



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

***A STEP-BY-STEP GUIDE ON HOW TO PRINT AND FILL OFFER
LETTER AND BOND FORM/ LOAN AGREEMENT***

How to Fill your Offer Letter

1. Fill and sign the acceptance on the last page of the offer letter as per below sample.
2. Anybody who can read and understand the offer can witness the document. **(Not mandatory for a JP to witness the document).**
3. Initial all the pages of the offer letter on the bottom right-hand corner.

I, **Your Name** the undersigned, hereby accepts the offer under the Fijian Scholarships Scheme for National Toppers Local Scheme 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.

Signature of Student: **Your Signature** Date: **Date of Signature**

Student ID No: **University ID** Tax Identification Number: **Your TIN**

Name of Witness: **Name of Witness**

[To be witnessed by an Independent Witness]

Signature of Witness: **Signature of Witness**

How to fill your Bond Form/ Loan Agreement

1. Fill page 1 and page 3 of the bond form/ loan agreement as per below sample.
2. Initial all the pages of the bond form/ loan agreement on the bottom right-hand corner.

Page 1

SIGNED, SEALED and DELIVERED by
the said **Your Name**
this ... **Date** ... day of ... **Month** ... 20... **Year** ...

..... **Your Signature**
[Obligor]

Page 3

SIGNED, SEALED and DELIVERED by the
Said **Your Name**
this ... **Date** ... day of ... **Month** ... 20... **Year** ...

[Obligor's Left Thumbprint]

..... **Your Signature**
[Obligor's Signature]

ENDS