



Adding a New Programme by a Higher Education Institution (HEI)

A. Instruction

1. Tertiary Scholarships and Loans Service "TSLs" Eligible Higher Education Institutions must follow the requirements as listed in Part B of the Form to officially add a new programme/qualification for listing under scholarships and study loans.
2. All request for a new programme/qualification for listing with TSLs must be received two (2) months prior before new financial year of the Fijian Government.
3. Upon receipt of the request, TSLs will assess and make a decision within the powers vested in the 'Act'.

B. HEI and Programme/Qualification Details

Name	
Physical Address	
Phone Contact	
Email Address	
Programme/Qualification Name	
Programme/Qualification Level	
Programme/Qualification Duration	
Programme/Qualification Start Date	

C. Requirements for Programme/Qualification Listing

Documents	Tick Box
1. Official request letter addressed to the Chief Executive Officer	<input type="checkbox"/>
2. Certificate of programme/qualification recording with Fiji Higher Education Commission (FHEC) where the higher education institution is a self-accrediting institution.	<input type="checkbox"/>
3. Certificate of programme/qualification accreditation with FHEC where the higher education institution is a non-self-accrediting institution.	<input type="checkbox"/>
4. List of possible employment opportunities.	<input type="checkbox"/>
5. Evidence of consultation and support letters from relevant potential employers such as but limited to Government Ministries, Statutory Bodies, State Owned Enterprises, Private Sector Organizations, Non-Governmental Organizations, Civil Society Organizations and Fiji based multilateral/donor agencies.	<input type="checkbox"/>
6. Industry Advisory Committee support letter signed off by the chairperson.	<input type="checkbox"/>

D. For Official Use Only

The application for programme listing has been: **Approved** **Declined**

Reason for Approval/Decline

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TSLs Authorised Officer Name: *Signature:* *Date:*

Comments by CEO

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Date:

Signature:

Board's Decision

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Date:

Chairman's Signature: