Tertiary **Scholarships**
& **Loans** Service
Empowering Fiji's Future

A STEP BY STEP GUIDE ON HOW TO DOWNLOAD, FILL AND UPLOAD THE TSLS OFFER LETTER AND BOND FORM

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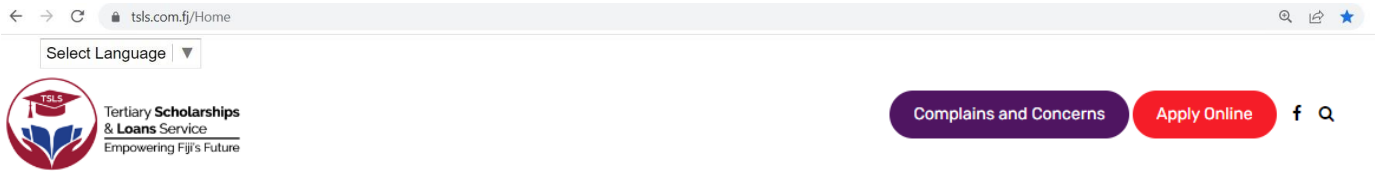
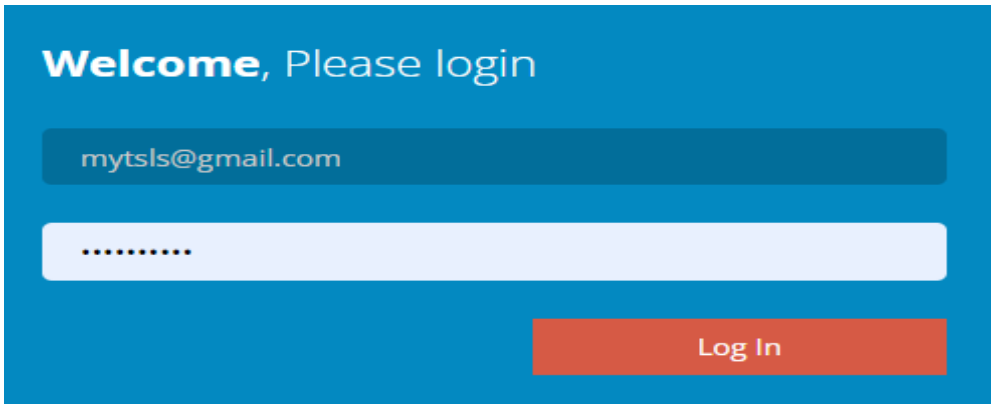
Version 1 of 2022

Getting Started

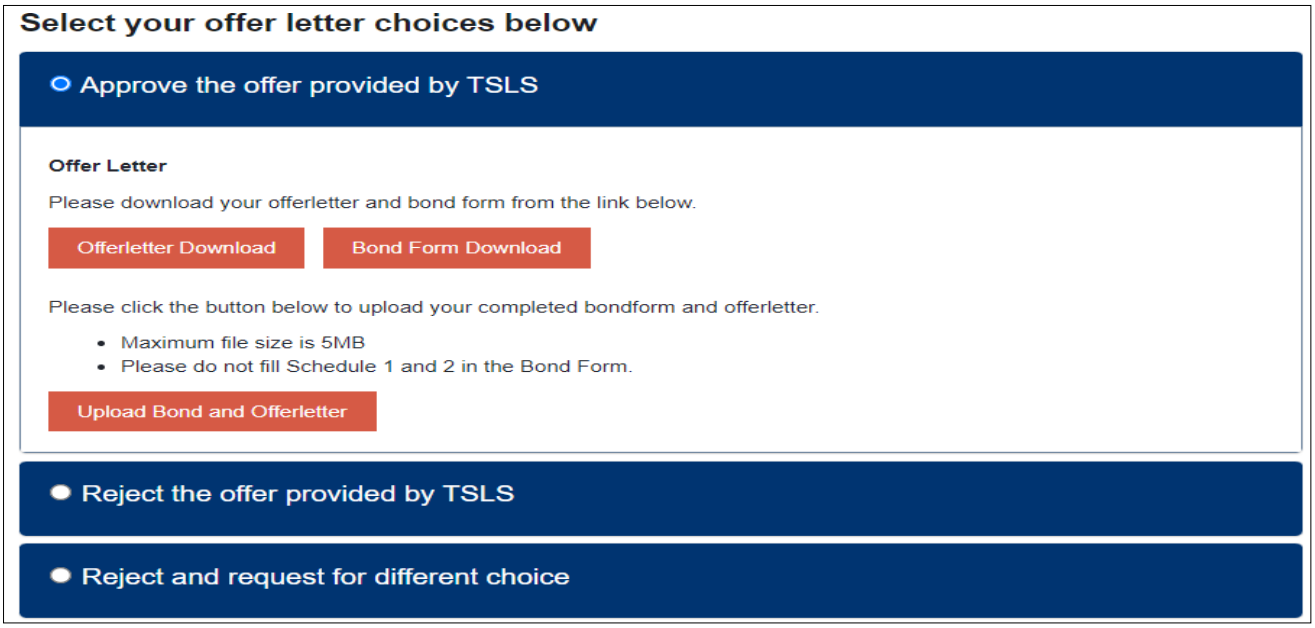
1. Visit our website at www.tsls.com.fj and click on "Apply Online".



2. Enter your Email (username) and password and Click Login

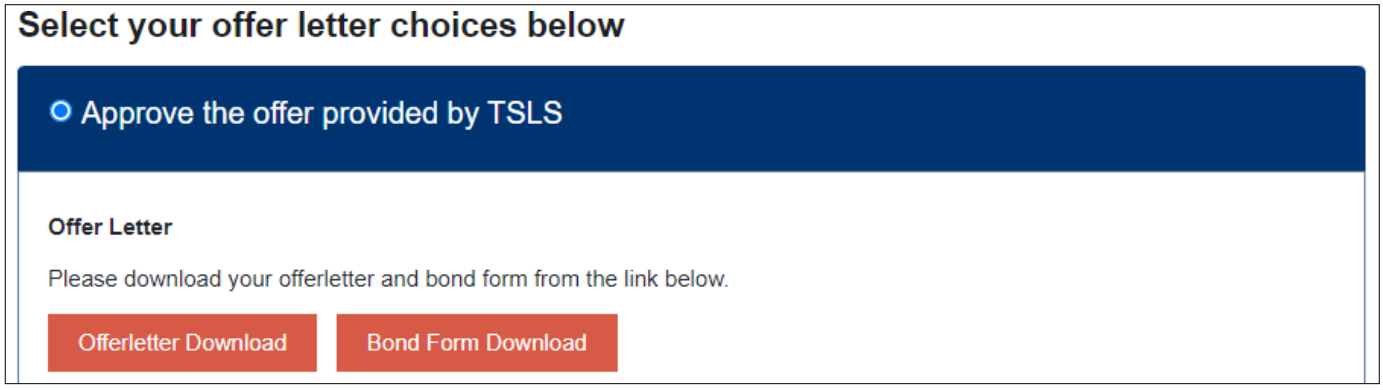


3. Once successfully logged into your TSLS profile page, check for the following being updated on your profile. This indicates that your application has been approved and that you have received the TSLS Bond Form and Offer Letter.



How to Download the Offer Letter and Bond Form

1. Once on your profile page, scroll down unless you come to the following section:



2. Click on Offerletter Download to download and review your offer letter and click on Bond Form Download to download and review your bond form.

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

   1. Approve /Accept the Offer letter provided by TSLS; or
   2. Reject the offer provided by TSLS; or
   3. Reject and request for a different choice.

4. This is what clicking on Option 1 means:

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5. **You should only click on this option if you agree with the terms and conditions in the bond form and the offer letter and accept the same.**

6. **Clicking this means you accept the terms and conditions of the offer letter and bond form, including your allowance rates.**

7. **After clicking on this option, you need to download and print the entire offer letter and bond form.**

8. **After successfully printing the bond form and offer letter, fill the pages as follows:**

   - **Offer Letter**
     - ✓ **Last page of the document**
     - ✓ **Anybody who can read and under the document can witness the document.**
     - ✓ **Initial all the pages on the bottom right-hand corner.**

   - **Bond Form**
     - ✓ **Fill page 1 and page 3 of the document**
     - ✓ **Initial all the pages of the document on the bottom right-hand corner.**

9. **Initial all pages on the bottom right-hand corner of the offer letter and the bond form 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.**

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

I, ...Write your full name here....THE UNDERSIGNED ,HEREBY ACCEPT THE OFFER OF THE NTS SCHOLARSHIP ON THE TERMS AND CONDITIONS PRESCRIBED ABOVE AFTER THE CONTENTS HEREOF WERE FIRST EXPLAINED TO ME IN THE ENGLISH LANGUAGE AND I APPEARED FULLY TO UNDERSTAND THE MEANING AND EFFECT OF THE SAME.

Put your signature here

Date: Write the Date of signing here

Signature of Student

Student ID No.: Write your University Student ID Number here **Tax Identification Number:** Write your TIN No. Here

Name of Witness: ....Write the witnesses name here.....

[To **be witnessed by an Independent Witness]**

Signature of Witness: ....Witness to sign here

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

12. **After filling and the signing of the offer letter, fill and sign the bond form and initial all pages.**

13. **On Page 1 of the bond form, fill as follows:**

SIGNED, SEALED and DELIVERED by

the said ...Write your Name

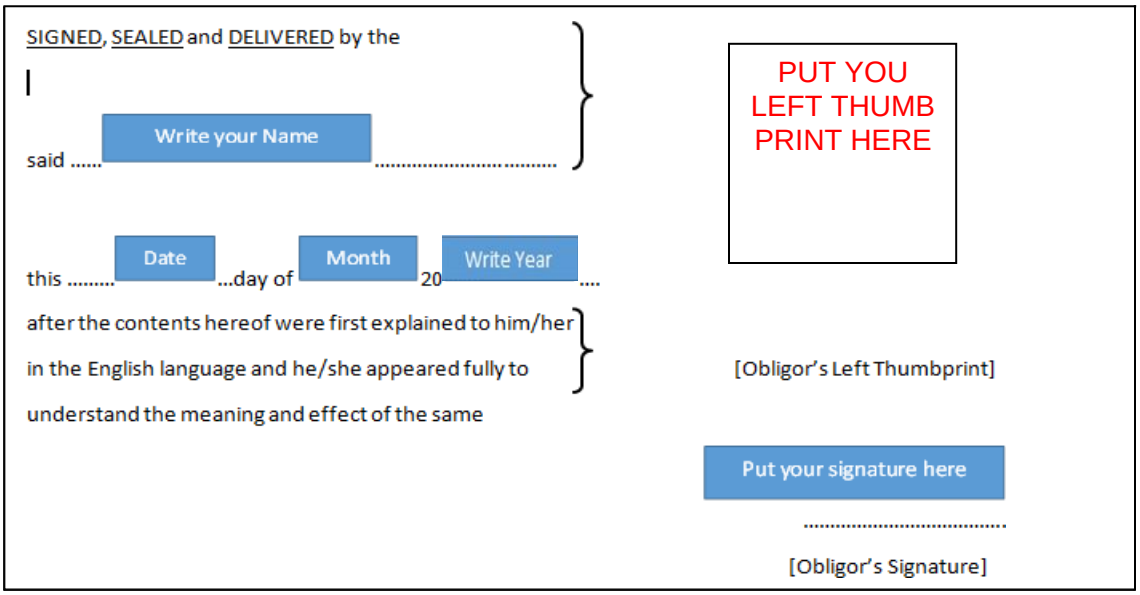
Put your signature here

.....

(Obligor)

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

14. **After completing Page 1 move to Page 3 of the bond form and fill as per the illustration below:**

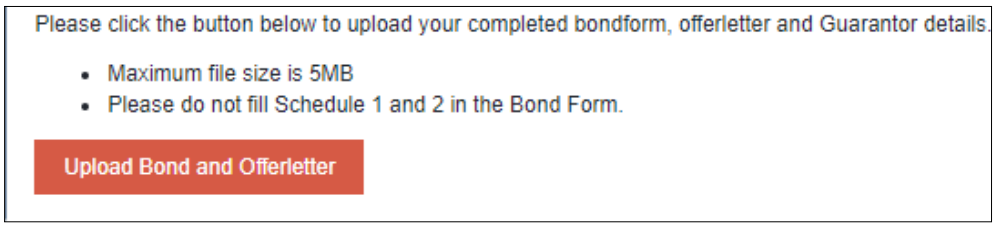


15. **DO NOT FILL ANYTHING IN SCHEDULE 1 AND 2 OF THE BOND FORM.**

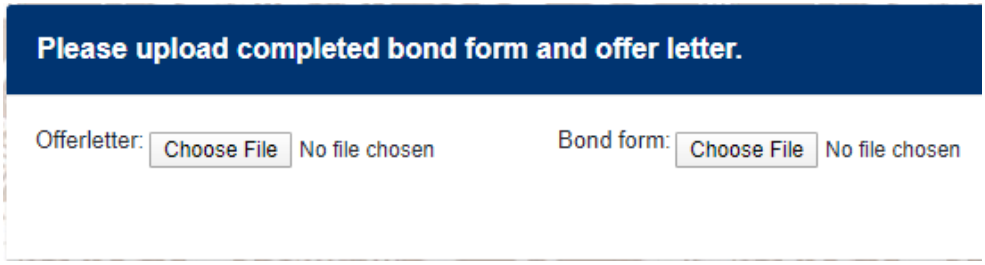
16. **After completing the above you need to scan the entire document in a single pdf file and the file size should be less than 5MB in size. In case the documents are more than 5MB, please compress your documents and then upload. You have an option to compress your documents via this link** https://www.ilovepdf.com/compress_pdf

17. **Scan and save the Bond form and offer letter separately. DO NOT SCAN THESE DOCUMENTS TOGETHER.**

18. **To upload the documents, click on Upload Bond and Offer letter**



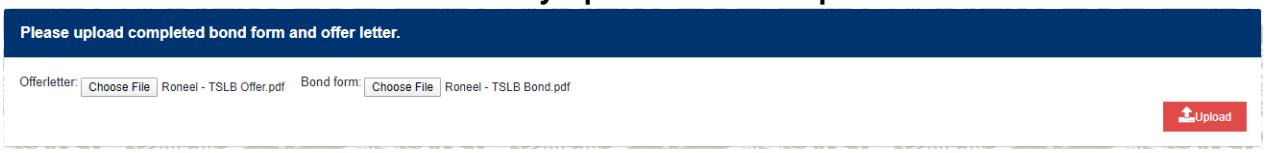
19. The Bond Form and Offer Letter uploading page will open as below:



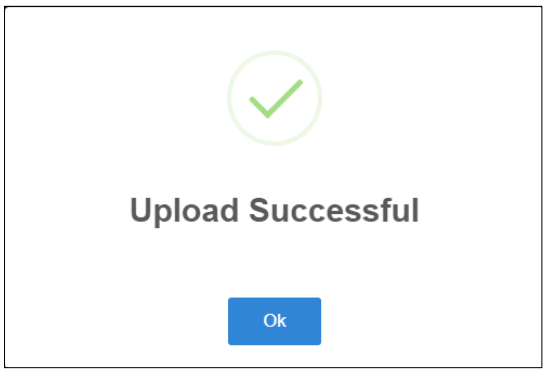
20. To upload offer letter
    - ✓ click on chose file
    - ✓ locate and select the document
    - ✓ click open
    - ✓ the document will be uploaded.

21. To upload Bond Form
    - ✓ click on chose file
    - ✓ locate and select the document
    - ✓ click open
    - ✓ the document will be uploaded.

22. Once the document is successfully upload click on Upload button



23. You need to wait for few second for the document to be successfully uploaded and then click on "OK"



Option 2: Reject the offer provided by TSLS

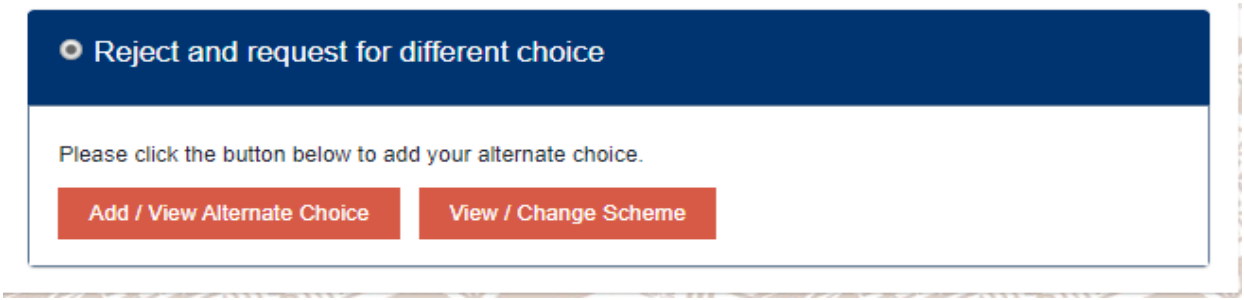
24. You should only click on this option if you do not wish to accept the offer. Clicking this means you are totally rejecting the offer and do not wish to benefit from the scheme or offer to you.

25. For example, if you have been offered NTS and you click on this button, this means you are rejecting the NTS Scholarship totally. That is, you do not want to be an NTS Scholarship Awardee.

26. Once you have rejected the bond form and offer letter, you cannot reapply for NTS. However, you can reapply for TELS if applications remain open.

Option 3: Reject and request for different choice

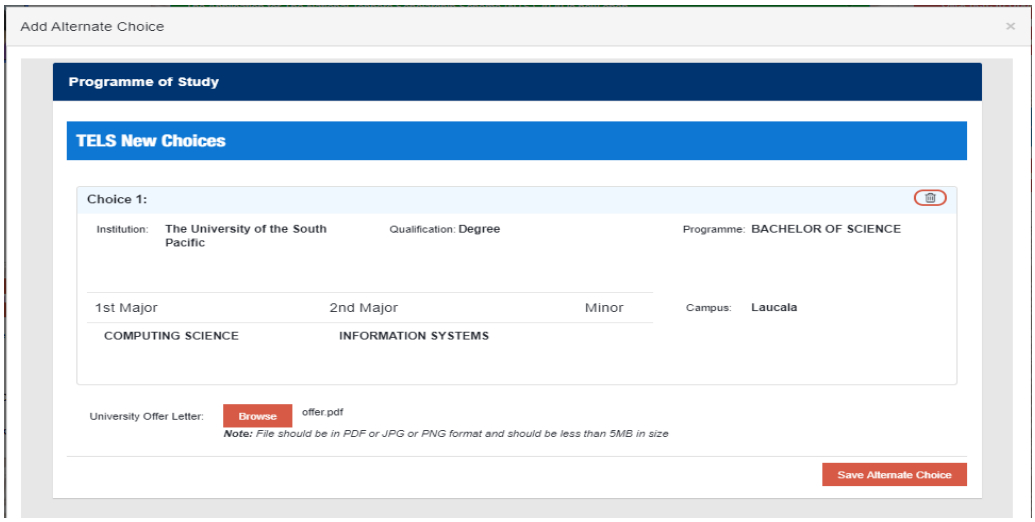
27. You should only click on this option if you wish to accept the offer but with changes to either the program/institution or request for allowances (TELS students only) or both (TELS Students only).



28. To change the program that is offered by TSLS with a different programme you need to Select Add/View Alternate Choice.

29. Once you click on the button the following page will appear where you have to:
    - ✓ Select the Institution
    - ✓ Select the Qualification
    - ✓ Select Programme
    - ✓ Select Major or Minor if it is a non-prescribed programme
    - ✓ Select campus
    - ✓ Click on add choice 1
    - ✓ Upload the new offer letter
    - ✓ And click Save Alternate Choice

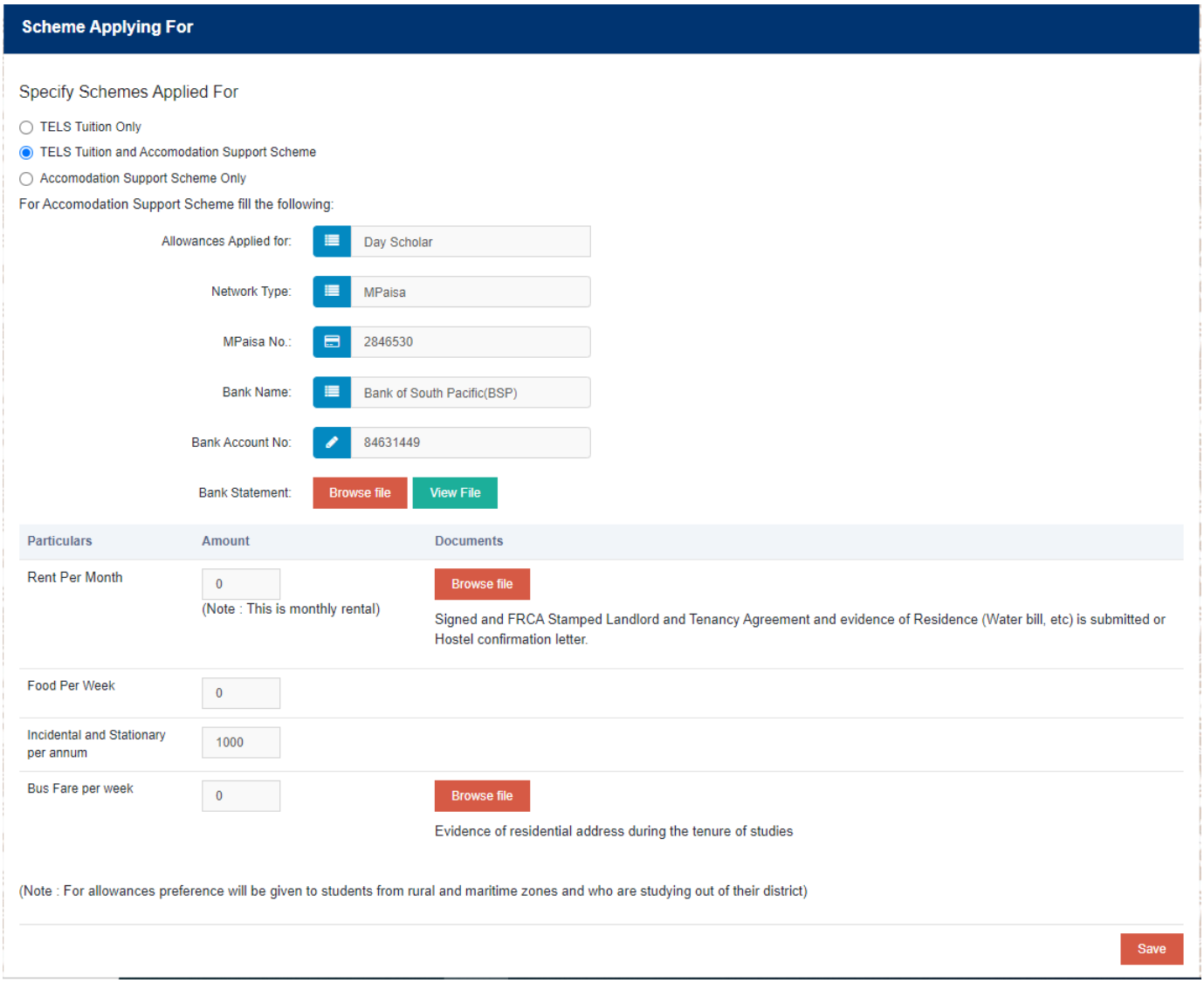
30. After clicking the Save Alternate Choice the application will move back to processing and then new offer letter and bond form will be issued to you again.



31. To change the allowance that is offered by TSLS you need to Select View / Change Scheme.

32. Once you click on the button the following page will appear where you have to:
    - ✓ Specify Schemes you are applying for
    - ✓ Select the Allowances Applied for
    - ✓ Enter M-Paisa, My Cash or bank details
    - ✓ Enter the preferred allowance amount
    - ✓ Upload all the required documents
    - ✓ Click on add choice 1
    - ✓ And click Save

33. After clicking the Save the application will move back to processing and then new offer letter and bond form will be issued to you again with new approved allowance.



WHAT HAPPENS AFTER YOU HAVE UPLOADED YOUR SIGNED BOND FORM AND OFFER LETTER?

34. **Once you have uploaded your completed and signed offer letter and bond form, TSLS will carry out the assessment.**

35. **Upon assessment of your signed offer letter and bond if the documents are in order you will receive another email to indicate that your award/funding has been confirmed.**

36. **Your application status on your landing page will change from "Processing" to "Approved".**

37. **Log into your online application and download and print your confirmation letter from your profile page.**

38. **In case your University requires, provide a copy of your TSLS confirmation letter to the Finance Team of your University.**

For all queries on how to upload signed offer and bond email us on it@tsls.com.fj

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