



Adding a New Programme by a Tertiary Education Institution (TEI)

A. Instruction

1. Tertiary Scholarships and Loans Service "TSLs" Eligible Tertiary 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 | |
| Tuition Cost Per Student | |
| Projected Intake Per Year | |

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 tertiary education institution is a self-accrediting institution. | <input type="checkbox"/> |
| 3. Certificate of programme/qualification accreditation with FHEC where the tertiary 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: