
Frequently Asked Question: USP Bursary Scheme

1. What is the USP Student Bursary Scheme?

A Tuition Fee Assistance Scheme available to USP private students facing financial hardships.

2. Coverage - How much will the Bursary Scheme cover?

The bursary will cover up to 50% tuition fees only. The exact coverage will depend on available funds and will be stated in the advertisement.

3. Is the Bursary offered every academic term?

3.1. The Bursary Scheme is normally offered for;

3.1.1. Semester 1 and Semester 2

3.1.2. Trimester 1 and Trimester 2

3.1.3. Otherwise as advertised due to shift in academic dates.

3.2. Due to commitment of funds, the bursary does not cover;

3.2.1. Flexi School

3.2.2. Cohort based programmes

4. Who is eligible to apply?

4.1. Continuing student of USP

4.2. Citizen of a USP member country i.e. Cook Is, Fiji, Kiribati, Marshalls Is, Nauru, Niue, Samoa, Solomon Is, Tokelau, Tonga, Tuvalu and Vanuatu.

5. What programmes are covered under the Bursary Scheme?

5.1. All Undergraduate programmes;

5.2. School based certificates & diplomas programmes;

5.3. Postgraduate certificate and diploma

5.4. Master Degree

6. Who is NOT eligible to apply for Bursary?

6.1. Students enrolling for the first time at USP;

6.2. Students who are eligible for the USP staff/family tuition concession scheme – students ineligible for USP Concession must submit together with their application a recent written declaration from USP HR confirming this;

6.3. International Students; and

6.4. Fiji undergraduate students who are eligible for TSLB Schemes (TELS, NTS etc.), whether they have applied or not. **Note:** Fiji students ineligible for any TSLB scheme must submit together with their application a recent written declaration from TSLB confirming this.

7. What programmes are NOT covered under the bursary scheme?

- 7.1. All self-funding programmes offered by the Pacific TAFE;
- 7.2. All self-funding programmes offered by the Graduate School of Business;
- 7.3. Professional Diploma in Legal Practice;
- 7.4. Professional Diploma in Legal Drafting;
- 7.5. Doctor of Philosophy and Directed Research Project; and
- 7.6. Unclassified or Qualifying studies

8. What are the Specific Criteria for the bursary scheme?

- 8.1. Parents combine income is not more than FJD 25,000 per year – if financially supported by parents;
- 8.2. Personal total income is not more than FJD 25,000 per year – if self-funded
- 8.3. Have a GPA of 2.5 and above in the past semester/trimester of studies;
- 8.4. For Research Students, a recent progress report endorsed by the Faculty Research Committee must be submitted with your application;
- 8.5. Not a recipient of any other Scholarship or financial assistance scheme at the time of application; and
- 8.6. Any other criteria may be decided from time to time and will be part of the advertisement.

9. What documents are compulsory to submit when applying for Student Bursary Scheme?

- 9.1. Parent's latest Pay slip – if financially supported by parents;
- 9.2. Spouse's or your own pay slip (for self-funding students or partially funded);
- 9.3. TIN Letter (Fijian students only);
- 9.4. Marriage Certificate if married;
- 9.5. Children's birth certificate (if you have children);
- 9.6. If divorced or widowed with children, then official documents to confirm this; and
- 9.7. Parents' death certificate if parent(s) are deceased and was the financier of your studies.

10. What happens if I receive an income but without a pay slip e.g. commercial farmers or run our own business?

- 10.1. In such case, applicants must submit a recent Statutory Declaration (SD) to state the annual value of income. The SD shall be made before;
- 10.1.1. the Chief Registrar, Deputy or Assistant Registrar of the Supreme Court;
 - 10.1.2. a magistrate;
 - 10.1.3. the Registrar-General or any Assistant Registrar-General;
 - 10.1.4. a notary public or Commissioner for Oaths;
 - 10.1.5. a Registrar of Magistrates' Courts;
 - 10.1.6. a barrister or solicitor;
 - 10.1.7. a Justice of the peace; or
 - 10.1.8. a district officer with an official stamp.
- 10.2. It is a Criminal Offence to lie in a statutory declaration; and
- 10.3. Any declaration made before any other persons listed in 9.1.1-9.1.8 above will be treated as unsubstantiated documents and will not be considered.

11. By when should I expect a decision on my bursary application?

You are to expect a decision at least 6 weeks after the close of application. The decision will be communicated to you through your student email account.

12. Will the bursary cover repeated courses?

The Bursary does not cover repeated courses whether this was previously sponsored or not.

13. Can the bursary scheme sponsor both me and my siblings or parents if we are studying in the same semester?

13.1. The Bursary scheme will cover only one student per family between either parents or siblings or between siblings. Usually, the applicant with the best GPA will be considered.

14. If I have paid my fees and my bursary application is successful, what will happen?

14.1. In such cases, USP will refund you the equivalence of tuition fees paid by the bursary scheme.

15. How is the refund processed? Refund of tuition fees will be made to the source, i.e.

- 15.1. Payment made from Superannuation funds will be refunded to source e.g., Fiji National Provident Fund etc.
- 15.2. Payment made in cash shall be refunded through a designated bank account detail nominated by applicants.

16.Can I withdraw Bursary Sponsored Courses?

Yes - you can withdraw bursary sponsored courses only by the approval of the Chair of the University Scholarship Committee. In such case, USP will withdraw the bursary assistance and charge the full course fees to you. To withdraw, you will need to fill in the manual Course withdrawal form available at SAS or download online: www.usp.ac.fj/forms

17.If my application is successful, will it cover me until I graduate?

No. The Bursary assistance is offered on a semester/trimester by semester/trimester basis. This means that you are only covered for the duration of that semester/trimester and assistance will cease at the end of the semester/trimester. You will need to apply to every call of application at the beginning of the semester/trimester if you wish to utilize the assistance.

18.After completing my studies, am I to reimburse the USP or be bonded by the University?

No, you are not expected to reimburse nor will you be bonded by the university. The Bursary is a financial assistance scheme, however note well the conditions on the withdrawal of bursary sponsored courses.

19.Where can I access the application form?

19.1. SAS – at your current campus of study or;

19.2. Download an application copy from: www.usp.ac.fj/forms

20.Where can I submit my Bursary Application Form?

20.1. By Email to: scholarships@usp.ac.fj

21.Who can I contact if I require additional Information or clarification?

21.1. The Scholarship Officer

Email: scholarships@usp.ac.fj

22.Information Sessions.

The Scholarship Officer will be conducting Information sessions on Bursary whilst it is being advertised. The sessions will be conducted via Zoom Online and the details will be communicated through your student email facility.