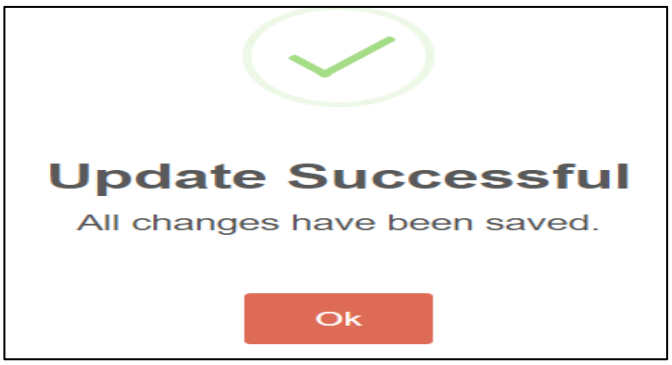
11. All the information that you entered for your personal and contact information will be pulled automatically by the system and you will be able to view all your details.

12. You do not need to enter any details unless you wish to change/amend/edit the details, for instance, if you wish to change your residential address from what you entered at the registration stage.

EDITING YOUR PERSONAL INFORMATON

1. In order to edit your personal details, follow the following easy steps:
   i. Click on the field for which you wish to edit the information;
   ii. Delete the old value;
   iii. Input the new value; and
   iv. Click "**Submit Button**" at the end of the page.

2. Once you click on the "**Submit**" Button your record will be updated, and you will receive your confirmation as shown below:



3. Click "OK".

4. Clicking OK confirms that your profile has been edited.

5. You cannot update/edit the following personal details:

First name	Middle Name	Surname
Date of Birth	BRN	TIN
Email Address		

STUDY START UP YEAR AND TERM & MEDICAL

1. Once you are done with your personal information details verification/update, you need to select your Study start up term and year.

2. Study Startup Year means the year that you wish to start your studies with and Study Start up Terms means the academic Term (e.g. Semester 1, Semester 2 etc.) that you wish to start your studies with.

3. The following sections needs to be filled. You need to select from the drop down depending on your Study Start up term.

Study Startup Year

Please state the year you wish to begin with your studies?

Select Year

Study Startup Term

Please state the term you wish to begin with your studies?

Select Term

4. In case a year or term is now shown in the drop down, it means that applications for that particular year(s) or term(s) are not open.

5. The next requirement is for you to complete the medical history. For this you need to advice TSLS of any medical conditions that you have and provide details and attach your medical report. In case you do not have any medical conditions of concern, select No.

Medical History

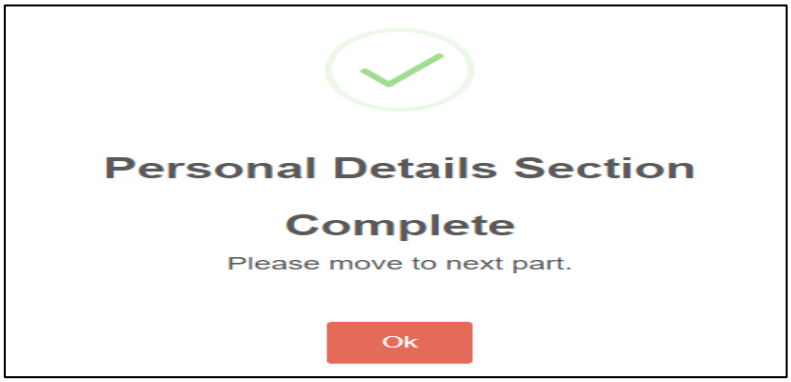
Please indicate whether you have any medical condition(s) or major illness(es) that TSLS should be aware of?

○ Yes ◉ No

6. Once you are fully convinced with your personal details, you are now ready to move to Step 2.

7. To move to Step 2, press the “Next” button at the bottom right-hand corner of the page.

8. Once you press the “Next” button, you will receive a confirmation (Press OK) button as follows:



9. Click "**OK**" and you will be directed to a new page-STEP 2 of the Application.

STEP 2 – PROGRAM OF STUDY

1. In step 2 you are required to list down your offered program of studies under the scheme you are applying for.

2. For each scheme you are applying for, you must fill three (3) choices.

3. Your choices should be ranked in the order or preference from the most preferred to the least. That is your choice 1 should be what you are actually planning to do at an institution of your choice.

4. You need to apply directly for a place in your preferred program with the institution of your choice. TSLS will not help any student secure a place for any program at any institution.

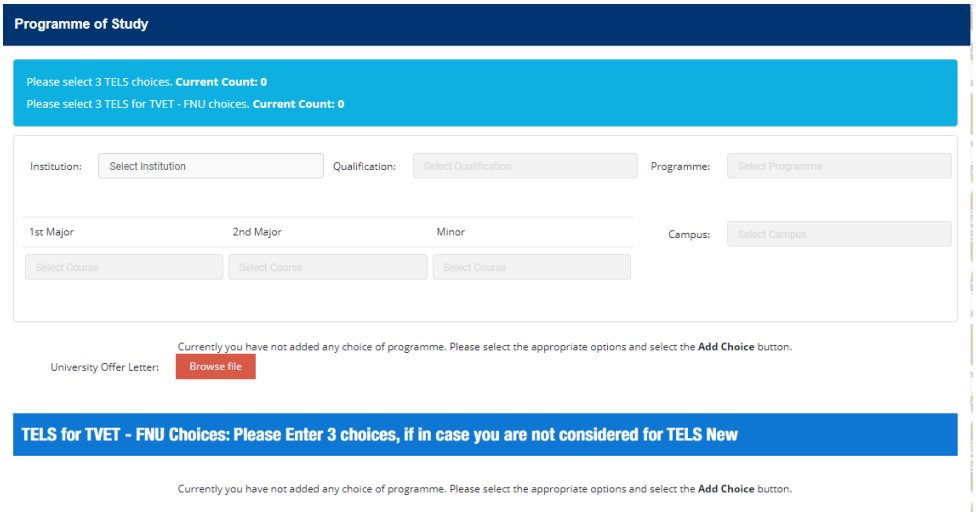
5. In case you are applying for NTS, you need to state your choices very carefully as your Second and Third Choices will only be considered for scholarships, if there is any award left in the category of your 2nd and 3rd choices after all first choices have been processed. **YOU CAN MISS OUT ON THE SCHOLARSHIPS EVEN WITH QUALIFYING MARKS IF YOU DON'T STATE YOUR MOST PREFERRED OPTION AS CHOICE 1.**

6. For TELS applicants, again TSLS will send you the bond form and provisional offer letter based on your Choice Number 1.

HOW TO ADD YOUR PROGRAM CHOICES

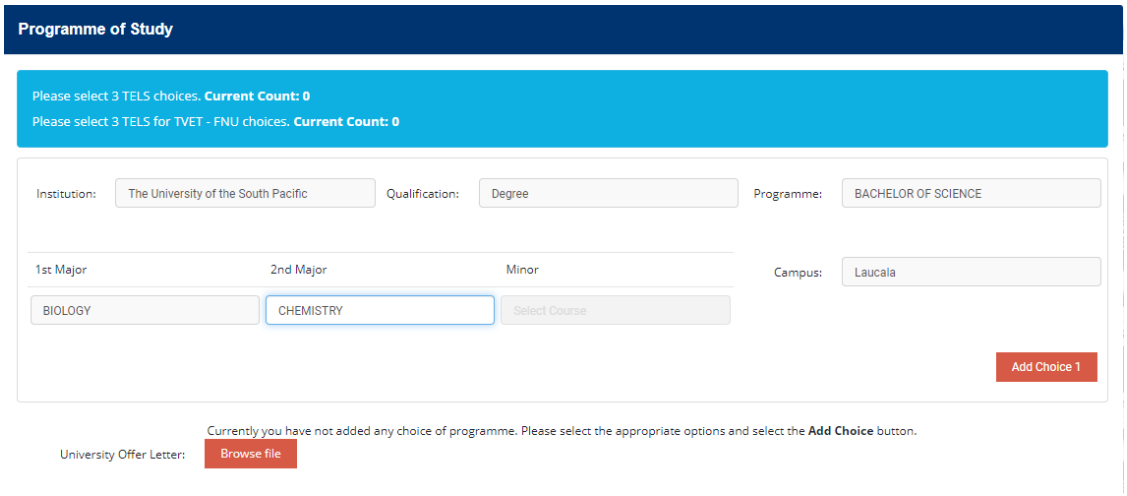
1. Click on Step 2.

2. Once you click on Step 2, a screen similar to the following will appear:

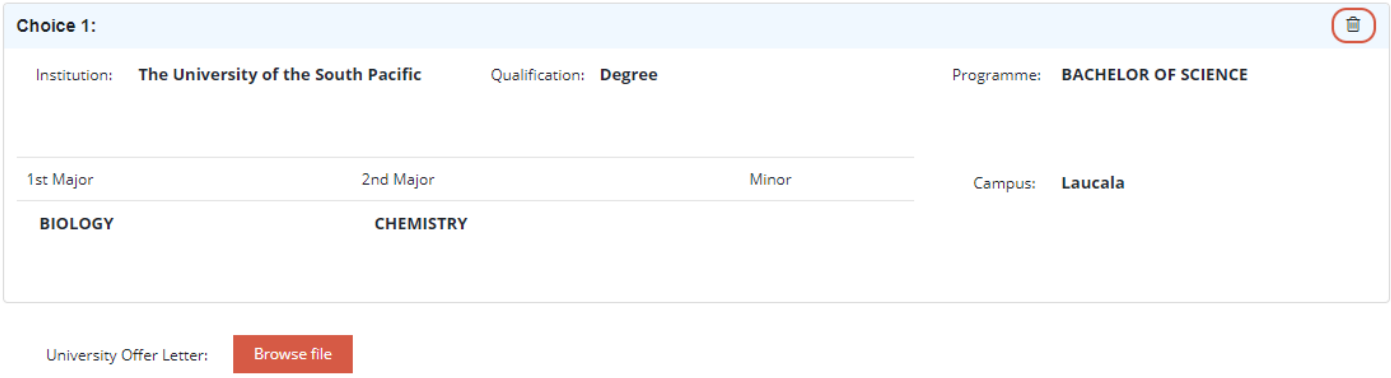


3. Enter the following details for each choice (you cannot type anything (except for Donor Funded Scholarships) but rather select from the Drop down. For example, when you click on the box for Institution, all institutions that qualify for the schemes funding will drop down and you are required to select one of these institutions. If an institution is not on the list, it means that it is not an eligible institution for the scheme funding.

4. After selecting the Particulars of Choice 1 and uploading the offer letter the following will should appear.



5. Your programme choice will be entered, as soon as you press Add Choice 1, as shown below.



6. To add Choice 2, repeat the same processes as you did for Choice 1 and click on "Add Choice 2". Do the same for Choice 3.

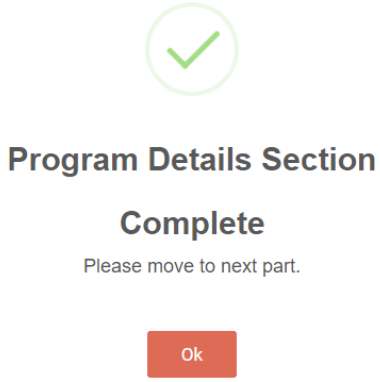
7. If you are applying for NTS also fill 3 choices for TELS. It can be the same choices or a different one. In case your NTS is unsuccessful you will be considered for the TELS Scheme.

8. You can still apply without your university offer letter and this can be uploaded later. However, your application status will read as "Incomplete" and will not be processed unless you upload the offer letter. This must be uploaded before the application processing closing date.

9. Upload your final offer letter. **DO NOT UPLOAD YOUR PROVISIONAL OFFR LETTER IF THE PROGRAM OF YOUR CHOICE IS NOT STATED IN THE LETTER.**

10. Some programs have prescribed courses therefore you won't be able to choose any Major or Minor.

11. After you have entered all choices the "NEXT" button will be enabled. Once you click on it, you will receive a confirmation as shown below.



12. Click "**OK**" and you will be directed to a new page-STEP 3 of the Application.

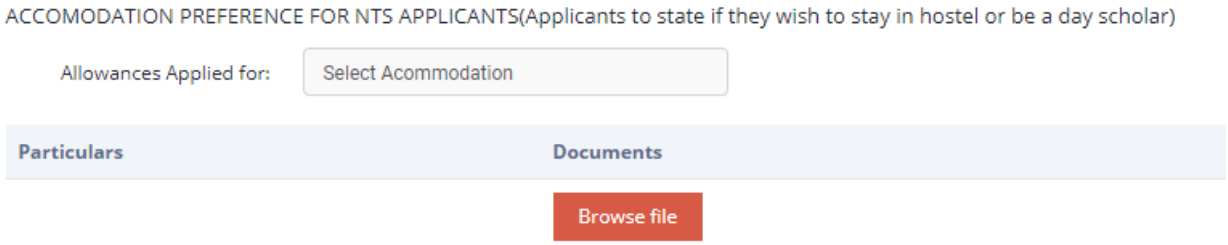
STEP 3 – SCHEME DETAILS

1. In Step 3, you are required to complete the requirements for the Scheme you chose in Stage 1.

2. Click on Step 3 as follows:

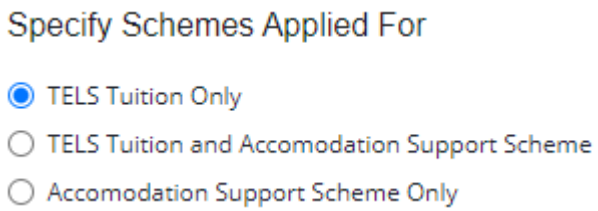
3. For NTS applications, you are not required to enter rates for your allowances in Step 3 as all your allowances are paid at standard rates.

4. However, you need to state your Accommodation Preference for NTS application as per the below Option.



5. You need to select **Day Scholar**. You can still stay in the Hostel after indicating your preference as a day scholar as accommodation and meals allowance will be paid to you in cash and you need to use the same to pay for your hostel and meals.

6. However, all NTS applicants must also complete the required information for TELS NEW as follows. This is to ensure that in case your NTS application is not successful, TSLS is able to make an offer for TELS if you meet the eligibility criteria.



7. Under the TELS NEW Section you have to choose either:
   i. TELS Tuition Only;

ii. TELS Tuition and Accommodation Support Scheme; or
iii. Accommodation Support Scheme

8. You need to select the options after careful thought.

9. In case you select "**TELS Tuition Only**", this means that you are only requesting TSLS to pay your tuition fees to the University of your Choice. You will not be paid any allowances if you choose this option.

10. Choosing **TELS TUITION ONLY** means TSLS will pay for your tuition while you have to meet the cost of travelling, rent/hostel, food and stationery on your own.

11. When you select "**TELS Tuition and Accommodation Support Scheme**", this means that you are applying for both: Tuition and Allowances.

12. When you select Accommodation Support Scheme this means that you are applying for Allowances only and TSLS will not pay for your Tuition.

13. If your combined family income is less than FJD$50,000 per annum than only you can select "TELS Tuition and Accommodation Support Scheme".

14. You cannot apply for allowances after the confirmation letter is issued by TSLS.

15. You can apply for the following allowances by selecting on "TELS Tuition and Accommodation Support Scheme".

i. **Rent** - Maximum of $250/month, provided a duly signed agreement witnessed by a JP, Notary Public, Commissioner for Oaths or a District Officer. (Evidence of residence such as water bill and/or Voter ID to be attached) or a Hostel Letter for Hostel accommodation.
ii. **Bus fare** - Maximum of $30/week if travelling by bus.
iii. **Food** - Maximum of $50/week
iv. **Incidental and Stationary** - $1000/annum.

16. All allowance application processing will be as per the "**Study Where You Live (Zoning) Policy**".

17. The rates indicated in (15) above are maximum rates and TSLS reserves right to assess and approve lower rates than what you have applied for.

18. To apply for allowances, after selecting "TELS Tuition and Accommodation Support Scheme", select the allowances you wish to apply for as follows:

19. The details as follows must be submitted for the allowance's application:

20. In case you select hostel with meals then you are only entitled to apply for the following allowances:

- **i. Incidental**

21. In case you select hostel only, you may apply for the following allowances:

- **i. Food**
- **ii. Incidental**

22. In case you are selecting day scholar then you may apply for the following allowances:

- **i. Food**
- **ii. Bus Fare**
- **iii. Rent**
- **iv. Incidental /Stationary**

23. Rent and food allowance will only be paid for students who are relocating to another division/district purely because the program of their choice is not offered within their locality.

24. Students travelling from their home are only entitled to the incidental and bus fare allowance under TELS.

25. For all allowances (except for the bus fare), you need to:

- i. Enter your registered and active M-Paisa number; or
- ii. An active bank account registered under your name and attaches a copy of your bank statement.

26. All bus fare application, you need to enter your E-Ticket Card number (**Red Card**).

27. What is required to apply for each of the allowances is detailed below:

Bus Fare

- i. **Select the amount**—this should be the actual stage fare that you will incur daily for travelling to and from classes multiplied by 6. You need to attach evidence of the residential address from where you will be travelling from. E.g. Water bill or Voter ID that includes the residential address.

ii. **Your E-Ticket Card Number**: Enter all the numbers, including the number in the bracket in your card. You must ONLY ENTER THE RED E-TICKET CARD NUMBER HERE. DO NOT ENTER CARD THAT YOU ARE USING FOR YOUR HIGH SCHOOL TRAVELS (Blue or Orange Card).

Food

i. Select the amount from $1-$50/per week.

Incidental/Stationary

i. Select the amount from $1-$1000/per annum.

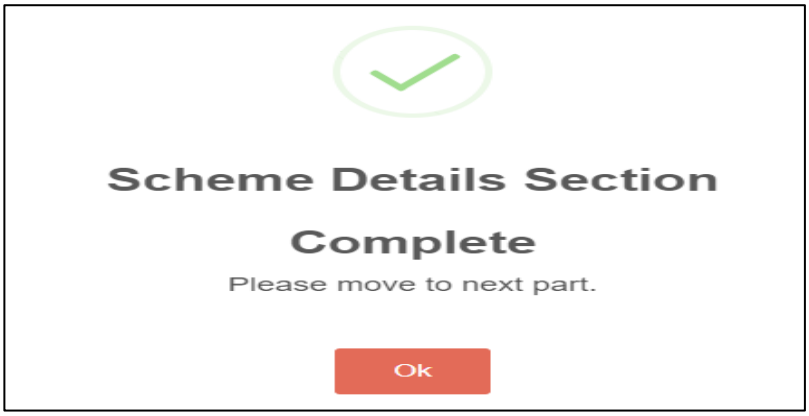
Rent

i. Select and amount from $1-$250/month.
ii. You need to attach the witnessed rental agreement between you and the landlord.
iii. Witness– a JP, Notary Public, Commissioner for Oaths or a District Officer.
iv. The rental agreement on a minimum must include the following information:
v. Your landlord and your TIN number;
vi. Residential and phone contact of your landlord and you;
vii. Rent Amount to be typed (not hand written);
viii. All tenancy agreements to be signed originals by you and the landlord.
ix. The validity of the rental agreement submitted is for a maximum of one year only.
x. For any approved rent allowance, the loan recipient must submit to TSLS a new tenancy agreement before the commencement of classes for the new academic year. No rent allowance will be paid if new agreements are not submitted each academic term.

28. Once all the mandatory information is entered and the "**Next**" button is enabled.

29. Once you are fully convinced with your Scheme Step, you click on "**Next**" button to save the details.

30. Once you click the "**Next**" button, you will receive a confirmation (Click OK) button as follows:

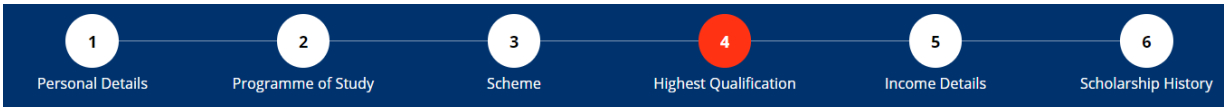


31. Click "**OK**" and you will be directed to a new page - STEP 4 of the Application.

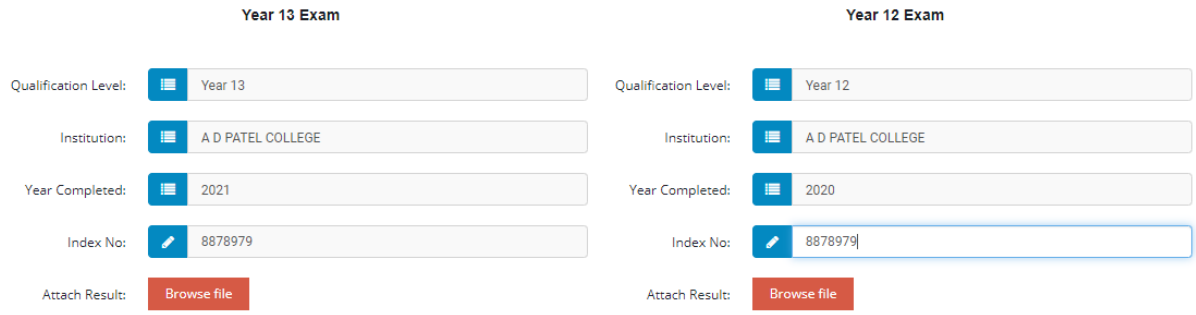
STEP 4 - HIGHEST QUALIFICATION

1. In Step 4 you are required to enter your highest qualification details.

2. Click on Step 4 as follows:

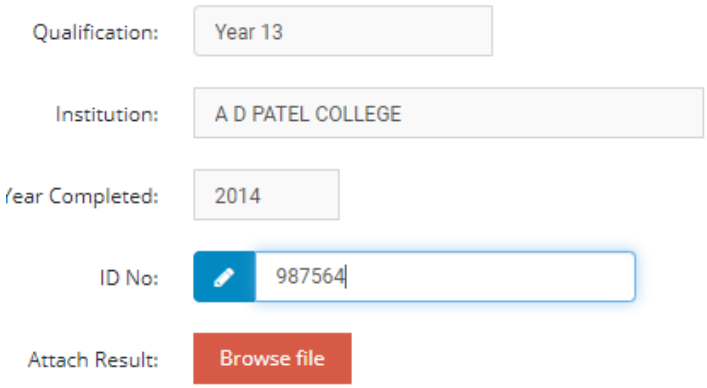


3. Once you click on Step 4, you will be able to view the following Sections for NTS Local and TELS New.



4. For TELS for Year 12 Scheme, only provisions to enter Year 12 results and attach a copy of Year 12 result notice is provided.

5. For TELS for TELS for Existing Students, TELS for TCF and TELS for Employees Scheme, the following will be required to be filled:



6. Those who are entering their Foundation results, enter Student ID Number, University Name and the total GPA. Do not enter individual units and grades, but attach full results. Only those students whose transcript states the status as "Awarded" will be assessed for NTS.

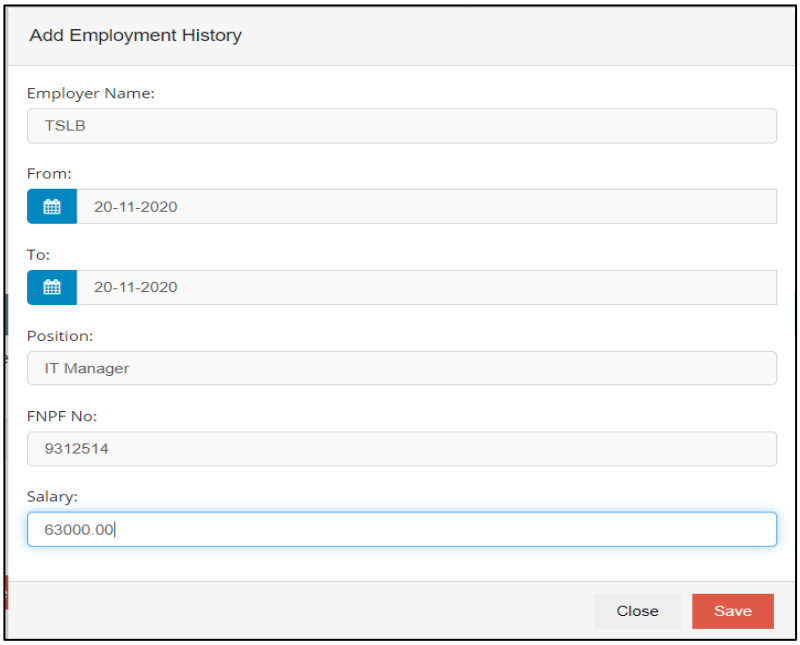
7. Depending on the Scheme that you are applying for, you need to enter your results and upload documents as follows:

Scheme	Qualification	Result to Upload
NTS	Year 13/Foundation (TELS) and Year 12	• Year 13 or Foundation (TELS) • Year 12
TELS NEW	Year 13/ Foundation and Year 12. Also, your HEI student university result if already done some courses.	• Year 13/Foundation • Year 12 • University Result
TELS EXISTING	Your highest qualification at the application point	• Results of all units completed for the program you wish to complete
TELS FOR TCF	Your highest qualification till the application point	Whatever highest qualification you have
TELS FOR EMPLOYEES	Your highest qualification till the application point including incomplete studies	Whatever highest qualification you have.
TELS FOR YEAR 12	Year 12 plus if you have already done courses in Engineering at FNU only	•Year 12 •FNU Result

8. For those entering Year 12/13 Results, you need to select your high school subjects from the drop down.

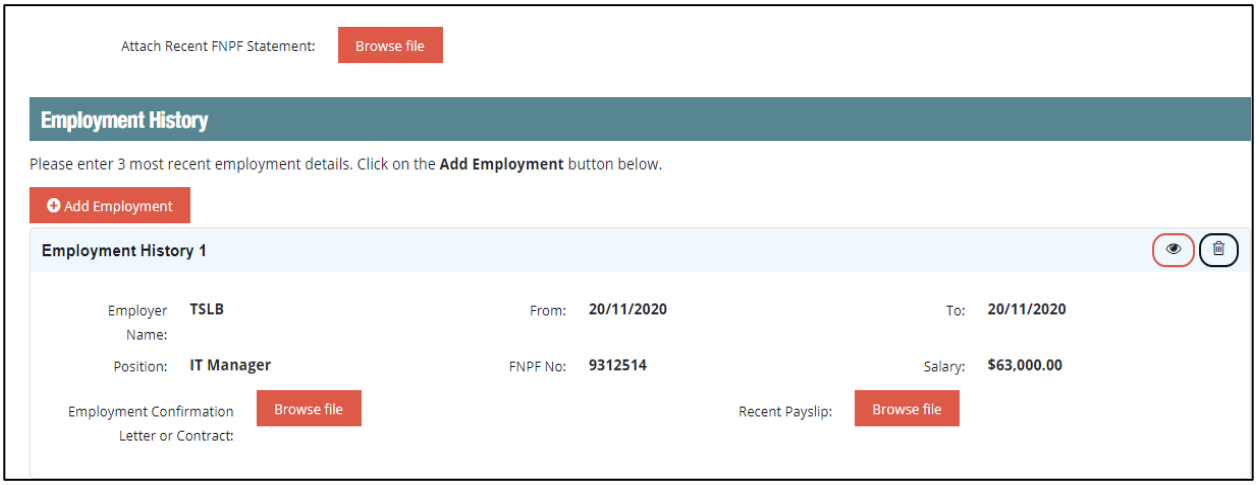
9. For TELS Employees scheme Employment History is also required to be filled as follows:

10. Once you click on Add Employment, the following will appear and must be filled.



11. For all employee's scheme application, you must attach your most recent FNPF Statement (Not the Statement of Account), which clearly shows the last contribution of your current employer.

12. Fill in all the mandatory fields and click "Next".



13. Once all the mandatory information is entered and the "**Next**" button is enabled.

14. Once you are fully convinced with your Highest Qualification, you click on "**Next**" button to save the details.

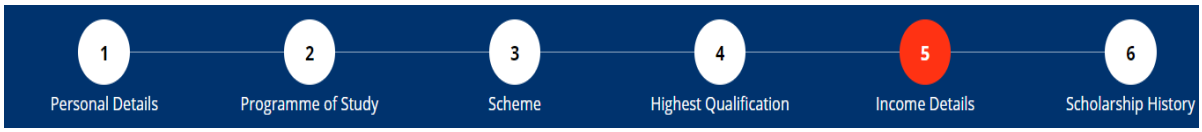
15. Once you click the "**Save**" button, you will receive a confirmation (Click OK) button as follows:

16. Click "OK" and you will be directed to a new page - STEP 5 of the Application.

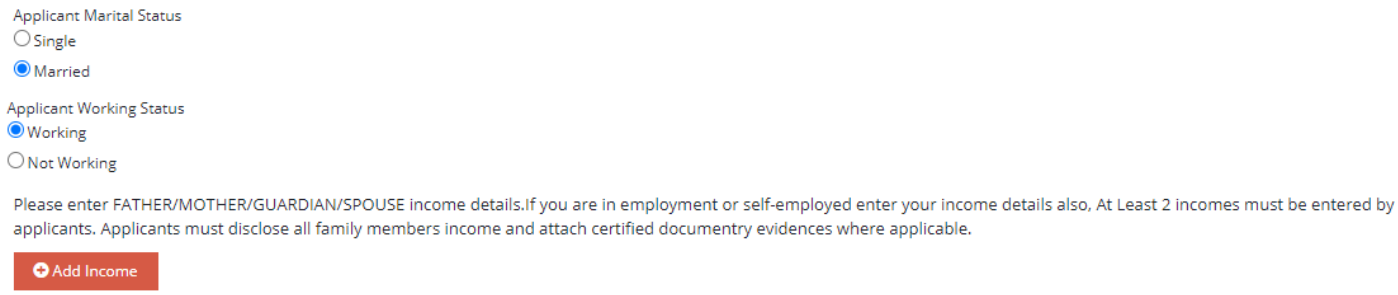
STEP 5 – INCOME DETAILS

1. In Step 5 you are required to complete the income details of your parents/guardians.

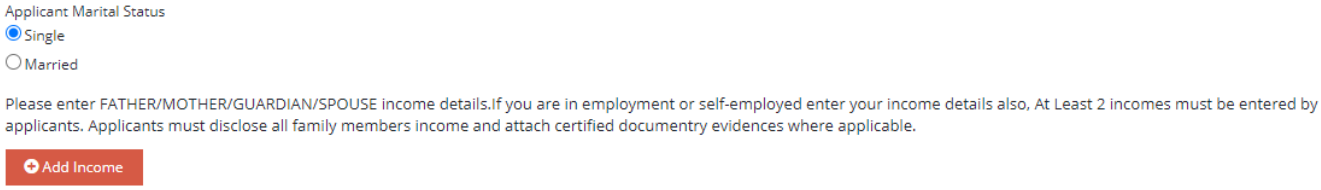
2. Click on Step 5 as follows:



3. Once at Step 5, the first thing you need to select is if you are married or single.



4. If you are single and not working you need to enter the income details of your parents or guardians (two-person(s) income detail is required).



5. In case your parents are unemployed, they (parents/guardians must fill and sign and not students on behalf of the parents/guardians) must fill the Statutory Declaration form and get it

witnessed by a JP, Notary Public, Commissioner for Oaths or a District Officer. A copy of the Statutory Declaration Form can be downloaded from TSLS website. The form is named "TSLS Form 10".

6. In case your parents are farming or running their own small-scale business and are not filing Tax Returns, they must also fill the statutory declaration form and state the nature of their business and the gross earnings per annum.

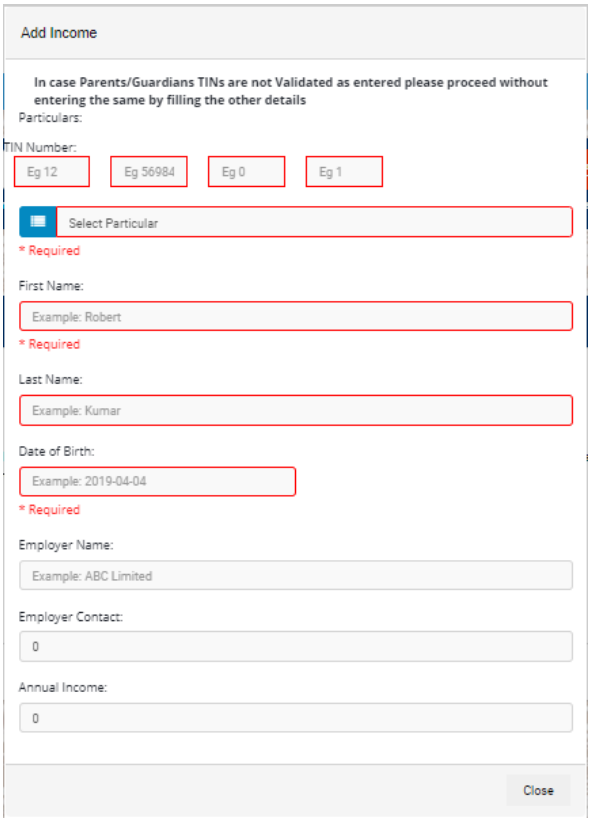
7. In case you are working, you need to disclose your income together with your parents/guardians.

8. In case your parents are deceased, fill the details and enter the income as zero. In place of employment details, state deceased.

9. For all working parents, recent wages/salary slips must be attached.

10. After selecting your marital status (either married or single), click on "ADD INCOME" as follows:

11. Once you click on "Add Income" Button, a popup box would appear as shown below.



12. When you enter the TIN, in case the TIN is registered and active with FRCS, the following information will be automatically pulled from the FRCS record (You cannot edit any details pulled

from the FRCS record):

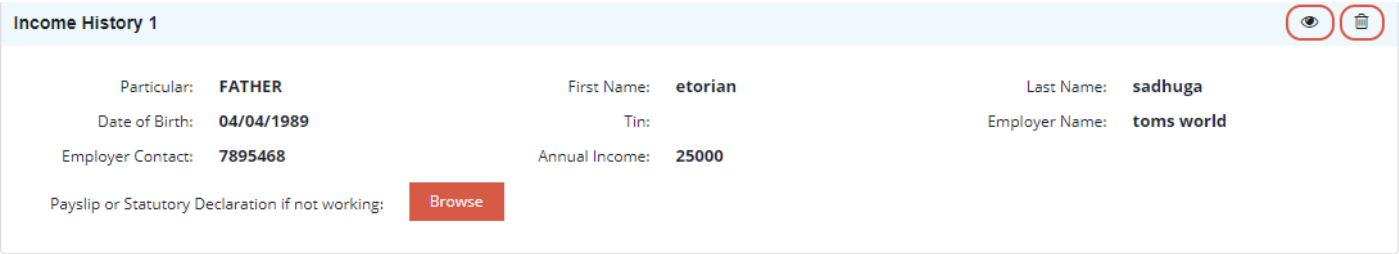
i. First Name
ii. Last Name
iii. Date of Birth

13. For cases where Parents/Guardians TINs are not Validated as entered please proceed without entering the same by filling the other details.

14. Fill the remaining details – Employer Name, Employer Contact, and Gross Annual Income and also attach the most recent pay/salary slip/statutory declaration etc.

15. Fill in all the required details and click on "**Save**".

16. Click "**Close**" and you will see that a new record has been created as shown below.



17. Once income details have been created fill on browse to add attach the pay-slip and Statutory Declaration.

18. After completing the income details for one parent/guardian/self, to add the details for the next person(s), click on "**Add Income**" again.

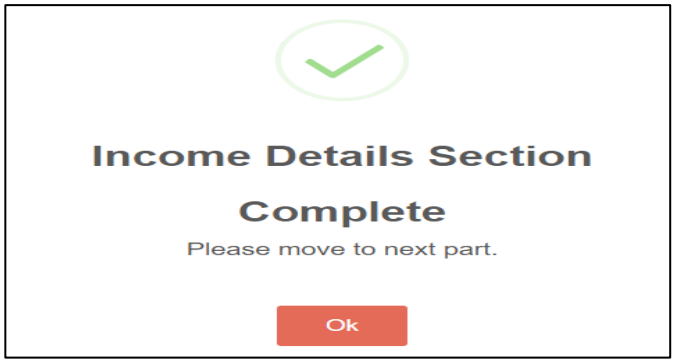
19. After clicking "Add Income", repeat steps 11 to 17 above to create the income records for the next person(s).

20. **To avoid trouble, please do not make any false declaration in regards to your parents/guardians/self-income.**

21. Once all the mandatory information is entered and the "**Next**" button is enabled.

22. Once you are fully convinced with your Income details, you click on "**Next**" button to save the details.

23. Once you click the "**Next**" button, you will receive a confirmation (**OK**) button as follows:

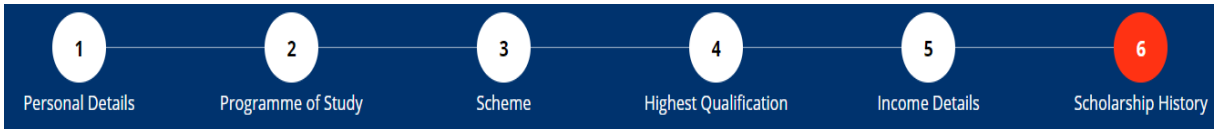


24. Once you are fully convinced with your Income Details Click (OK), you are now ready to move to Step 6.

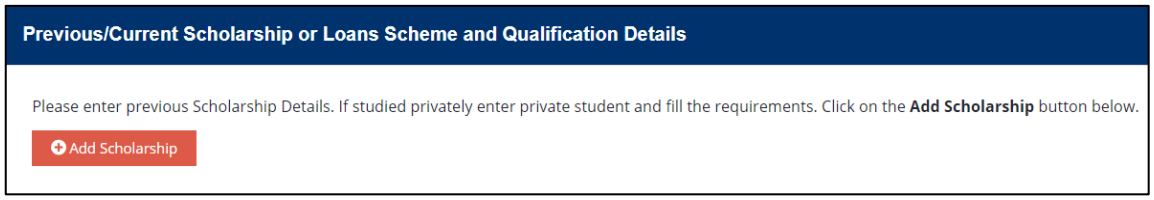
STEP 6 – PREVIOUS/CURRENT SCHOLARSHIPS OR LOANS SCHEME AND QUALIFICATION DETAILS

1. This step is only applicable to those applying for TELS and other Scholarships (SSSN). If you are applying for NTS, this section will not appear on your application portal.

2. Once you click on "Ok" at Step 5 of the TELS application, you will be directed to Step 6 showing Previous/Current Scholarships or Loans Scheme and Qualifications Details as shown below.



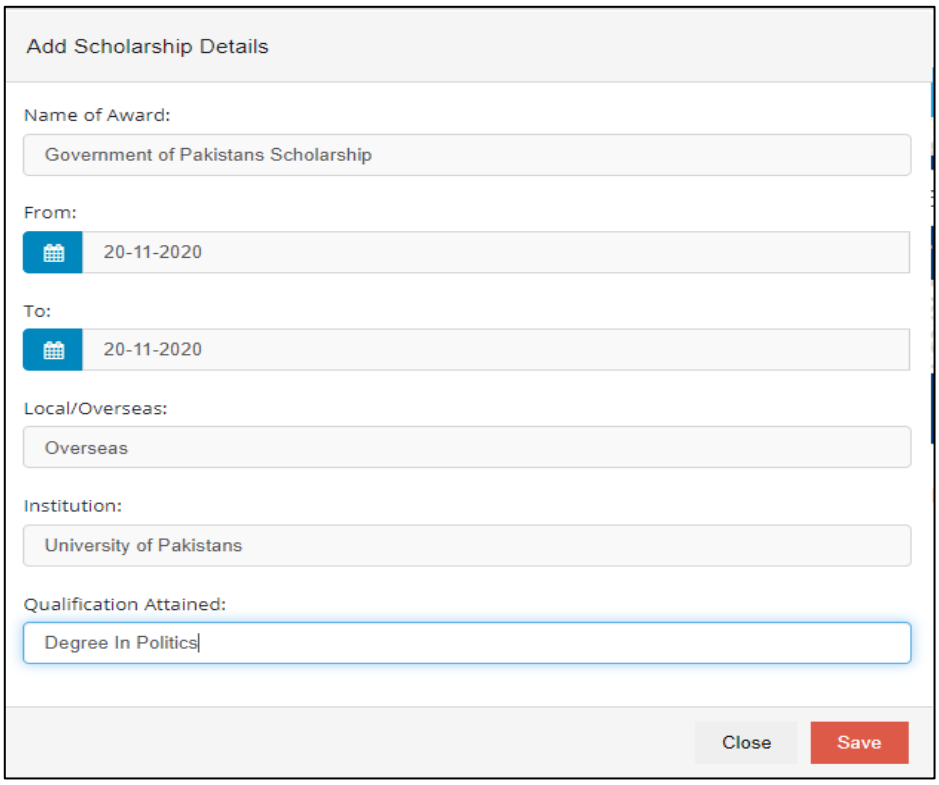
3. In this section you are required to enter all your previous tertiary education qualification and if you have funded your studies privately, you need to state "Private" and if sponsored, sate for sponsors details.



4. You are required to list down any scholarships (local or overseas) or Loans Scheme in the past, before applying for the TSLS Schemes. This includes any award under which you have left your studies incomplete.

5. If you were previously on any scholarships, click on "**Add Scholarships**".

6. Once you click "**Add Scholarships**, the fillable screen as per below sample will appear:



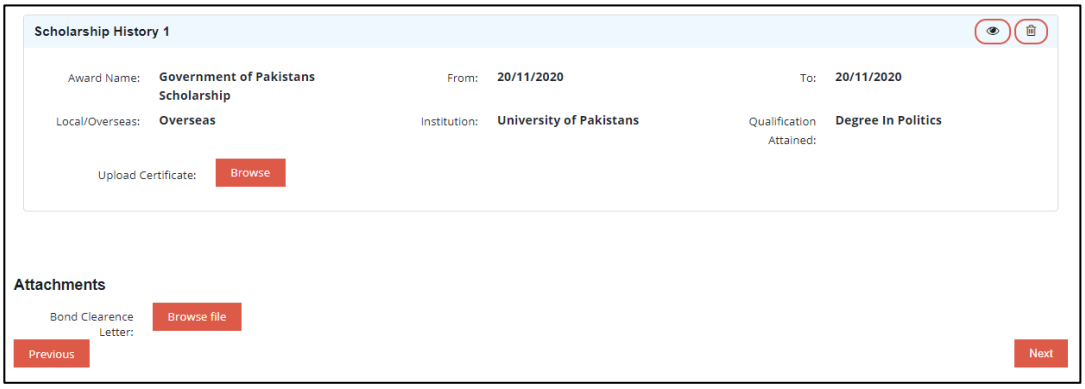
7. The following details are required:
   i. Award Name of the Scholarships or Loans Scheme that you were on;
   ii. Commencement Date and Year;
   iii. End date and Year;
   iv. Type of award (Local or Overseas);
   v. Institution that you pursued your studies at; and
   vi. Qualification attained under the award.

8. Once filled and required documents uploaded click on save and then close.

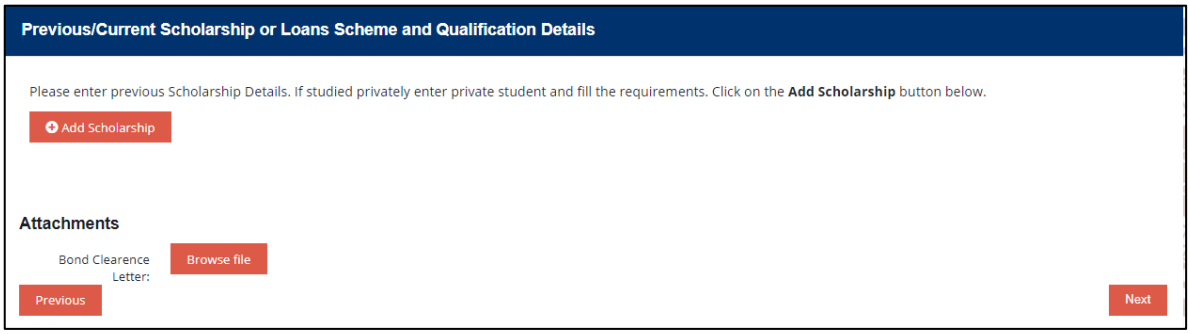
9. To upload the documents, click on "Browse", search the document to be uploaded, click on the document and save.

10. Also, if your award required you to serve a bond or repay the loan, ensure that you obtain the bond clearance letter from your previous sponsor (s) and attach the bond clearance letter with your application.

11. Click on save after uploading and the below will be shown.

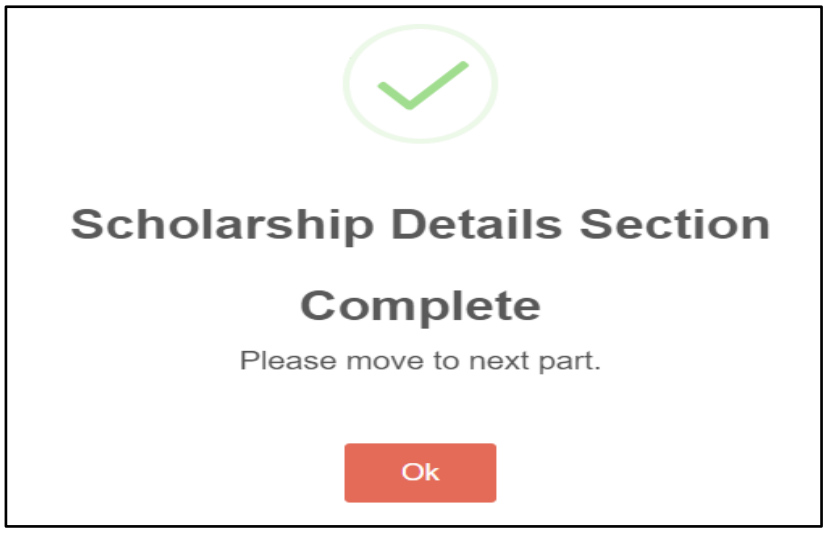


12. However, if you were not on any scholarships previously, you can just click "Next". This will allow you to skip Step 6. You will then be guided to the next phase of your application.

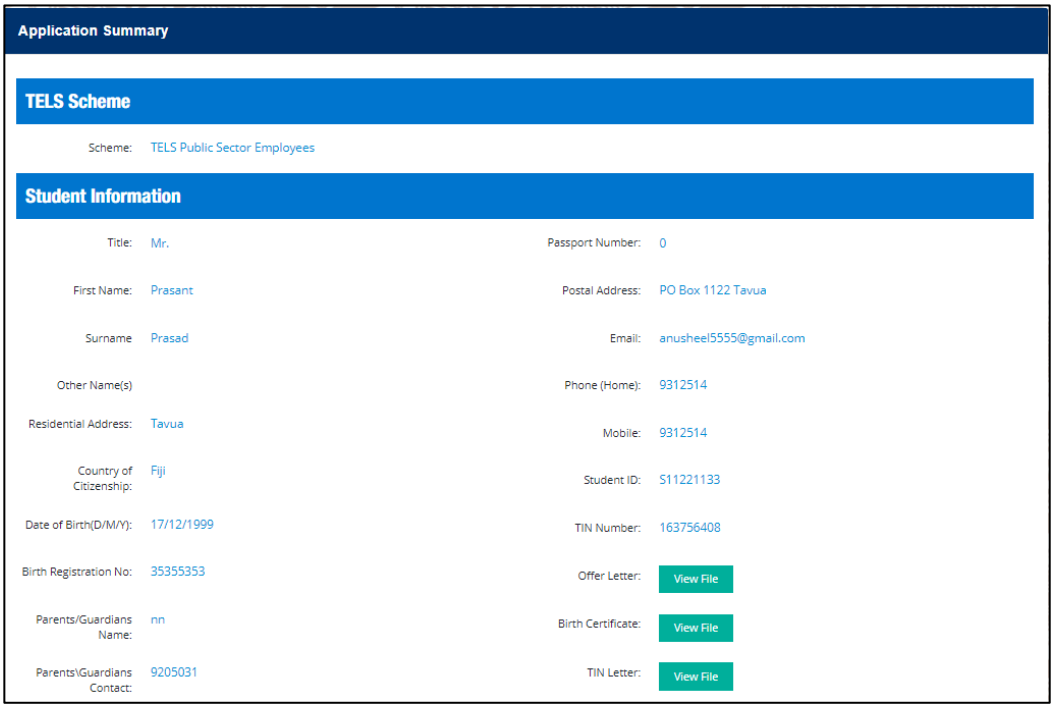


13. Once you are fully convinced with your Scholarships History, you click on "**Next**" button to save the details.

14. Once you click the "**Next**" button, you will receive a confirmation (OK) button as follows:



15. Once you click "**OK**" your Application Summary will open up as follows:



Application Summary

TELS Scheme

Scheme: TELS Public Sector Employees

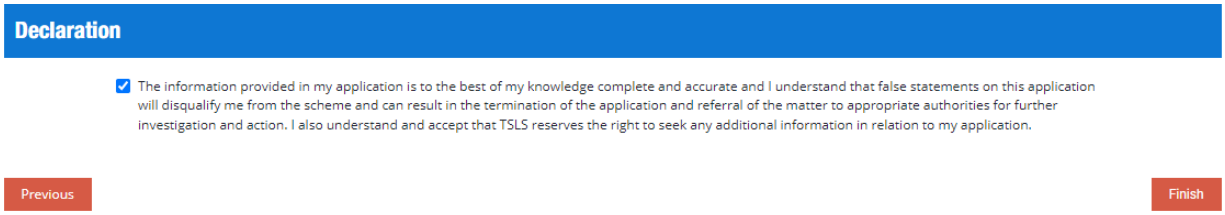
Student Information

Title:	Mr.	Passport Number:	0
First Name:	Prasant	Postal Address:	PO Box 1122 Tavua
Surname	Prasad	Email:	anusheel5555@gmail.com
Other Name(s)		Phone (Home):	9312514
Residential Address:	Tavua	Mobile:	9312514
Country of Citizenship:	Fiji	Student ID:	S11221133
Date of Birth(D/M/Y):	17/12/1999	TIN Number:	163756408
Birth Registration No:	35355353	Offer Letter:	View File
Parents/Guardians Name:	nn	Birth Certificate:	View File
Parents\Guardians Contact:	9205031	TIN Letter:	View File

16. You can check your entire application for accuracy and completeness by scrolling down your application summary.

17. If there are any errors, select the "Previous Button" to make changes where the error occurs and click next until you get Application Summary again.

18. If there are no errors, click "Finish" Button as shown below:



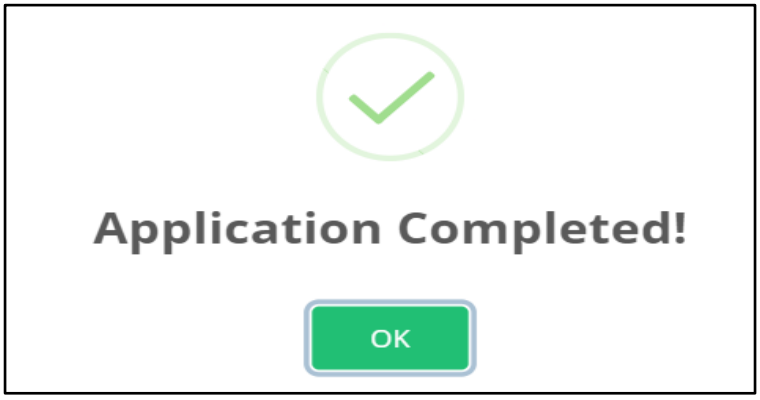
Declaration

☑ 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 application and referral of the matter to appropriate authorities for further investigation and action. I also understand and accept that TSLS reserves the right to seek any additional information in relation to my application.

Previous Finish

19. As soon as you click "**Finish**", a confirmation screen would appear, with your submission receipt number.

20. If your application is complete you will get the following message:



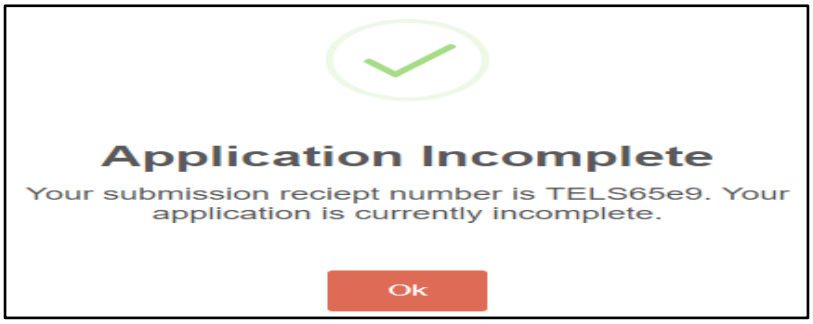
21. Once you click on OK, you will be directed to your User Profile/ Dashboard Page as follows:

22. If you are in Year 13 /Foundation Studies (TELS Only) or Year 12, you can still upload your final results and offer letter from the universities. Your application will only be processed when all required documents are correctly attached but no later than the application processing closing date.

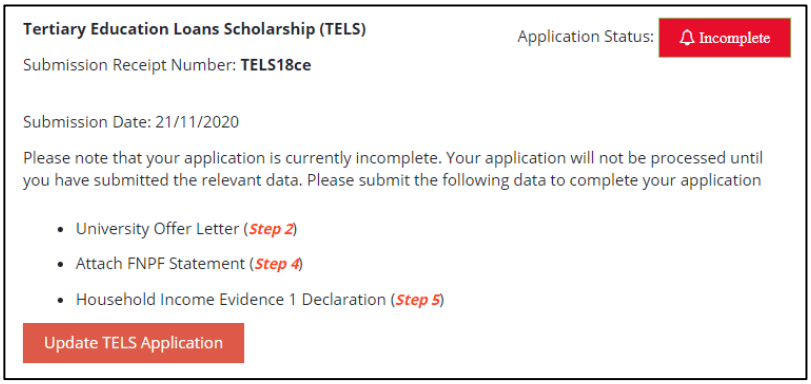
23. On your profile page, the application status will read as "Processing". This means that the application is complete and ready for assessment by TSLS.

24. In case you have attached the wrong documents, TSLS staff will delete the wrong attachments and your application status will change to Incomplete. Your application will be processed only after correct documents are uploaded and your application status again changes to "Processing".

25. In case you have submitted "Incomplete Application" once will click finish you will get the following message:



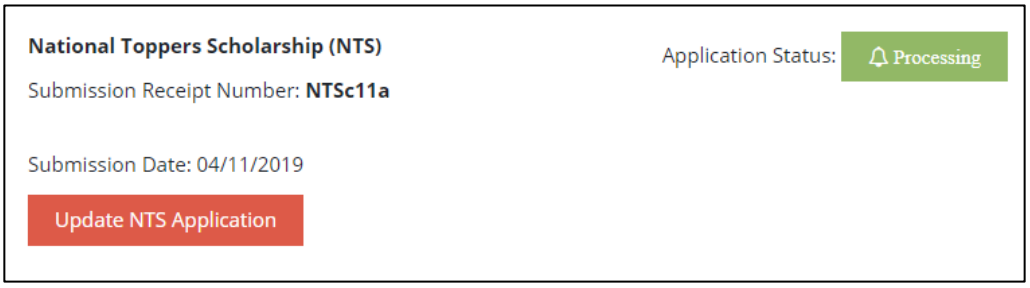
26. Once you click on "Ok", you will be directed to your User Profile Dashboard /Home Page, and your application status will be shown as "Incomplete" as below.



27. Your profile page will show you what all is incomplete and at which Step of the application.

28. To complete your incomplete application, click on "Update Application".

29. You need to keep updating your application unless the Status Bar changes from "Incomplete" to "Processing".



30. You can keep updating the application until the application processing closing date.

31. If after the application processing closing date your application remains "Incomplete", your application will be rejected by TSLS.

CONGRATULATIONS! You have now gone through the entire requirements for the online application and are ready to complete your Online Application. Let's move to the online application processing Steps now.

1. After completing your application, you can continuously log in to your TSLS account and check for the progress of your application on your profile page.

2. In case you were in Year 12/13 or doing Foundation studies at the time of the application, you can also login in and update/upload final results.

3. You can also login in and upload your offer letter from the university, hostel offer letter (if staying in hostel) and the rental agreement.

4. Once your application is processed, the application status will change from "**Processing**" to "**Approved**" for successful applicants and from "**Processing**" to "**Rejected**" for unsuccessful applicants.

5. You will also be sent an email to advice on the status of your application as soon as the same is processed. The email will be sent on the email address that you used to register to the TSLS online application.

6. For all approved applications, TSLS offer letter and bond form will be uploaded on your profile page and you need to login and access these documents

DOWNLOADING AND FILING THE OFFER LETTER

1. All applications will be processed online by TSLS.

2. You are required to continuously visit your landing page on TSLS website or check your email for updates on your application.

3. To check on the status of your application you need to follow the steps prescribed in what follows.

4. Visit TSLS website - www.tsls.com.fj.

5. Click on "Apply Online" as shown below.

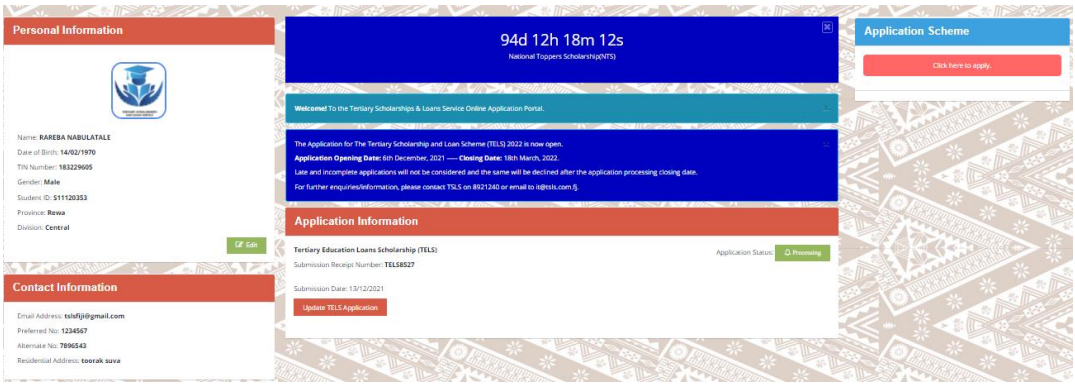
6. Login to your TSLS account using your username and password. Your username is the email address used during the registration and application process for the online application.

7. Once logged into, go to your profile page. Click on the home button to go to your profile page.

8. The following is an illustration on how the Profile page for TSLS students looks like.

9. Once on your profile page, scroll down and check on your application status. In case your application has been processed by TSLS, your application status will read as "**Processing**" after the application processing opening date.

10. Only students whose application status reads as "**Processing**" will be able to download their TSLS provisional offer letter and bond form.

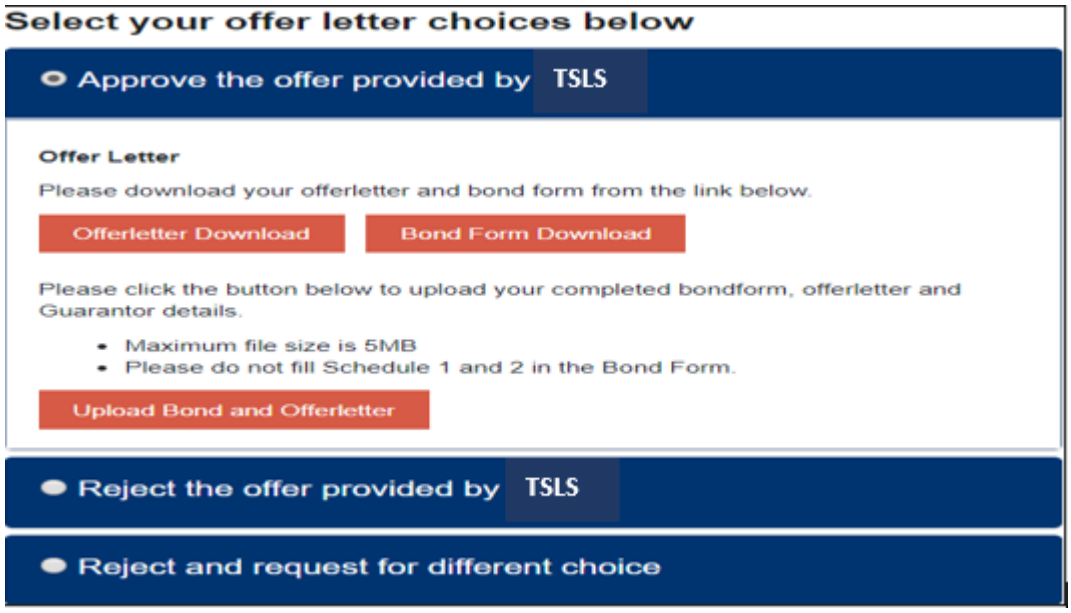


11. For applicants whose application has been processed and declined by TSLS, the application status will read as "**Rejected**". You will also get a regret email on your email address used for

application which will state the reason(s) as to why your application has been declined by TSLS.

12. For unsuccessful applicants for NTS, you will note that your application status will change to "**Rejected**" and a new application for TELS will be created. This means that your application is now being assessed for TELS.

13. For applicants whose scheme application has been processed and approved by TSLS, the following will appear on the landing page.



14. Once you have reached to the portion of your Profile page as shown above, click on "Offer Letter Download" and "Bond Form Download" for a copy of your TSLS Bond Form and TSLS Provisional Offer Letter for your approved scheme.

15. After downloading and reviewing your offer letter and bond form, you have three choices as follows:

i. Approve /Accept the Offer letter provided by TSLS; or
ii. Reject the offer provided by TSLS; or
iii. Reject and request for a different choice.

16. Option 1 - Approve the Offer letter provided by TSLS

16.1. You can select Option 1 by clicking on the following on your landing page:

16.2. Clicking on Option 1 means that you have fully read and understood the terms and conditions of TSLS Provisional Offer letter and Bond Form and that you agree with the terms and conditions in the bond form and the offer letter and accept the same.

16.3. You need to read and understand the terms and conditions very clearly before selecting this option as you will not be allowed to make any changes once you have clicked on this option.

16.4. In case you are intending to change your program/major/minor/institution or planning to apply for allowances or request for changes to the allowances, do not click Option 1, but click Option 3.

16.5. After clicking on Option 1, you can download your offer letter and bond from, complete the same, sign at the appropriate places, scan the entire documents separately, scan and upload the same on your landing page.

17. Option 2 - Reject the Offer provided by TSLS

17.1. You can select Option 2 by clicking on the following on your landing page.

17.2. You need to stop and think well before clicking on Option 2.

17.3. Clicking on Option 2 means that you do not wish to accept the offer. That is, you are totally rejecting the offer and do not wish to benefit from the scheme offered to you.

17.4. Once you click on Option 2, your application gets rejected and you will not be able to re-apply for the academic term for which you initially applied in case you are a TELS applicant. You can always re-apply for TELS when application for the following terms open.

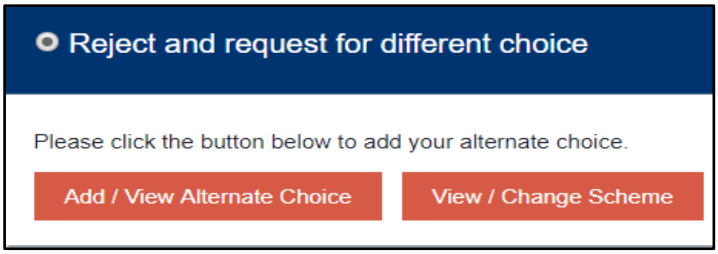
17.5. In case you applied for NTS and the same was approved by TSLS but you click on Option 2, it means that you are rejecting the NTS Scholarships totally. That is, you do not want to be an NTS Scholarships student. As a result, you will not be able to apply for NTS again.

17.6. In case you wish to make any changes to the terms and conditions of your offer letter and

bond form, Click on Option 3.

18. Option 3- Reject and Request for Different Choice

18.1. You can select Option 3 by clicking on the following on your landing page:



18.2. Clicking in Option 3 means that you wish to accept the offer but with some changes to either the program/institution or allowances particulars (TELS students only) or both (TELS Students only).

18.3. In case your application for NTS Scholarships has been approved by TSLS and you click on Option 3, it means that you wish to request TSLS for changes to either one, more than one or all of the following:

i. Program
ii. Major (s)
iii. Minor
iv. Institution

18.4. Where selection for NTS awards is based on academic merits as well as oral interviews/aptitude test, request for changes to the program, major(s) or minor will be permitted after the provisional NTS offer letter is issued by TSLS.

18.5. For approved NTS applications, once you have clicked on this option, you are required to enter the new program/institution and upload the new offer letter. The application will then go back to processing state.

18.6. Do not click on Option 3 for any other change request such as student ID number, bank account details, program duration etc.

18.7. Applicants whose NTS applicants have been approved by TSLS should not click on Option 3 and request for a change in program from one category to another. Doing so, will result in the application being declined by TSLS and you missing out on the NTS Scholarships, irrespective of the fact that you met the minimum cut-off mark in the first place.

18.8. In case you are clicking on Option 3 for an NTS offer, please note the following very

carefully to avoid missing out on the scholarships (**SO THINK CAREFULLY BEFORE CLICKING ON OPTION 3**):

i. Your application will go back in the queue for processing.
ii. Your application will be ranked as "Alternate Choice".
iii. Your application will only be processed after all students who had stated the program of your alternate choice as their first, second or third choices.
iv. Your application will fall in the 4th level priority list for re-processing.
v. In case the category quota is filled from other applicant's 1st, 2nd and 3rd choices, you will miss out on the NTS Scholarships and approved for TELS.

18.9. In case your application for TELS has been approved by TSLS, you can click on Option 3 to request for change(s) to either one, more than one or all of the change(s) below:

i. Program;
ii. Major(s);
iii. Minor;
iv. Institution;
v. New application for allowances (in case you did not apply for the allowances initially); or
vi. Addition/changes to the allowances. In case you had already applied for certain allowances which has been approved but you now wish to request for change(s) to the rates or request for allowances you did not apply for initially.

18.10. In case you applied for any category of allowances under TELS or for any rate of allowances and the same has not been approved in your Provisional Offer Letter issued by TSLS, it means that you are either not eligible for those allowances or the rate of allowances. For example, if you applied for $30/week for bus fare and TSLS has only approved $15/week, it means that based on TSLS assessment, you are only eligible for $15/week for bus fare allowance. Alternatively let's say you applied for food allowance and the offer letter from TSLS states $0 for food allowance, it means that you do not qualify for food allowance under the Zoning Policy or based on the combined parental/guardian income.

18.11. In situations like those described in 18.10 above, you should not click on Option 3 and re-apply for the same rates as you have initially approved. By clicking on Option 3 in such cases, you may jeopardize the financial assistance already approved for you as this can result in your application being declined by TSLS.

18.12. In case you have been approved for TELS and you are requesting for allowances, fill the requirements and upload mandatory documents.

18.13. Once you have completed the requirements, click "**Save Alternative Choice**".

18.14. Your application will then be pushed back to the processing stage and once approved you can download your new TSLS offer letter and bond form.

19. Once you receive your final provisional TSLS offer letter and bond form, and have accepted the same by clicking "Approve the Offer letter by TSLS" download, print, fill and sign the appropriate pages.

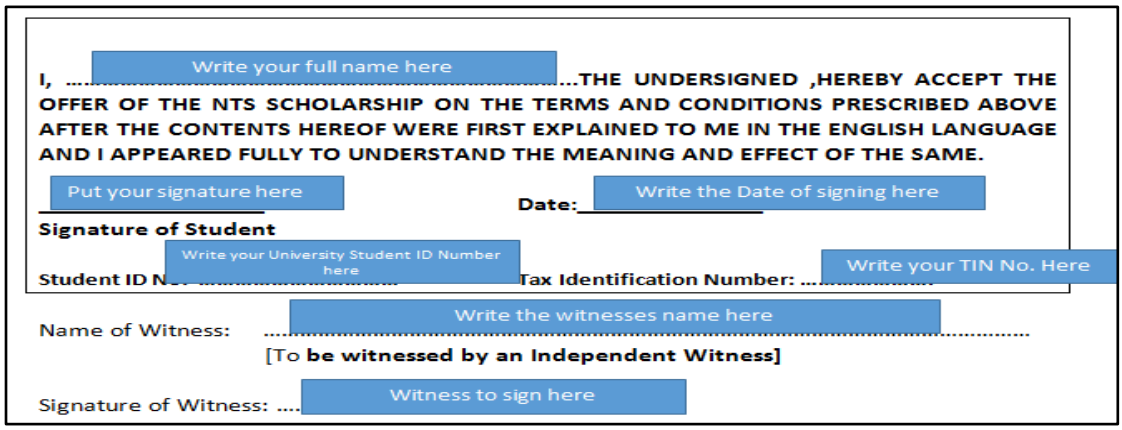
20. For the TSLS Provisional Offer Letter, you need to read and Initial all pages on the bottom right-hand corner as follows. Initial means the first alphabets of your first name, other name(s) and the surname. For example, if your name is Adam Smith Prasad then your initials are ASP.

4 REVIEW OF AWARD

4.1 This Scholarship will be reviewed on a term to term basis and the award will be immediately suspended or terminated if you:

I. fail to meet the required GPA, which is 3.0 or it's equivalence per academic term.
II. fail to maintain and take full academic load as per the eligibility criteria of the Higher Education Institute of your choice for each academic term within the duration of the program.
III. are academically suspended/terminated by the Higher Education Institute.
IV. abandon your studies.
V. are deregistered for any reason including disciplinary action instituted by the Higher Education Institute.
VI. change your programme/majors/minor/institution without the prior written approval of TSLB.
VII. provide false and misleading information to TSLB with the objective of gaining financial advantage.
VIII. engage in any conduct during the period of sponsorship that brings disrepute to TSLB or the Fijian Government; and
X. are required to repeat consecutively a term/years' work in order to complete your programme.

21. After initialing all the pages move to the last page of the offer letter and fill as follows:



22. The witness can be any person who can read and understand the document and confirm that he/she witnessed you signing the offer letter.

23. After initialing all the pages and signing on the last page as required and getting the same witnessed, scan the entire TSLS Provisional Offer letter (scan and save all pages and not just the

last page where you have signed) and save the same as "**Signed Offer Letter**".

24. Scanned and saved "Signed Offer Letter" should not exceed 5MB in file size.

DOWNLOADING AND FILING THE BOND FORM

1. After filling and signing the offer letter, fill and sign the bond form.

2. On Page 1 of the bond form, fill as follows and initial at the bottom right-hand corner of the page:

SIGNED, SEALED and DELIVERED by

the said ……Write your Name…… ……Put your signature here……

(Obligor)

this……Date…… day of……Month…… 20……Write Year……

3. Initial at the bottom right-hand corner of page 2.

4. After completing Pages 1 and 2 move to Page 3 and fill as per the illustration below:

SIGNED, SEALED and DELIVERED by the

said ……Write your Name……

this ……Date…… day of ……Month…… 20 ……Write Year……

after the contents hereof were first explained to him/her in the English language and he/she appeared fully to understand the meaning and effect of the same

PUT YOUR LEFT THUMPPRINT HERE

[Obligor's Left Thumbprint]

……Put your signature here……

[Obligor's Signature]

5. Do not fill Schedule 1 of the Bond Form for any approved scheme.

6. Recipients of the Bond Form under any Fijian Government Scheme other than the National Toppers Overseas Scheme should not fill Schedule 2.

7. Only recipients of National Toppers Overseas Scheme MUST Complete Schedule 2 of the Bond Form.

8. All NTS Overseas Scholarships recipients must provide two suitable guarantors for the purpose of completing the requirements of Schedule 2.

9. For NTS Overseas Scholarships recipients, the following are relevant for the purpose of filling Schedule 2:

   i. Spouses will not be accepted as guarantors.
   ii. A body corporate (company) may also be a Guarantor, but must provide proof of registration in Fiji.
   iii. Provincial councils may also qualify as guarantors.
   iv. Individuals wishing to sign as guarantors must be employed, with a salary of not less than $15,000 per annum and also attach salary slip(s).
   v. Guarantors on retirement (over 55 years), those who will retire either during the study duration of the scholarships or will retire before the student completes the bond service will not be spared regarding assets.
   vi. Deceased Guarantor will be confirmed through Death Certificate – Government will recover through deceased assets from Fiji Public Trustees or another Executor or Administrator.

10. One of the following should witness the Bond (Schedule 2) for NTS Overseas Scholarships recipients:

   i. Member of Parliament (MP)
   ii. Justice of Peace
   iii. Public Officers of or above the level of Administrative Officer.
   iv. Member of Town or Provincial Council
   v. Magistrate, Barrister and Solicitor, Notary Public.
   vi. Minister of Religion
   vii. Bank Officer
   viii. Medical or Dental Practitioner
   ix. Education Officer
   x. Officer or Non- Commissioned Officer of the Fiji Military Forces.
   xi. Officer not below the rank of Corporal in the Fiji Police Force.

11. For recipients of the offer for NTS Overseas Scholarships, do not fill Schedule 3.

12. The table below summaries the section of the Bond Form that needs to be filled for each Fijian

Government Schemes and submitted to TSLS.

Scheme Name	Pages and Schedules to be Completed by Students				
	Page 1	Page 3	Schedule 1	Schedule 2	Schedule 3
NTS Local Scholarships	Yes	Yes	No	No	N/A
Scholarships Scheme for Students with Special Needs	Yes	Yes	No	No	N/A
Donor Funded Scholarshipss (Bi-lateral)	Yes	Yes	No	Yes	No
TELS for New Students	Yes	Yes	No	No	N/A
TELS for Existing Students	Yes	Yes	No	No	N/A
TELS for Year 12	Yes	Yes	No	No	N/A
TELS for TCF	Yes	Yes	No	No	N/A
TELS for Public Sector Employees	Yes	Yes	No	No	N/A
TELS for Private Sector Employees	Yes	Yes	No	No	N/A
TELS for Accommodation Support Scheme	Yes	Yes	No	No	N/A

13. After completing the Bond Form requirements, signing the same and getting it witnessed (if required) scan the entire document and save the same as "**Signed Bond Form**". Scan all pages and not just the signed pages.

14. Ensure that your scanned documents file is no more than 5MB. In case it is more, scan at a lower resolution.

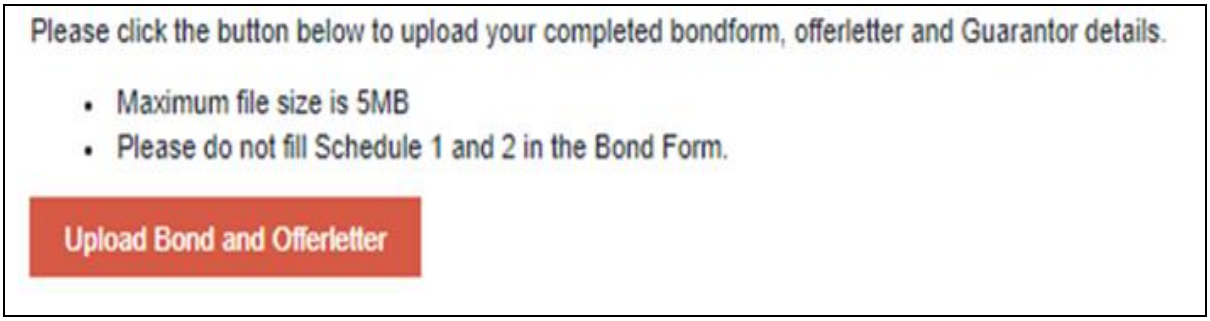
UPLOADING SIGNED BOND FORM, OFFER LETTER AND CONFIRMATION OF SPONSORSHIP

1. After completing the TSLS Provisional Offer Letter and Bond Form requirements you are required to upload the same on your landing page on TSLS website www.tsls.com.fj.

2. Visit TSLS website and login to your account using the user name and the password that you used for your application.

3. Scroll down on your landing page to the same place where you downloaded your Offer Letter and Bond Form from.

4. You will come to the "**Upload Bond Form and Offer Letter**" screen as follows:



5. Click on "**Upload Bond and Offer Letter**".

6. Once you have clicked on "Upload Bond and Offer Letter", two separate upload boxes will appear, one each for the Bond Form and Offer Letter.

7. Upload the Bond Form where it states "Bond Form" and Offer Letter where it states "Offer Letter".

8. You need to upload and submit both documents at once. You cannot upload one document, let's say "Bond Form" and submit and then think of loading the remaining document, in this case Offer Letter later. The system does not permit this.

9. In case you are required to re-load either one or both documents, ensure that your re-load both. For example, if TSLS has identified issues with only your Bond Form and asks you to re-load the same, you must re-load both documents.

10. To reload documents, you need to browse the scanned documents and overwrite the existing loaded documents. To do so simply reload the scanned bond form and offer letter in the respective upload boxes without the need to remove already uploaded documents. Once you reload the new documents will automatically replace the existing loaded documents.

11. After uploading the Bond Form and Offer Letter, you need to open these documents to ensures that:
    i. Correct documents are loaded at the appropriate places; and
    ii. The documents have actually been uploaded. At times the documents do not get uploaded due to the same being timed out due to poor connectivity or drop in connectivity while the document is being uploaded.

12. Once you have uploaded your completed and signed offer letter and bond form, TSLS will carry out the assessment.
13. Upon assessment of your signed offer letter and bond form, if the documents are in order you will receive an email to indicate that your award has been confirmed. At this stage, the application status on your landing page will change to "**Approved**".

14. Log into your online application and download and print your confirmation letter from your landing page. This will be available at the same place where you downloaded your offer letter and bond form from.

15. Alternatively, you can login in to your TSLS account and check on your landing page for your application status. If the status reads "**Approved**", it means you had correctly uploaded your Bond Form and Offer Letter and the same has been processed.

16. Once you have downloaded your confirmation letter, your application processing is completed and there is no need for you to come to TSLS in relation to your application matters.

17. Next you need to enroll for the courses at your TSLS approved program/major/minor or institutions as per the confirmation letter and start attending the classes.

18. In case your university requires, provide a copy of your TSLS confirmation letter to the Finance/Academic Team of your Institution.

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