

[LEGAL NOTICE NO. 15]

TERTIARY SCHOLARSHIPS AND LOANS ACT 2014

## **Tertiary Scholarships Schemes Regulations 2022**

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IN exercise of the powers conferred on me by section 25(1) of the Tertiary Scholarships and Loans Act 2014 and on the recommendation of the Service, I hereby make these Regulations—

#### PART 1—PRELIMINARY

##### *Short title and commencement*

1.—(1) These Regulations may be cited as the Tertiary Scholarships Schemes Regulations 2022.

(2) These Regulations come into force on the date of publication in the Gazette.

##### *Interpretation*

2. In these Regulations, unless the context otherwise requires—

“academic load” means the total number of courses or units an awardee is required to be registered for in each academic term to allow the awardee to complete a programme within the award duration;

“awardee” means a recipient of a scholarship under a Scheme;

“change in particulars” means an application made by an awardee in an approved form for any change in his or her personal, financial or academic details;

“eligible course” means a course or unit a sponsored student is enrolled in and that is paid for under a scholarship;

“FRCS” means the Fiji Revenue and Customs Service;

“load factor” means the number of eligible courses or units a student is enrolled in for a term divided by the total number of eligible courses or units the student is required to enroll in as a full-time student;

“Minister” means the Minister responsible for education;

“Ministry” means the Ministry responsible for education;

“priority area” means an area of study approved by the Government as a study programme under a Scheme, and for the National Toppers Scholarship Scheme, as outlined in Schedule 2;

“Scheme” means the National Toppers Scholarship Scheme, Scholarship Scheme for Students with Special Needs or In-service Scholarship Scheme; and

“TELS” means Tertiary Education Loans Schemes.

*Objectives*

3. The objectives of these Regulations are to—
- (a) outline the eligibility criteria for a Scheme;
  - (b) provide the priority areas for a scholarship under a Scheme;
  - (c) specify the procedures for receiving and processing applications under a Scheme;
  - (d) ensure transparent and efficient processes are in place for the administration of a Scheme; and
  - (e) outline the terms and conditions of a scholarship under a Scheme.

*Application*

4. These Regulations apply to all applicants under a Scheme, the Service and any other person empowered under the Act for the administration of a Scheme.

**PART 2—TERTIARY SCHOLARSHIPS SCHEMES***Application for scholarship*

5.—(1) A student who intends to apply for a scholarship under a Scheme must apply using the Service's online application portal, unless exempted by the Service.

(2) An application must be submitted to the Service by the application closing date as advertised by the Service for each new academic term.

(3) All important dates in relation to applications for each academic term or academic year must be published on the Service website and official social media pages.

(4) An application made under this regulation for a—

- (a) National Toppers Scholarship, must be made in accordance with the requirements outlined in Part A of Schedule 5;
- (b) Scholarship for Students with Special Needs, must be made in accordance with the requirements outlined in Part B of Schedule 5; and
- (c) In-service Scholarship must be made in accordance with the requirements outlined in Part C of Schedule 5.

*Application eligibility criteria*

6. An applicant under a Scheme must fulfill the requirements outlined in Schedule 6 in order to be eligible for a scholarship under a Scheme.

**PART 3—SCHOLARSHIP AWARDED***Scholarship offer and bond form*

7.—(1) A provisional offer letter and bond form must be issued to all successful applicants by the date in which all applications received must be processed in accordance with Schedule 1.

(2) A successful applicant must log in to his or her student account to download his or her provisional offer letter and bond form.

(3) Following the receipt of the completed and signed provisional offer letter and bond form, the Service must carry out an assessment and issue a confirmation letter.

(4) A successful applicant who declines an offer and requests for a change in programme or eligible institution risks losing the scholarship applied for if the quota for the programme or eligible institution requested for is reached.

(5) No request for change in programme from the category in which the offer is made to another category in a different programme may be approved.

*Confirmation of scholarship*

8.—(1) A confirmation of an award is subject to the following conditions—

- (a) the successful applicant must accept and upload the signed copy of the provisional offer letter on to the Service's online application portal;
- (b) he or she must complete and upload a copy of the signed bond form on to the Service's online application portal;
- (c) he or she has must have an offer letter for a place or evidence of registration or pre-enrolment at the eligible institution applied for; and
- (d) he or she must not be a recipient of any other scholarship or loan scheme.

(2) The successful applicant must complete the requirements and upload the signed documents under subregulation (1) on to the Service's online application portal within 7 days from the date stated on the provisional offer letter.

(3) An offer is cancelled if an applicant to whom an offer has been made fails to accept the offer and upload the signed provisional offer letter and bond form within 7 days from the date stated on the provisional offer letter.

(4) A successful applicant must commence studies from the first academic term of an academic year for which a scholarship covers.

(5) A scholarship awarded to a successful applicant cannot be deferred to a later academic term or academic year.

*Duration of scholarship*

9.—(1) A scholarship awarded under the Scheme is for a period equivalent to the minimum programme duration of a successful applicant's choice at the respective eligible institution or as soon as the successful student completes the programme funded by the scholarship.

(2) If a programme exceeds the approved duration for which the scholarship covers as stated in the confirmation letter, the excess amount is to be borne by the student, unless an extension is granted under regulation 12.

*Change in programme or eligible institution*

10.—(1) If, after being awarded a scholarship a successful applicant wishes to change either the program, major, minor or eligible institution, he or she must make a prior application to the Service in the approved form.

(2) If an awardee wishes to apply for a change in programme, major, minor or eligible institution, he or she must apply to the Service in the approved form before the commencement of the third academic term under the scholarship.

(3) No change in programme, major, minor or eligible institution may be approved after the commencement of the third academic term under the scholarship.

(4) Where the selection for a scholarship is also based on interviews, aptitude tests or any other form of formative assessment, a change in programme is not permitted.

*Scholarship privileges*

11. The scholarship privileges are outlined in Schedule 7 as follows—

- (a) for National Toppers Scholarship Scheme, in Part A;
- (b) for Scholarship Scheme for Students with Special Needs, in Part B; and
- (c) for In-service Scholarship Scheme, in Part C.

**PART 4—TERMS AND CONDITIONS**

*Acceptance of any other financial assistance*

12. An awardee must not accept any other scholarship or loans scheme for educational purposes simultaneously with a scholarship under a Scheme without prior written approval from the Service.

*Review of award*

13. A review of a scholarship must be carried out in accordance with the requirements outlined in Schedule 8.

*Grade Point Average*

14. An awardee must comply with the Grade Point Average (GPA) requirements as outlined in Schedule 3 and where applicable, Schedule 9.

*Academic and disciplinary suspension and termination*

15.—(1) Any academic or disciplinary action taken by the institution on any student may result in parallel action by the Service in terms of sponsorship.

(2) The Service's response for academic or disciplinary suspension by an eligible institution include the following—

- (a) an awardee may be suspended from the Scheme for a period equivalent to the academic or disciplinary suspension imposed by the eligible institution's for a maximum of one year;
- (b) any suspension by an eligible institution for more than 1 year will result in the termination of the student's sponsorship and commencement of recovery action; or
- (c) an awardee cannot apply for change in programme, major or minor or institution nor can he or she apply for financial assistance under any scheme administered by the Service.

(3) The Service's response for academic or disciplinary termination by an eligible institution's include the following—

- (a) termination of an awardee's sponsorship and commencement of the recovery action by FRCS;
- (b) the awardee is not eligible to apply for change programme, major or minor or institution once award is terminated; or
- (c) the awardee cannot apply for any other scheme administered by the Service unless he or she has fully paid off the debt and can produce a bond clearance letter from FRCS.

(4) In case of any disciplinary action taken by the eligible institution, the Service reserves the right to carry out independent investigation and take further actions if required.

*Deferment of award*

16.—(1) The Service may consider deferment of an award if an awardee's attendance at an eligible institution is affected on the following grounds—

- (a) for medical reasons;
- (b) military deployment;
- (c) national duties; or
- (d) any other reason as deemed appropriate by the Service.

(2) For an award to be deferred, the awardee must attend classes for at least one academic term prior to the proposed deferment and meet the minimum criteria for renewal of the award during the academic term attended prior to the application for deferment.

(3) Enrolment at any other institution or acceptance of another award during the deferment period will result in an automatic cancellation of the award unless prior written approval from the Service is obtained.

(4) Deferment of studies without prior written approval from the Service is deemed as abandonment of studies and results in an automatic termination of the award.

(5) To request for a deferral, the awardee must submit the approved form along with all relevant documentations.

(6) A scholarship may be deferred for a maximum of one academic year and approval is dependent on the availability of remaining scholarship funds.

(7) No deferment of studies may be allowed for vacation and employment purposes.

*Non-compliant cases*

17.—(1) For the purpose of this regulation, a non-compliant case is when an awardee fails to submit the following required periodic reports to the Service for 2 or more consecutive academic terms or the same is not submitted by the eligible institution due to the student not enrolling for the required units—

- (a) academic results;
- (b) enrolment reports;
- (c) request for leave of absence or deferment of studies; and
- (d) other pertinent documents.

(2) A non-compliant awardee must be suspended for the period he or she breaches the requirements under regulation 20(1).

(3) A suspension must not extend 2 academic terms.

(4) A non-compliant status over 2 academic terms results in termination of an award.

(5) A non-compliant awardee who has not been terminated may apply for reinstatement of his or her scholarship within 2 academic terms since the last active enrolment.

(6) For cases where after evaluation of an awardee's application for reinstatement is approved, financial privileges may resume from the academic term the scholarship is reinstated.

(7) An awardee who has stopped studying for more than 2 academic terms without prior written approval from the Service is considered to have abandoned the scholarship which will result in the termination of the award by the Service and the awardee will be required to refund the total financial assistance received with the applicable penalty rate at the time of termination.

*Academic load per term*

18.—(1) The load factor must be calculated as the number of the eligible courses or units a student is enrolled in, divided by the full academic load for a particular term of the institutions' academic programmes and regulations.

(2) The following must not be included as eligible courses or units for the purpose of calculating the load factor and allowance payable for each academic term by the Service—

- (a) repeat courses or units;
- (b) substitute courses or units for repeat courses or units;
- (c) foundation courses or units which are not part of the student's programme approved by the Service; and
- (d) any course or unit which is not part of the programme approved by the Service.

(3) Load factors generally are 0.25, 0.5, 0.75 or 1.0 for programmes where the awardees are allowed to enroll for a maximum of 4 courses or units per term.

(4) For programmes where the awardees are only allowed to enroll for a maximum of 3 courses or units per term, the load factor is 0.33, 0.67 and 1.0.

(5) At no point in time the load factor must be greater than 1.

(6) The awardee must enroll in the full academic load of the sponsored programme required under the academic regulations of the eligible institution.

(7) An academic load of less than 50% of the allowable courses or units in an academic term is deemed to be a part-time load and may lead to the termination of the award and/or payment of the allowances on a *pro-rata* basis.

(8) During the last academic term of the programme which must be within the specified bond term, the awardee may enroll in less academic load and be entitled for full payments of allowances and tuition.

(9) A student enrolled for the In-service Scholarship Scheme may enroll on a part time basis of working full time or otherwise remain on full academic load.

*Withdrawal from courses or units*

19.—(1) No awardee must withdraw from courses or units without prior written approval from the Service after the allowances either in part or full has been disbursed by the Service.

(2) In cases where an awardee fails to comply with regulation 21(1), the conduct of the awardee must be construed as an attempt to obtain financial advantage and the award must be terminated.

(3) Late withdrawal may only be considered under any of the following circumstances—

- (a) medical conditions - which prevents a student from attending classes for a prolonged period of time, supported by a medical report for the duration of the period, from a registered medical practitioner;
- (b) national duties - where the student has been selected for national duties (sporting activities, military or police duties overseas etc.) which requires leave of absence from the country, provided approval is granted by FRCS; and
- (c) bereavement - due to the death of an immediate family member.

(4) In case an awardee intends to withdraw from the eligible institution or from a course after the payment of tuition and/or allowances for the academic term, the sponsorship funds must be withdrawn from the awardee's account and the awardee will be required to refund any payments already made.

(5) No withdrawals on the ground of poor academic progress by an awardee in an enrolled course or unit will be approved under any circumstances.

(6) To apply for late withdrawal from sponsorship of a course or unit, an awardee must fill and submit the approved form with the following documents—

- (a) a letter from the course coordinator or eligible institution which clearly highlights the student's academic progress until the point of the planned withdrawal, and the letter must include the student's course work marks or grades;
- (b) evidence to support the ground based on which the application is made;
- (c) a letter of request explaining the intention of withdrawal; and
- (d) any other documents required by the Service.

(7) Upon receipt of the application, the Service must assess the request and if approval is granted, approval in writing must be issued to the awardee by the Service.

(8) Where a request to continue with a Scheme while studying on reduced enrolment load is approved, the awardee must continue to receive the award benefits for a period of not more than the duration stated on the student's offer letter, or on terms and conditions of any subsequent extension granted by the Service.

*Term to term allowance calculations and payments*

20.—(1) All allowance payment is subject to the receipt of a student's enrollment report from the respective eligible institution.

(2) Allowances for each academic term must be calculated based on the load factor pursuant to regulation 18 and Schedule 4.

(3) An awardee who fails to register for full academic load must be paid allowances on a *pro-rata* basis.

(4) Allowances must be paid in one or more batches as deemed appropriate by the Service for each academic term.



(5) The Service must only pay allowances on receipt of the enrollment reports from the eligible institution.

*Extension of scholarship duration*

21.—(1) An awardee who fails to complete the programme within the duration stated in the award confirmation letter, may apply for an extension of award duration if any or all of the conditions in this regulation is met.

(2) The Service must receive and assess applications for the extension of the award duration on the following grounds only—

- (a) change in either the programme, major or minor or institution granted by the Service;
- (b) medical grounds backed up with medical reports acceptable to the Service;
- (c) delays caused by natural disasters or any other Act of God;
- (d) student is in his or her graduating term of studies;
- (e) bereavement for an immediate family member; and
- (f) deployment for national duties.

(3) The awardee's general conduct on campus, academic performance or any other report that is to be received from the eligible institution must be considered in deciding on the application for extension of the award duration.

(4) Any approved extension of the award duration must be on terms and conditions as stipulated in the award extension form.

(5) An application for extension of an award duration must be submitted with the following mandatory documents to the Service—

- (a) full academic transcript;
- (b) Programme Audit Certificate;
- (c) programme outline for the remaining courses or units (year and term in which the courses or units are to be offered, and the students planned enrollments for completion); and
- (d) letter explaining the reason for not completing the programme within the sponsored duration, along with any evidences such as medical certificates or letters from the university.

(6) No application for extension of award duration must be approved by the Service arising out of a student's negligence or delay resulting in the programme not being completed within the stipulate duration in the award confirmation letter.

(7) In determining whether an extension of the award is to be granted, the Service must consider the following factors—

- (a) students' academic record - GPA in accordance with Schedule 9;
- (b) capability of graduating; and
- (c) any option for an early exit qualification from the study programme.

(8) Any extension granted by the Service must not exceed one academic year.

(9) In case an awardee gets suspended or excluded while on extension, no further extension must be granted.

(10) The opening and closing dates for application for extension must be advertised by the Service on its website and official social media pages for each academic term.

*Bond service*

22. An awardee upon successful completion of the sponsored programme must comply with the conditions set in the bond agreement.

*Requirements on completion of studies*

23.—(1) Upon completion of studies, the awardee must submit and keep FRCS and the Service updated on the following—

- (a) programme completion letter from the eligible institution;
- (b) complete academic transcript and certificate upon graduation; and
- (c) employment status.

(2) The awardee must immediately submit to FRCS a copy of the employment contract or appointment letter for the purpose of bond service monitoring.

(3) A bond clearance letter is issued by FRCS upon production of evidence by the awardee for the completion of the years of service required.

*Listing with Department of Immigration*

24.—(1) Upon the confirmation of the award, the Service must submit to FRCS a complete list of all awardees with particulars as required by FRCS for the purpose of inclusion in the Immigration Controversial List by the Department of Immigration.

(2) Inclusion of an awardee's name in the Immigration Controversial List means that the awardee will not be allowed to leave the country without prior written approval of FRCS during the period of studies and the bond service period.

(3) The awardee's name must remain in the controversial list until the bond period has been fully served or the total sum owed to the Government together with any interest or penalty accrued as determined by FRCS is repaid in full.

*Permission to travel abroad*

25.—(1) For each trip outside Fiji prior to the completion of the studies and the bond service period specified, the awardee must obtain written clearance from FRCS by meeting all requirements and giving at least 7 days or such other period determined by FRCS advance notice.

(2) No travel release must be granted during the academic term unless the application is driven by compassionate or compelling circumstances as approved by FRCS.

(3) For each trip outside Fiji prior to the completion of the terms and conditions of the bond agreement, an awardee is required to provide to FRCS 2 suitable local guarantors to provide an undertaking that the guarantors are liable to full payment of the amount owed by the awardee with interest or penalty accrued, should the awardee fail to return to Fiji on the date stipulated in the Guarantee of Bond (Overseas Travel) form.

(4) The awardee must first apply to FRCS for overseas travel release before finalising any planned travel.

(5) A failure by the awardee to get a travel release will result in the awardee being prevented from departing Fiji and neither the Government, the Service nor FRCS will be responsible for any losses suffered.

(6) To apply for travel release, the following requirements must be submitted by the awardee to FRCS—

- (a) duly completed form IRS458 available on [www.tsls.com.fj](http://www.tsls.com.fj) or [frcs.org.fj](http://frcs.org.fj);
- (b) request letter addressed to the CEO of FRCS;
- (c) letter from the Service to confirm outstanding loan or bond service amount;
- (d) Guarantee of Bond (Overseas Travel) Form;
- (e) guarantor's TIN letters or photocopy of FRCS/FNPF Joint Card;
- (f) guarantor's recent pay slip or bank statements;
- (g) for students in employment, a letter from the employer must be submitted;
- (h) a copy of the return air ticket with the travel itinerary;
- (i) a copy of the passport and visa details;
- (j) any payment of percentage of the dues to the Government; and
- (k) any other relevant document or information that FRCS may require.

*Correspondence*

26.—(1) The Service and FRCS must send all correspondences regarding a scholarship to the e-mail address or other contact details entered in the awardees' application form.

(2) If the awardee changes any contact details, including the e-mail address post the application, during the period of studies or post-completion until such time the bond has been fully served, the Service and FRCS must be notified of the change in writing.

(3) By accepting the offer and entering into a bond agreement, the awardee also authorises the Service or FRCS to obtain any relevant information about the awardee from the eligible institution, employer, business and financial partners and any other relevant person or entity until the bond requirements are fully satisfied for the performance of the functions of the Service and FRCS under the Act.

(4) Where the awardee fails to respond to requests for information by the Service or FRCS by the due date, the scholarship may be suspended or terminated.

PART 5—MISCELLANEOUS

*Provision of false information*

27. Provision of false information results in termination of the award, commencement of the recoveries action by FRCS and the matter referred to the relevant Government authorities for investigation.

*Confidentiality of information*

28.—(1) The Service must not disclose any matter or information related to an applicant or awardee either previous or current students, with any third parties unless authorised by these Regulations.

(2) The Service must not disclose personal information about the awardees to a person, body or agency outside the Service including parents, spouses or other relatives or friends of the student, or to staff who have no need of the information, unless—

- (a) the student has given written permission for the Service to disclose the information;
- (b) the Service is required by law or State funding bodies to disclose the information;
- (c) the Service has taken reasonable steps to inform the student that information of that kind is usually passed on to those persons, bodies or agencies. Reasonable steps include terms and conditions of the award offer letter and notices circulated on the Service website and official social media pages; or
- (d) the Service believes the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned, or another person.

*Scholarship events*

29.—(1) By accepting the terms and conditions of the award, the awardee agrees for the photos and articles on any event attended by the awardee to be used by the Service and the Government for the purpose of disseminating information about a Scheme.

(2) Where an awardee does not wish for the photos or articles to be used by the Service or the Fijian, the awardee must notify the Service in writing prior to the event.

*Transitional*

30.—(1) All existing students sponsored under a Scheme immediately prior to the commencement of these Regulations continue on the terms and conditions of the scholarship awarded, offer letter, confirmation letter and any bond agreement between the student and the Service or FRCS as at the time the scholarship was awarded.

(2) All new applications for a scholarship under a Scheme received by the Service immediately before and after the commencement of these Regulations, must be processed in accordance with these Regulations for a new academic term.

Made this 16th day of March 2022.

P. KUMAR  
Minister for Education, Heritage and Arts

SCHEDULE 1  
(Regulation 7)

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SELECTION CRITERIA

1.—(1) The selection of successful applicants under the Scheme is based on the following assessment criteria—

- (a) provisional Year 13 results from Ministry will be obtained by the Service after the release of the results;
- (b) results for all other examinations deemed equivalent to Year 13 as determined by the Service will also be obtained from the applicants;
- (c) all results will be converted to a common denomination (percentage of the total aggregate score) for ease of comparison;
- (d) aggregate scores for each student will be calculated based on the minimum entry requirement;
- (e) after converting all results to a common unit of measurement, the applicants would be ranked in a descending order (highest to lowest) for each category and sub-category of awards. This will form part of the national ranking of all applicants based on academic merit;
- (f) only complete applications will be ranked and any incomplete application will not be ranked;
- (g) after the national ranking, ranking of applicants for each priority category and sub-category will be done in a descending order. For example, if Category Infrastructure has 90 awards, the top 90 applicants for this category will be identified and ranked in the descending order. In a similar way, ranking for each category will be completed;
- (h) preference by the Service for ranking by category will be given to the first indicated choice of the applicants in the application form;
- (i) only if the quota for a category or subcategory is not filled based on the first indicated choice of the applicants, second choice would be considered. The third choice will only be considered if the quota for a category or subcategory is not filled after all first and second choices have been considered and exhausted in the ranking process; and
- (j) after the ranking for the shortlisted applicants for each category is completed, all other applications for the Scheme for an academic calendar would be moved to TELS and processed under the eligibility criteria.

(2) All shortlisted applicants for each category would be ranked in the descending order and the top ranked students would be made an offer until the quota is filled.

(3) All decisions of the Service in relation to the awarding of scholarships is final and may be subject to an appeal under section 13(2) of the Act.

SCHEDULE 2  
(Regulation 2)

PRIORITY AREAS FOR NATIONAL TOPPERS SCHOLARSHIP SCHEME

Category of Award	Programs	No. of Awards	Qualifying Minimum Entry Requirements (MER)
<b>Engineering</b>	Bachelor of Engineering: Civil Engineering, Electrical/Electronic Engineering, Energy Engineering, Mechanical Engineering, Hydrology, Hydraulic Engineering, Civil Architectural, Road Engineering, Chemical Engineering, Structural Engineering, Building Service Engineering and Plant Engineering.	90	Aggregate Score of 330/400 in Year 13 with a pass in English, Mathematics, Physics and one more subject meeting the HEI's requirements.
<b>Medicine, Health and Science</b>	Bachelor's Degree in: Dietetics, Nursing, Public Health, Medical Lab Sciences, Physiotherapy, Pharmacy, Medical Imaging Science, Dermatology, Occupational Therapy, Genetic Science and Molecular Biology, Bio Medical Engineering, Speech Therapists, Clinical Psychology, Sports Medicine, Medicine Science and Sports Science.	90	Aggregate score of 340/400 in Year 13 with a pass in English and the area specialisation subjects.
<b>Agriculture, Fisheries and Forests</b>	Bachelor's Degree in: Agriculture, Agricultural Engineering, Agribusiness, Veterinary Sciences, Forestry, Fisheries, Aquaculture, Fish Technology, Food Technology, Agriculture Economics, Plant Pathologist, Biosecurity, Quarantine Precision Agriculture, Seafood Science and Technology, Animal Science, Breeding, Biotechnology, Antamology, Value Addition and Product Development, Virologist- Livestock, Microbiologist, Animal Pathologist, Feed Technology, Biometrician, Agriculture Policy Specialists and Natural Resources Management.	30	Aggregate Score of 300/400 in Year 13 with a pass in English and Agriculture.
<b>Technology</b>	Bachelor Degree in: Telecommunications Networking, Cyber Security, Networks and Security, Software Development, Programming, Media and Journalism, Information System, Computing Science, Information Technology and Applied Computing, Data Science, Geographical Information System, and Geological Information System.	35	Aggregate Score of 330/400 in Year 13 with a pass in English and Mathematics.

Category of Award	Programs	No. of Awards	Qualifying Minimum Entry Requirements (MER)
<b>Social Sciences</b>	Bachelor's Degree in: Social Work, Social Policy and Policy Administration, and Psychology.	5	Aggregate score of 300/400 in Year 13 with a pass in English.
<b>Environment/ Marine Science</b>	Bachelor's Degree in: Environmental Science, Environmental Management, Climate Change, Marine Management, Meteorology, Applied Climatology, Sustainable Energy and Climate Change.	30	Aggregate Score of 300/400 in Year 13 with a pass in English.
<b>Land/Town Planning</b>	Bachelor's Degree in: Land Surveying, Urban and Regional Planning, Real Estate and Property Management, Geo-Spatial Engineering, GIS/Land Acquisition and Real Estate and Property Valuation, and Landscape Architecture.	20	Aggregate Score of 320/400 in Year 13 with a pass in English.
<b>Commerce</b>	Bachelor of Commerce in: Accounting, Economics, Finance, Official Statistics, Project Planning & Management, Property Management and Valuation, Occupational Health and Safety, Information Systems, Professional Accounting, HRM and Industrial Relations, Public Administration and Management, Actuarial Finance/Science, Customs, Forensic Accounting, E-Commerce, Sustainable and Ecotourism, Productivity Analyst, Quality Assurance, Policy Analyst, Sports Management and Business Analytics.	100	Aggregate score of 340/400 in Year 13 with a pass in English and Mathematics for Accounting, Economics, Finance and Official Statistics.  Aggregate Score of 340/400 with a pass in English for all other priority commerce areas.
<b>Education</b>	Bachelor of Education Secondary (Pre-Service) Mathematics & Physics (10) Industrial Arts (15) Office Technology (10)  Bachelor of Education Primary (15)	50	Aggregate score of 300/400 In Year 13 with a pass in English and the subject area specialisation.

Category of Award	Programs	No. of Awards	Qualifying Minimum Entry Requirements (MER)
Special Areas – Diploma Certificates and Degrees	Marine Studies (Nautical Sciences & Engineering), Culinary Arts, Mining, Land Surveying, Early Childhood Education, Forensic Science, Fashion and Design, Social and Community Work, Project Management, Geospatial Science, Organic Farming, Aquaculture, Horticulture, Animal Health and Husbandry and Small Business Management, Procurement, Contract Management, Quantity Surveying, Risk Management, Construction Contract Management, Architectural Design, Organisational Behaviour, HR Analytics, Embryo Transfer, Artificial Insemination, Embryologists, Bio-Medical Engineering, Substance Use Disorder, Adult Social Care, and Graphic Design.	30	Aggregate score of 300/400 in Year 13 with a pass in English.
	<b>TOTAL</b>	<b>480</b>	

**SCHEDULE 3**  
*(Regulation 14)*

**MINIMUM GRADE POINT REQUIREMENT**

Eligible institution	Maximum GPA	Required GPA (67%)
USP	4.5	3.00/4.5
UOF	4.5	3.00/4.5
CCTC	4.5	3.00/4.5
SIT	4.5	3.00/4.5
Fulton	4	2.67/4.0
FNU	5	3.33/5.0



SCHEDULE 4  
(Regulation 20)

TERM TO TERM ALLOWANCE CALCULATION METHODOLOGY FOR LOCAL  
AWARDS

Component	Semester	Trimester	Quarter
Stationery (Max) (A)	500	333.33	250
Incidental (Max) (B)	500	333.33	250
Accommodation and Meals (Max) (C)	2400	2000	1200
Maximum Eligibility (D = A+B+C)	3400	2666.67	1700
No. of Eligible Courses (E)	XXX	XXX	XXX
Term Academic Load (F)	YYY	YYY	YYY
Load Factor (G = E/F)	XXX /YYY	XXX /YYY	XXX /YYY
Total Payable (H)	D multiplied by G	D multiplied by G	D multiplied by G

Where—

A – the maximum approved stationery allowance by the Service for the student as per the scholarship confirmation letter.

B – the maximum approved incidental allowance by the Service for the student as per the scholarship confirmation letter.

C – the maximum approved accommodation and meal allowance by the Service for the student as per the scholarship confirmation letter.

D – the sum of the maximum approved allowance by the Service (A+B+C).

E – the number of courses or units students have enrolled in which qualifies for funding under the Scheme.

F – the maximum number of eligible courses or units a student is allowed to enroll in for each academic term as a full student.

G – the load factor calculated as the number of eligible courses or units divided by the academic load for a particular term as an permitted by an eligible institution.

H – the maximum allowances payable to a student for the academic term for which computations apply as per A to G variables.

SCHEDULE 5  
(Regulation 5)

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SCHEME APPLICATION REQUIREMENTS

A. National Toppers Scholarship Scheme

1. A student who intends to apply for a scholarship under the Scheme must apply using the Service's online application portal, unless exempted by the Service.
2. An application must be submitted to the Service by the application closing date as advertised for each new academic term or academic year.
3. All important dates in relation to applications for each academic year or term must be published on the Service website and official social media pages.
4. An application made under this regulation must include certified copies of the following—
  - (a) official academic transcript for Year 12 results or equivalent deemed by Board or delegated authority;
  - (b) provisional results for Year 13 examination set by the Ministry or such equivalent studies as determined by Board or delegated authority;
  - (c) final offer letter from an eligible institution of first choice in a priority area;
  - (d) birth certificate;
  - (e) letter from FRCS stating the student's tax identification number, or FRCS and Fiji National Provident Fund joint card;
  - (f) evidence of the student's supporting parents' or guardians' income (salary slip for working parents or guardians, most recent tax assessment by FRCS or statutory declaration as applicable);
  - (g) supporting parents' or guardians' letter from FRCS stating their tax identification number, or FRCS and Fiji National Provident Fund joint card;
  - (h) bank statement with an active account under the applicant's name;
  - (i) recent passport-size photo;
  - (j) evidence of applicant being fully vaccinated or exempted by the Ministry of Health and Medical Services if above the age of 18 years; and
  - (k) such other documents as may be requested by the Service.

B. Scholarship Scheme for Students with Special Needs

1. A student who intends to apply for a scholarship under the Scheme must apply using the Service's online application portal, unless exempted by the Service.
2. An application must be submitted to the Service by the application closing date as advertised for each new academic term.

3. All important dates in relation to applications for each academic term must be published on the Service website and official social media pages.
4. An application made under this regulation must include certified copies of the following—
  - (a) an official academic transcript for the current highest qualification. In case you are in Year 12 or 13 or equivalent deemed by Board or delegated authority you must apply without the Year 12/13/foundation courses or units results before the application closing date. However, you will need to submit the same as soon as the results are released, but no later than the application processing closing date);
  - (b) final offer letter from an eligible institute. (Students can apply without the final offer letter from the eligible institution, but need to submit the same as soon as the offer letters are received, but no later than the application processing closing date);
  - (c) full medical certificate confirming the permanent status of the impairment;
  - (d) birth certificate;
  - (e) letter from FRCS stating the student's tax identification number, or FRCS and Fiji National Provident Fund joint card;
  - (f) evidence of the student's supporting parents' or guardians' income (salary slip for working parents/guardians, most recent tax assessment by FRCS or statutory declaration as applicable);
  - (g) supporting parents' or guardians' letter from FRCS stating their tax identification number, or FRCS and Fiji National Provident Fund joint card;
  - (h) bank statement with an active account under the applicant's name;
  - (i) recent passport-size photo;
  - (j) evidence of applicant being fully vaccinated or exempted by the Ministry of Health and Medical Services if above the age of 18; and
  - (k) such other documents as may be requested by the Service.

#### C. In-service Scholarship Scheme

1. A student who intends to apply for a scholarship under the Scheme must apply using the Service's online application portal, unless otherwise decided by the respective Ministries.
2. An application must be submitted to the Service by the application closing date as advertised for each new academic term.
3. All important dates in relation to applications for each academic term must be published on the Service's website and official social media pages.

4. An application made under this regulation must include certified copies of the following—
  - (a) final offer letter from an eligible institution of first choice in a priority area;
  - (b) birth certificate;
  - (c) letter from FRCS stating the student's tax identification number, or FRCS and Fiji National Provident Fund joint card;
  - (d) recent passport-size photo;
  - (e) evidence of applicant being fully vaccinated or exempted by the Ministry of Health and Medical Services; and
  - (f) such other documents as may be requested by the Service.

SCHEDULE 6  
(Regulation 6)

SCHEME ELIGIBILITY CRITERIA

A. National Toppers Scholarship Scheme

1. An applicant must—
  - (a) be a Fijian citizen;
  - (b) be ordinarily resident in Fiji for at least 3 years before the award commencement date unless determined by the Board or delegated authority on case-by-case basis;
  - (c) be in Year 13 or such equivalent studies as determined by the Service at the time of application. An applicant who has completed foundation courses or units and repeats Year 13 is not eligible to apply for the Scheme;
  - (d) apply for a priority area as advertised by the Service for an academic term or academic year;
  - (e) secure a place at an eligible institution by means of a final offer letter; and
  - (f) must be fully vaccinated or exempted by the Ministry of Health and Medical Services if above the age of 18 years.
2. An applicant must provide 3 programmes of his or her choice and must state them in order of his or her preference.
3. Pursuant to paragraph (2), priority is given to an applicant's first preference while the second and third listed preferred programmes are considered if scholarships are available for a particular programme after all first and second listed preferred programmes have been processed respectively.
4. An applicant may also provide 3 programmes of his or her choice for the purposes of applying for a loan under TELS, in case his or her application under the Scheme is not successful.

B. Scholarship Scheme for Students with Special Needs

An applicant must—

- (a) be a Fijian citizen;
- (b) be ordinarily resident in Fiji for at least 3 years before the award commencement date unless determined by the Board or delegated authority on case-by-case basis;
- (c) have completed and passed at least Year 12 Examination or the Equivalence as determined by the Board or delegated authority;
- (d) provide full medical certificate confirming the permanent status of the impairment of the applicant must be attached with the application;
- (e) not be an existing student or applying to upgrade an existing technical, vocational or tertiary education;
- (f) secure a place at an eligible institution by means of a final offer letter; and
- (g) must be fully vaccinated or exempted by the Ministry of Health and Medical Services if above the age of 18 years.

C. In-service Scholarship Scheme

An applicant must—

- (a) be a Fijian citizen;
- (b) be ordinarily resident in Fiji for at least 3 years before the award commencement date unless determined by the Board or delegated authority on case-by-case basis;
- (c) be employed and remain in employment during the course of the sponsorship;
- (d) have applied in the In-service Scholarship priority;
- (e) be nominated by the respective permanent secretary or head of the organisation for sponsorship;
- (f) secure a place at an eligible institution by means of a final offer letter; and
- (g) must be fully vaccinated or exempted by the Ministry of Health and Medical Services.

SCHEDULE 7  
(Regulation 11)

SCHOLARSHIP PRIVILEGES

A. National Toppers Scholarship Scheme

1. The scholarship covers the following expenses—
  - (a) tuition fee for the eligible courses or units only;
  - (b) any general service fee;
  - (c) accommodation and meals (maximum of \$2400/semester, \$2000/trimester or \$1200/quarter);
  - (d) incidental allowance at maximum rate of \$1000 per annum; and
  - (e) stationery allowance at maximum rate of \$1000 per annum.
2. The Service may review the scholarship cover under paragraph 1 and make such changes as it requires.

B. Scholarship Scheme for Students with Special Needs

1. The scholarship covers the following expenses—
  - (a) tuition fee for the eligible courses or units only;
  - (b) any general service fee;
  - (c) accommodation and meals (maximum of \$2400/semester, \$2000/trimester or \$1200/quarter);
  - (d) incidental allowance at maximum rate of \$1000 per annum; and
  - (e) stationery allowance at maximum rate of \$1000 per annum.
2. The Service reserves the right to review the scholarship cover under paragraph 1 and make such changes as it requires.

C. In-service Scholarship Scheme

The scholarship covers the following expenses—

- (a) tuition fee for the eligible courses or units only; and
- (b) any general service fees.

SCHEDULE 8  
(Regulation 13)

REVIEW OF AWARD

A. National Toppers Scholarship Scheme

1. A review of a scholarship must be carried out each academic term.
2. Where a scholarship holder—
  - (a) fails to meet the required cumulative GPA which is 67% of the maximum GPA for eligible institutions as set out in Schedule 3;
  - (b) fails to maintain and take the full academic load as set out under the eligibility criteria of the eligible institution for each academic term within the duration of the programme;
  - (c) is academically suspended or terminated by the eligible institution;
  - (d) abandons the programme;
  - (e) is deregistered for any reason including disciplinary action instituted by the eligible institution;
  - (f) changes programme, major, minor or institution without the prior written approval of the Service,
  - (g) is convicted for any offence during the tenure of scholarship;
  - (h) provides false and misleading information to the Service with the objective of gaining financial advantage;
  - (i) engages in any conduct that is likely to bring disrepute to the Service or the Government and;
  - (j) is required to repeat consecutively a term or years' work in order to complete the programme.
3. The Service may fund for only one repeat unit or course per annum for existing NTS students under TELS if the awardee makes an application using the approved form for courses or units failed after 1 August 2017.
4. Any subsequent repeat of a unit or course already funded by the Service twice must be borne by the awardee.
5. Where there are multiple courses or units to repeat, preference is given to the lowest cost unit or course when deciding which repeated unit is to be funded under TELS.
6. Should the award be terminated or the awardee decides to terminate the award, the total amount expended by the Government to the date of termination of the award with the applicable penalty rate at the time of termination must be repaid in one single payment or under any other arrangement with FRCS.

## B. Scholarship Scheme for Students with Special Needs

1. A review of a scholarship must be carried out each academic term.
2. Where a scholarship holder—
  - (a) fails to meet the required cumulative GPA which is 2.0 at all times;
  - (b) fails to maintain and take the full academic load as set out in the eligibility criteria of the eligible institution for each academic term within the duration of the programme;
  - (c) is academically suspended or terminated by the eligible institution;
  - (d) abandons the programme;
  - (e) is deregistered for any reason including disciplinary action instituted by the eligible institution;
  - (f) changes programme, majors, minor or institution without the prior written approval of the Service,
  - (g) is convicted for any offence during the tenure of scholarship;
  - (h) provides false and misleading information to the Service with the objective of gaining financial advantage;
  - (i) engages in any conduct that is likely to bring disrepute to the Service or the Government; and
  - (j) is required to repeat consecutively a term or years' work in order to complete the programme.
3. The Service may fund for only one repeat unit or course per annum for existing Scholarship for Students with Special Needs students if the awardee makes an application using the approved form for courses or units failed after 1 August 2017.
4. Any subsequent repeat of a unit or course already funded by the Service twice must be borne by the awardee.
5. Where there are multiple courses or units to repeat, preference is given to the lowest cost unit or course when deciding which repeated unit is to be funded under TELS.
6. Should the award be terminated or the awardee decides to terminate the award, the total amount expended by the Government to the date of termination of the award with the applicable penalty rate at the time of termination must be repaid in one single payment or under any other arrangement with FRCS.

## C. In-service Scholarship Scheme

1. A review of a scholarship must be carried out each academic term.
2. Where a scholarship holder—
  - (a) fails to meet the required cumulative GPA, which is 67% of the maximum GPA for eligible institutions as set out in Schedule 3;



- (b) fails to maintain and take the full academic load as set out in the eligibility criteria of the eligible institution for each academic term within the duration of the programme;
  - (c) resigns or are no longer employed;
  - (d) is academically suspended or terminated by the eligible institution;
  - (e) abandons the programme;
  - (f) is deregistered for any reason including disciplinary action instituted by the eligible institution;
  - (g) changes programme, major, minor or institution without the prior written approval of the Service;
  - (h) is convicted for any offence during the tenure of scholarship;
  - (i) provides false and misleading information to the Service with the objective of gaining financial advantage;
  - (j) engages in any conduct that is likely to bring disrepute to the Service or the Government; and
  - (k) is required to repeat consecutively a term or years' work in order to complete the programme.
3. The Service may fund for only one repeat unit/course per annum for existing In-service Scholarship students if the awardee makes an application using the approved form for courses or units failed after 1 August 2017.
  4. Any subsequent repeat of a unit or course already funded by the Service twice must be borne by the awardee.
  5. Where there are multiple courses or units to repeat, preference is given to the lowest cost course or unit when deciding which repeated unit is to be funded under TELS.
  6. Should the award be terminated or the awardee decides to terminate the award, the total amount expended by the Service to the date of termination of the award with the applicable penalty rate at the time of termination must be repaid in one single payment or under any other arrangement with FRCS.

SCHEDULE 9  
(Regulation 14)

GRADE DEFICIENCY

A. National Toppers Scholarship Scheme

1. The awardee must comply with the required cumulative GPA, which is 67% of the maximum GPA for each eligible institution as set out in Schedule 3.
2. In case the awardee's performance falls below the required cumulative GPA, the Service must carry out the procedures under paragraphs 3 and 4.

3. Where an application is made and approval granted for special consideration or if other extenuating circumstances apply, no action will be taken and the awardee will receive the usual scholarship payments.
4. In case no approval is granted by the Service, the following procedures apply—
  - (a) the awardee will be notified in writing by the Service that his or her performance is under review and that he or she is on probation. The written notice will be issued to the students through the last known email address recorded by the Service or through any other means of communication. The awardee must be paid while on probation. This must only apply to one academic term in which the awardee has failed to attain the required cumulative GPA;
  - (b) should the awardee meet the required minimum cumulative GPA in the term he or she is on probation, the probation status must be removed in the following term;
  - (c) should the awardee fail to meet the required minimum cumulative GPA in the term on probation, the award must be suspended for the following term. The awardee will not receive payments while on suspension;
  - (d) should the awardee meet the required minimum cumulative GPA in the term on suspension, the award must be reinstated for the following term and payments must resume, and no retrospective scholarship payments are to be made for the period of suspension; and
  - (e) should the awardee fail to meet the required minimum cumulative GPA in the term on suspension, the award terminates and no further payments are to be made.
5. A maximum of one probation and one suspension may be considered during the award duration as stated in the offer letter and bond form.
6. A scholarship awardee who gets suspended due to poor academic performance or conduct is eligible for reinstatement if he or she undertakes courses or units privately and meets the academic requirements for reinstatement.
7. An awardee must apply for reinstatement using the approved form and submit all the requirements as stated in the form.
8. An awardee on suspension must apply for reinstatement at least 2 weeks prior to the beginning of the new academic term.
9. An awardee on suspension who does not enroll in the academic term in which he or she is reinstated must submit a new reinstatement application to resume studies no later than one academic term.
10. If a student does not make an application for deferment as provided for under regulation 16, the sponsorship for a particular academic term will be counted as active.

11. To be considered for reinstatement after being excluded or suspended due to poor academic standing, a student must work out a reinstatement plan with his or her academic advisor to which they desire to reinstate prior to submitting an application.
12. An awardee must first contact the eligible institution regarding eligibility for reinstatement.
13. If the institution imposes conditions for reinstatement, the student must fulfil these conditions before the application for reinstatement with the Service.
14. An awardee who abandons studies without prior written approval of the Service for 2 or more academic terms is ineligible to apply for reinstatement as termination of the award and the penalty applies.
15. An application for reinstatement must be completed by the student within one year from the initial sponsorship.
16. If an application for reinstatement is approved, awardees will be placed on probation and monitored by the Service during the academic term of reinstatement.
17. Awardees must only be reinstated for one academic term and any further continuation of the award will depend on the academic progress during the period of reinstatement.

**B. Scholarship Scheme for Students with Special Needs**

1. The awardee must comply with the required cumulative GPA which is 2.0 at all times.
2. In case the awardee's performance falls below the required cumulative GPA, the Service must carry out the procedures under paragraphs 4 and 5.
3. Where application is made and approval granted for special consideration (or if other extenuating circumstances apply), no action will be taken and the awardee will receive the usual scholarship payments.
4. In case no approval is granted, the following procedures apply—
  - (a) the awardee will be notified in writing by the Service that his or her performance is under review and that he or she is on probation. The notice in writing will be issued in the form of personal notification to the students on the last known email address recorded by the Service or through any other means of communication. The awardee must be paid whilst on probation. This must only apply to one academic term in which the awardee has failed to attain the required cumulative GPA;
  - (b) should the awardee meet the required minimum cumulative GPA in the term he or she is on probation, the probation status must be removed in the following term;
  - (c) should the awardee fail to meet the required minimum cumulative GPA in the term on probation, the award must be suspended for the following term. The awardee will not receive payments while on suspension;

- (d) should the awardee meet the required minimum cumulative GPA in the term on suspension, the award must be reinstated for the following term and payments must resume. No retrospective scholarship payments are to be made for the period of suspension;
  - (e) should the awardee fail to meet the required minimum cumulative GPA in the term on suspension, the award terminates and no further payments are to be made.
5. A maximum of one probation and one suspension may be considered during the award duration as stated in the offer letter and bond form.
  6. A scholarship awardee who gets suspended due to poor academic performance or conduct is eligible for reinstatement if he or she undertakes courses or units privately and meets the academic requirements for reinstatement.
  7. An awardee must apply for reinstatement using the approved form and submit all the requirements as stated in the form.
  8. An awardee on suspension must apply for reinstatement at least 2 weeks prior to the beginning of the new academic term.
  9. An awardee on suspension who does not enroll in the academic term in which he or she is reinstated must submit a new reinstatement application to resume studies in future, not exceeding one academic term.
  10. If a student does not make an application for deferment as provided for under regulation 16, the sponsorship for a particular academic term will be counted as active.
  11. To be considered for reinstatement after being excluded or suspended due to poor academic standing, a student must work out a reinstatement plan with his or her academic advisor to which they desire to reinstate prior to submitting an application.
  12. An awardee must first contact the eligible institution regarding eligibility for reinstatement.
  13. If the institution imposes conditions for reinstatement, the student must fulfil these conditions before the application for reinstatement with the Service.
  14. An awardee who abandons studies without prior written approval of the Service for 2 or more academic terms is ineligible to apply for reinstatement as termination of the award and the penalty applies.
  15. An application for reinstatement must be completed by the student within one year from the initial sponsorship.
  16. If an application for reinstatement is approved, awardees will be placed on probation and monitored by the Service during the academic term of reinstatement.
  17. Awardees must only be reinstated for one academic term and any further continuation of the award will depend on the academic progress during the period of reinstatement.

C. In-service Scholarship Scheme

1. The awardee must comply with the required cumulative GPA, which is 67% of the maximum GPA for each eligible institution as set out in Schedule 3.
2. In case the awardee's performance falls below the required cumulative GPA, the Service must carry out the procedures under paragraphs 4 and 5.
3. Where an application is made and approval granted for special consideration or if other extenuating circumstances apply, no action will be taken and the awardee will receive the usual scholarship payments.
4. In case no approval is granted by the Service, the following procedures apply—
  - (a) the awardee will be notified in writing by the Service that his or her performance is under review and that he or she is on probation. The notice in writing will be issued in the form of personal notification to the students on the last known email address recorded by the Service or through any other means of communication. The awardee must be paid whilst on probation. This must only apply to one academic term in which the awardee has failed to attain the required cumulative GPA;
  - (b) should the awardee meet the required minimum cumulative GPA in the term he or she is on probation, the probation status must be removed in the following term;
  - (c) should the awardee fail to meet the required minimum cumulative GPA in the term on probation, the award must be suspended for the following term. The awardee will not receive payments while on suspension;
  - (d) should the awardee meet the required minimum cumulative GPA in the term on suspension, the award must be reinstated for the following term and payments must resume. No retrospective scholarship payments are to be made for the period of suspension; and
  - (e) should the awardee fail to meet the required minimum cumulative GPA in the term on suspension, the award terminates and no further payments are to be made.
5. A maximum of one probation and one suspension may be considered during the award duration as stated in the offer letter and bond form.
6. A scholarship awardee who gets suspended due to poor academic performance or conduct is eligible for reinstatement if he or she undertakes courses or units privately and meets the academic requirements for reinstatement.
7. An awardee must apply for reinstatement using the approved form and submit all the requirements as stated in the form.
8. An awardee on suspension must apply for reinstatement at least 2 weeks prior to the beginning of the new academic term.
9. An awardee on suspension who does not enroll in the academic term in which he or she is reinstated must submit a new reinstatement application to resume studies in future (not exceeding one academic term).

10. If a student does not make an application for deferment as provided for under regulation 16, the sponsorship for a particular academic term will be counted as active.
11. To be considered for reinstatement after being excluded or suspended due to poor academic standing, a student must work out a reinstatement plan with his or her academic advisor to which they desire to reinstate prior to submitting an application.
12. An awardee must first contact the eligible institution regarding eligibility for reinstatement.
13. If the institution imposes conditions for reinstatement, the student must fulfil these conditions before the application for reinstatement with the Service.
14. An awardee who abandons studies without prior written approval of the Service for 2 or more academic terms is ineligible to apply for reinstatement as termination of the award and the penalty applies.
15. An application for reinstatement must be completed by the student within one year from the initial sponsorship.
16. If an application for reinstatement is approved, awardees will be placed on probation and monitored by the Service during the academic term of reinstatement.
17. Awardees must only be reinstated for one academic term and any further continuation of the award will depend on the academic progress during the period of reinstatement.