



# **iTaukei Land Trust Board (TLTB) — Education Scholarship Fund Application Guide**

## **Application Form Guide**

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### **Purpose of this Guide**

This guide is designed to assist applicants in completing the TLTB Education Scholarship Application Form accurately and completely. It explains each section of the form, required attachments, and important submission instructions.

### **Step-by-Step Instructions**

#### **Section A: Personal Information**

Provide your full legal name, date of birth, VKB registration number, contact address, phone number, and email address. Ensure details match official identification documents.

#### **Section B: Academic Information**

Enter your highest qualification, institution attended, GPA or academic results, and any relevant work experience. Include details of the proposed program, institution, duration, and study mode (Full-time or Part-time). Attach transcripts and certificates.

#### **Section C: Area of Study (Schedule 1)**

Select your main category from Schedule 1 and tick specific fields relevant to your intended study. Schedule 1 includes specialized fields such as Engineering, ICT, Finance & Economics, Aviation, Science & Research, Legal & Governance, and STEM Education.

#### **Section D: Eligibility Criteria**

Tick all criteria that apply to you. You must be a registered iTaukei landowner under VKB, demonstrate academic merit, financial need, commitment to community and national development, and leadership potential. Board members and staff must declare their status.

#### **Section E: Financial Information**

Provide your household income, other scholarships or funding, and a statement of financial need. Attach supporting documents such as income statements or employer letters.

#### **Section F: Declarations & Terms**

Read the terms carefully. By signing, you agree to maintain academic standards, submit annual progress reports, fulfill service obligations in Fiji, and comply with repayment clauses if conditions are breached.



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### **Required Attachments**

- Proof of VKB registration
- Academic transcripts and certificates
- Proof of financial hardship (income evidence)
- Recommendation letters (optional)
- Evidence of leadership/community service

### **Privacy & Consent**

By submitting your application, you consent to TLTB using your personal data for scholarship assessment, reporting, and compliance purposes. Data will be handled in accordance with TLTB's privacy policy.

### **Submission Tips**

- Ensure all sections are completed and attachments included.
- Submit the form and attachments to [scholarships@tltb.com.fj](mailto:scholarships@tltb.com.fj) before the closing date indicated in the application form.
- Keep a copy of your completed application for your records.