



**APPLICATION FOR NTS TO TELS SWITCH FOR REPEAT COURSE OR PERIOD OF SUSPENSION FROM NTS**

**A. INSTRUCTIONS.**

1. This is a fillable PDF form and you can type all the required particulars and use your electronic signature if you do not wish to print and fill the form and submit the same to TSLs.
2. All the required information must be completely filled by the applicant.
3. All required documents/evidences must be attached.
4. Incomplete and late applications will not be processed by TSLs.
5. Duly completed forms must be emailed to the appropriate email address below:
  - a. Students on Skills Qualification (TVET) Scheme on [jlal@tsls.com.fj](mailto:jlal@tsls.com.fj)
  - b. Students on Study Loan at FNU, UOF and CCTC on [sprasad@tsls.com.fj](mailto:sprasad@tsls.com.fj)
  - c. Students on Study Loan at USP, Fulton and SIT on [ssingh@tsls.com.fj](mailto:ssingh@tsls.com.fj)
6. TSLs will only fund units/courses failed after 1 August 2017 once. Any subsequent repeat of courses/units has to be funded by the students privately.
7. All applications for NTS to TELS switch must be made before the closing date for each academic term posted by on TSLs website and Facebook page.
8. In case your application is approved, you will be emailed a copy of the TELS bond form and offer letter. You must sign and email the bond form and offer letter back to TSLs.
9. Upon receipt and assessment of the signed bond form and offer letter, TSLs will then email your TELS confirmation letter to you.
10. Any payment of tuition and allowances under TELS will only be made after the confirmation letter has been issued by TSLs.
11. Allowances for TELS applicants will only be approved if the combined parental/guardian income is up to \$50,000 per annum and subject to the Study Where You Live (Zoning) Policy. Refer to our website [www.tsls.com.fj](http://www.tsls.com.fj) for details on the zoning policy.

**B. PERSONAL DETAILS**

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

**C. PARTICULARS OF APPLICATION IF APPLYING FOR PAYMENT FOR ONE REPEAT COURSE PER ANNUM**

No: Of Courses/Units in the Program:	<input type="text"/>	No: Of Courses Completed and passed:	<input type="text"/>
No: Of Courses Remaining:	<input type="text"/>	Expected Year of Completion:	<input type="text"/>
Expected Term of Completion:	<input type="text"/>	Code of Repeat Course(s) applying for	<input type="text"/>

**D. PARTICULARS OF APPLICATION IF APPLYING FOR TELS FOR NTS SUSPENSION PERIOD**

No: of Courses /Units in the Program:	<input type="text"/>	No: of courses completed and passed:	<input type="text"/>
No: of courses remaining:	<input type="text"/>	Expected Year of Completion:	<input type="text"/>

Expected Term of Completion:	<input type="text"/>	Year for which applying for TELS:	<input type="text"/>
Term for which applying for TELS:	<input type="text"/>	Current Cumulative GPA:	<input type="text"/>

E. APPLICATION FOR ALLOWANCES UNDER TELS	
Category of Allowance Applying for	Amount applying for
Rent /Hostel (no more than \$250/month)	(per month)
Food (no more than \$50/week)	(per week)
Bus Fare (no more than \$30/week)	(per week)
Incidental and Stationery (no more than \$1000/annum)	(Per annum)
E-Ticket Card No: (If applying for bus fare)	
M-Paisa/Bank Account Number	
Bank Name (If not using M-Paisa)	

Required documents for allowances application:

- i Parents/Guardians recent salary slip (working parents/guardians) or Statutory declaration by parents/guardians (non-working/self-employed).
- ii Bank Statement with an active account registered under your name if you wish to receive the allowances in the nominated bank account.
- iii Evidence of residential address (Voter ID, Electricity, Water Bills etc. which as the residential address shown) for the hostel, rented property or place where you will stay during the course of your studies.
- iv Independently witnessed rental agreement if applying for rent or hostel confirmation letter if applying for hostel.
- v Letter signed by the parents/guardians that they are authorizing you to apply for allowances.

**F. OTHER DOCUMENTS TO ATTACH (Please tick the documents attached with this application)**

1. Full Academic Transcript

2. Letter Explaining the reason(s) for failing the course(s) In the first attempt.

**G. APPLICANT DECLARATION**

*The information provided in my application is, to the best of my knowledge, complete and accurate, and I understand that provision of false information in this application will disqualify me from the scheme and can result in the termination of the award. I also understand that TELS reserves the right to seek any additional information deemed necessary for the purpose of assessing this application. I have also fully read and fully understood the terms and conditions of this application as stated in Part A of this form and also the schemes policies available on the TELS website: [www.tsls.com.fj](http://www.tsls.com.fj).*

<b>Applicants Name:</b>	<b>Applicants Signature:</b>	<b>Date:</b>
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**H. For Official Use Only**

Application is:                                      Approved                                       Declined:

**If declined, reason for the decline:** .....

**TSLS Approval Officer Name:** ..... **Signature:** ..... **Date:** .....

**Decision Endorsement by Manager Student Services:**

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

*Bond Form Issued by:*

*Offer Letter Issued by:*

*Date Bond Form and Offer letter issued:*

*Confirmation letter issued by:*

*Date Confirmation Letter Issued:*