

# HIGHER EDUCATION STUDENTS' LOANS BOARD



## GUIDELINES AND CRITERIA FOR ISSUANCE OF STUDENT LOANS FOR 2010/2011 ACADEMIC YEAR

### 1.0 BACKGROUND

Following the adoption of the National Higher Education Policy of 1999, by the Government, the Higher Education Students' Loans Board (HESLB) was established under Act No. 9 of 2004 and commenced operations in July, 2005. Among other things, the Board has been entrusted by the Government with the responsibility to issue loans to students pursuing Advanced Diplomas and degree studies at accredited higher education institutions in and outside the country and to collect repayment for all loans issued to students since 1994, so as to make the scheme successful and sustainable.

According to the Act, **eligible and needy** Tanzanian students who secure admission in higher education institutions to pursue academic programmes that lead to the attainment of Advanced Diplomas or Degrees may seek loans from HESLB to meet **part of, or all costs of their education**. This stipulation is the legal interpretation of paragraph 6.2 of Higher Education Policy (1999) which ushered in **cost-sharing** in the provision of higher education in the country. Cost-sharing in higher education is construed to mean a shift in shouldering at least part of the costs of education from the Government, which had hitherto been the main financier, to the beneficiaries.

Section 6 (b) of the Act gives powers to the Board "to formulate the mechanism for determining eligible students for payment of loans" and Section 6 (c) empowers the Board "to administer and supervise the whole process of issuance and repayment of loans". On the strength of these legal powers, these Guidelines and Criteria are hereby issued to prospective loan applicants and the public at large to guide the whole process of application and issuance of loans for 2010/2011 academic year.

### 2.0 PROVISION OF LOANS UNDER THE ACT

Provision of students' loans falls under section 16 and 17 of the Act No. 9 of 2004. Section 16 (1) of the Act provides that:-

- 2.1 Subject to the provisions of the Act, the Board may provide, on a loan basis, **financial assistance** to any **eligible student who is in need** of the loans and **who has applied for such assistance** as is required to meet all or any number of the students' welfare costs of Higher Education."

Financial Assistance implies that parents or Guardians have the primary obligation on meeting higher education costs of students.

- 2.2 For purpose of these Guidelines, **NEEDY** applicant means:-

- A poor orphan,
- A poor disabled applicant or applicant who has disabled poor parents,

- An applicant from a poor single parent family
- An applicant from poor marginalized and disadvantaged groups, and
- An applicant from a low income threshold family earning equivalent to or below the national minimum salary.

2.3 The financial assistance may cover the following items:-

- Meals and accommodation charges
- Books and stationery expenses
- Special Faculty Requirement expenses
- Field practical expenses
- Research expenses
- Tuition fees

### 3.0 **ELIGIBILITY FOR LOANS FOR 2010/2011 ACADEMIC YEAR**

Eligible student for loans in 2010/2011 academic year must meet the following conditions (for first degree and Advanced diploma students):-

- 3.1 Be a Tanzanian (as defined by HESLB Act No 9 of 2004 as amended)
- 3.2 Has been admitted to an accredited (recognized) Higher Learning Institution in **Tanzania** as a candidate for a **First Degree** or **Advanced Diploma** on **full time basis**.
- 3.3 A continuing student who has passed the examinations necessary to enable him to advance to the next year or stage of study.
- 3.4 A person who is not fully funded by other organizations or sources
- 3.5 First time applicants **with Division I or II in form six examinations**.
- 3.6 First time applicants holding an **Ordinary Diploma** of at least **second class grade** or an **average of "B" scores** (if the diploma is not graded) or Full Technician Certificate (FTC) with **average of "C" scores**.
- 3.7 Priority shall be given to applicants admitted to pursue **Sciences, Engineering and Teaching Profession Programmes**. **A Complete list of Science and Engineering programmes is provided on item 4.1 of these Guidelines and Criteria**.
- 3.8 An Overseas student under bilateral agreements between the Government of the United Republic of Tanzania and other Governments.
- 3.9 Students studying at the Open University of Tanzania **for a maximum period of six (6) years**.
- 3.10 **Postgraduate students**

In order enhance adequacy of academic staff in local Higher Education Institutions, a limited number of loans will be available to academic staff pursuing Masters and PhD courses. Loan applicants for Masters or PhD. Programmes must meet the following conditions:-

- 3.10.1 Must be a Tanzanian

- 3.10.2 Must have been admitted at accredited higher education institution in Tanzania.
- 3.10.3 A person who is not funded by other organizations or sources.
- 3.10.4 Must complete loan application forms (SLF<sub>4</sub> and SLF<sub>2</sub>)
- 3.10.5 Must hold a first degree or advanced diploma with a minimum of Upper Second class (for applicants pursuing Masters degrees) or Masters degree with minimum of Upper second class (for applicants pursuing PhD degrees).
- 3.10.6 Must be a teaching academic staff at an accredited higher learning institution in Tanzania.
- 3.10.7 The employer must have signed the Financing Agreement between the Higher Education Students' Loans Board and Higher Education Institution.
- 3.10.8 She/he must have started to repay a previous loan, if he/she is already a student loan beneficiary.

#### 4.0 **LOAN ITEMS AND AMOUNT/RATE TO BE FINANCED**

According to the Act, the Board may provide loans to cover either all items or any of the items stipulated under section 2.3 above.

##### 4.1 **Science students**

In an attempt to attract more students into science based programmes, eligible needy **natural science programmes** loan applicants may be provided **with 100% loans** for all the six loan items as stipulated in section 2.3 above. To remove ambiguity on the word "science", a list of the approved science programmes is hereby published together with these guidelines and can also be viewed on HESLB website [www.heslb.go.tz](http://www.heslb.go.tz)

##### 4.1.1 **List of Science Programmes for 2010/2011 Academic year**

###### **I. UNIVERSITY OF DAR ES SALAAM (MAIN CAMPUS)**

- (a) Bachelor of Science in Geology
- (b) Bachelor of Science with Geology
- (c) Bachelor of Science in Engineering Geology
- (d) Bachelor of Science in Computer Science
- (e) Bachelor of Science with Computer Science
- (f) Bachelor of Science in Electronic Science and Communication
- (g) Bachelor of Science (General)
- (h) Bachelor of Science with Education
- (i) Bachelor of Science in Chemistry
- (j) Bachelor of Science in Molecular Biology and Biotechnology
- (k) Bachelor of Science in Wildlife Science and Conservation
- (l) Programmes in Statistics and Mathematics
- (m) Bachelor of Science ( Fisheries and Aquaculture)
- (n) Bachelor of Science (Aquaculture)
- (o) Bachelor of Science (Aquatic Environmental Science and Conservation)
- (p) Bachelor of Science (Physics)

###### **II. COLLEGE OF ENGINEERING AND TECHNOLOGY (COET)**

- (a) Bachelor of Science in Chemical and Process Engineering
- (b) Bachelor of Science in Civil and Structural Engineering
- (c) Bachelor of Science in Civil and Transportation Engineering
- (d) Bachelor of Science in Civil and Water Resources Engineering
- (e) Bachelor of Science in Computer Engineering and Information Technology
- (f) Bachelor of Science in Electrical Engineering
- (g) Bachelor of Science in Electrical Power Engineering
- (h) Bachelor of Science in Electro Mechanical Engineering
- (i) Bachelor of Science in Mechanical Engineering
- (j) Bachelor of Science in Telecommunication Engineering
- (k) Bachelor of Science in Food Biochemical Engineering
- (l) Bachelor of Science in Mineral Processing Engineering
- (m) Bachelor of Science in Industrial Engineering and Management
- (n) Bachelor of Science in Production Engineering
- (o) Bachelor of Science in Mining Engineering
- (p) Bachelor of Science in Production Engineering

### **III. DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE)**

- (a) Bachelor of Education in Science
- (b) Bachelor of Science with Education

### **VI. MKWAWA UNIVERSITY COLLEGE OF EDUCATION**

- (a) Bachelor of Science with Education

### **V. UNIVERSITY OF DODOMA (UDOM)**

- (a) Bachelor of Science in Mathematics
- (b) Bachelor of Science in Statistics
- (c) Bachelor of Science with Education
- (d) Doctor of Medicine
- (e) Bachelor of Science Nursing
- (f) Bachelor of Science in Software Engineering
- (g) Bachelor of Science in Computer Engineering
- (h) Bachelor of Science in Mining Engineering
- (i) Bachelor of Science in Telecommunication Engineering
- (j) Bachelor of Science in Mineral Processing Engineering
- (k) Bachelor of Science in Applied Geology
- (l) Bachelor of Science in Physics
- (m) Bachelor of Science in Chemistry
- (n) Bachelor of Science in Biology
- (o) Bachelor of Science in Computer Science
- (p) Bachelor of Science in Information Systems
- (q) Bachelor of Science in Business Information Systems
- (r) Bachelor of Education Science

### **VI. DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)**

- (a) Bachelor of Engineering (Civil Engineering)
- (b) Bachelor of Engineering (Electrical Engineering)
- (c) Bachelor of Engineering (Computer Engineering)
- (d) Bachelor of Engineering (Mechanical Engineering)
- (e) Bachelor of Engineering (Electronic and Telecommunications)

**VII. TUMAINI UNIVERSITY KILIMANJARO CHRISTIAN MEDICAL COLLEGE (TUKCMC)**

- (a) Bachelor of Science in Prosthetics and Orthotics
- (b) Bachelor of Science in Physiotherapy
- (c) Bachelor of Science in Nursing
- (d) Bachelor of Science in Health Laboratory Sciences
- (e) Doctor of Medicine

**VIII. WEILL BUGANDO UNIVERSITY (WBUCHS)**

- (a) Advanced Diploma in Medical Laboratory Sciences
- (b) Advanced Diploma in Nursing Education
- (c) Advanced Diploma in Clinical Medicine
- (d) Advanced Diploma in Dental Surgery
- (e) Bachelor of Science in Nursing
- (f) Bachelor of Pharmacy
- (g) Bachelor of Medicine

**IX. ST. JOHNS UNIVERSITY (ST.JUT)**

- (a) Bachelor of Science with Education
- (b) Bachelor of Science Pharmacy
- (c) Bachelor of Science in Nursing

**X. COLLEGE OF BUSINESS EDUCATION (CBE)**

- (a) Advanced Diploma in Legal and Industrial Metrology
- (b) Bachelor in Legal and Industrial Metrology.

**XI. MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)**

- (a) Doctor of Medicine
- (b) Bachelor of Science Environmental Health
- (c) Bachelor of Pharmacy
- (d) Bachelor of Medical Laboratory Science
- (e) Bachelor of Science Nursing
- (f) Doctor of Dental surgery
- (g) Bachelor of Sciences (Radiation Therapy Technology)
- (h) Advanced Diploma in Medical Laboratory Science
- (i) Advanced Diploma in Nursing Education
- (j) Advanced Diploma in Dermatovenereology (ADDV)

**XII. INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY (IMTU)**

- (a) Doctor of Medicine and Bachelor of Surgery (MBBS)
- (b) Bachelor of Science in Nursing
- (c) Bachelor of Science in Medical Laboratory Technology

**XII. MWENGE UNIVERSITY COLLEGE OF EDUCATION (MWUCE)**

- (a) Bachelor of Education (Science)

**(b) ST. JOSEPH COLLEGE OF ENGINEERING (STJCE)**

- (a) Bachelor in Information System and Net Work Engineerings
- (b) Bachelor in Electronics and Communication Engineerings
- (c) Bachelor in Computer Science Engineering
- (d) Bachelor in Computer Science
- (e) Bachelor in Electrical and Electronics Engineerings
- (f) Bachelor in Civil Engineering

**XIV SOKOINE UNIVERSITY OF AGRICULTURE (SUA)**

- (a) Bachelor of Science Agriculture Engineering
- (b) Bachelor of Science Education
- (c) Bachelor of Science Animal Science
- (d) Bachelor of Science Agricultural General
- (e) Bachelor of Science Agricultural Economics and Agribusiness
- (f) Bachelor of Science Home Economic and Human Nutrition
- (g) Bachelor of Science Agriculture Education and Extension
- (h) Bachelor of Science Horticulture
- (i) Bachelor of Science Forestry
- (j) Bachelor of Science Aquaculture
- (k) Bachelor of Science Veterinary Medicine
- (l) Bachelor of Science Wildlife Management
- (m) Bachelor of Science Food Science and Technology
- (n) Bachelor of Science Biotechnology and Laboratory Science
- (o) Bachelor of Science Agronomy
- (p) Bachelor of Science Environmental Sciences and Management
- (q) Bachelor of Science Range Management
- (r) Bachelor of Science in Informatics

**XVI. MZUMBE UNIVERSITY (MU)**

- (a) Bachelor of Science in Applied Statistics
- (b) Bachelor of Science in ICTM

**XVII. STATE UNIVERSITY OF ZANZIBAR (ZU)**

- (a) Bachelor of Science with Education
- (b) Bachelor of Science with Computer Science

**XVIII. ARDHI UNIVERSITY (ARU)**

- (a) Bachelor of Science in Building Economics
- (b) Bachelor of Science in Geodetic Sciences
- (c) Bachelor of Architecture
- (d) Bachelor of Science in Geomatic
- (e) Bachelor of Science in Gesinformation
- (f) Bachelor of Science in Environmental Engineering
- (g) Bachelor of Science in Municipal and Industrial Services Engineering
- (h) Bachelor of Architecture Interior Design
- (i) Bachelor of Science in Housing Infrastructure Planning
- (j) Bachelor of Science in Property and Facilities Management

**XIX. NATIONAL INSTITUTE OF TRANSPORT (NIT)**

- (a) Bachelor Degree in Automobile Engineering

**XX. OPEN UNIVERSITY OF TANZANIA (OUT)**

- (a) Bachelor of Science Education
- (b) Bachelor of Science General
- (c) Bachelor of Science Environmental Studies

**XXI. ST. AUGUSTINE UNIVERSITY OF TANZANIA (SAUT)**

- (a) Bachelor of Science in Electrical Engineering
- (b) Bachelor of Science in Civil Engineering

**XXII. MBEYA INSTITUTE OF TECHNOLOGY (MIST)**

- (a) Bachelor of Engineering Civil
- (b) Bachelor of Engineering Electrical
- (c) Bachelor of Engineering Mechanical
- (d) Bachelor of Technology in Architecture

**XXIII. UNIVERSITY COLLEGE OF EDUCATION ZANZIBAR (UCEZ)**

- (a) Bachelor of Science with Education
- (b) Bachelor of Science Chemistry/ Biology
- (c) Bachelor of Science Physics /Mathematics

**XXIV. DAR ES SALAAM MARITIME INSTITUTE**

- (a) Advanced Diploma Marine Engineering
- (b) Advanced Diploma Marine Transportation

**XXV. MWEKA WILDLIFE MANAGEMENT INSTITUTE**

- (a) Advanced Diploma in Wildlife Management

**XXVI. HUBERT KAIRUKI MEMORIAL UNIVERSITY (HKMU)**

- (a) Doctor of Medicine
- (b) Bachelor of Science in Nursing

**XXVII. SEBASTIAN KOLOWA UNIVERSITY COLLEGE (SEKUCO)**

- (a) Bachelor of Science (Eco- Tourism and Natural Conservation)

**XXVIII. MUSLIM UNIVERSITY OF MOROGORO (MUM)**

- (a) Bachelor of Science with Education

**XXIX. INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)**

- (a) Advanced Diploma in Computer Science

**XXX. INSTITUTE OF FINANCE MANAGEMENT (IFM)**

- (a) Bachelor of Science in Computer Science

**XXXI. RUAHA UNIVERSITY COLLEGE (RUCO)**

- (a) Bachelor of Science with Computer

## 4.2 Percentage of Loans for Means Tested Items

The percentage of financial assistance **for the non-science programmes/courses** may differ from one student to another depending on the socio-economic status of a student, parents or guardian, and the maximum loan amount allowable for each loan item. In other words, amount of loan to be awarded to **non science students shall depend on Means Testing results** as well as the approved upper loan limit for each item. Means Testing results have been grouped into eleven categories viz; **A (100%), B (90%), C (80%), D (70%), E (60%), F (50%), G (40%), H (30%), I (20%), J (10%) and K (0%)** for Items being means tested as outlined below.

### 4.2.1 Tuition Fee

The Board may provide tuition fee loans of **between 10% and 100%** based on the comparable rates charged by public and private institutions and also depending **on the types of the programme offered by the comparable institutions.**

The **ceiling of Tzs 2.6 million** that was imposed on medical related programmes over the past three academic years shall continue to be in force during 2010/2011. Also, given increased demand for loans, and limited budget available, HESLB shall, unless directed otherwise by the Government, continue to use fee structure of 2008/2009 academic year during 2010/2011 academic year for both new and continuing students, for all programmes of study.

Tuition fee funds shall be paid directly to the higher learning institutions but the student borrower shall have to acknowledge receipt of the funds by signing on a copy of the payment list issued by the Board. It will be the responsibility of the Higher Education Institutions to obtain the signatures of the students on the Tuition Payment lists and submit the same to the Board within one month after receipt of the funds.

### 4.2.2 Field Practical/Teaching Practice Work expenses

The Board may provide loans at the rate of **Tzs 10,000 per day** up to a maximum of **56 days** in year, and, depending on Means Testing results, the Board may provide such loans **between 10% and 100%** for those **programmes that require Field Practical Trainings (FPT)** as recommended by the respective Higher Education Institutions and approved by the respective regulatory authority such as NACTE and TCU.

### 4.2.3 Special Faculty Requirements

Subject to Means Testing results, the Board may provide Special Faculty Requirement (SFR) loans of **between 10% and 100%** but only **for study programmes that require special faculty requirement** items and only for specified items based on the rates comparable to public institutions.

Funds for special faculty requirements shall be paid directly to the Higher Learning Institutions but respective student borrowers shall have to acknowledge receipt of the funds by signing on a copy of the payment list issued by the Board.

Within the amount allocated for Special Faculty Requirements, eligible and needy **disabled students** may be provided loans to cover special academic material requirements as may be determined by the Board.

## 4.3 Percentage of Loans for Items not being Means Tested

Notwithstanding the means test grades and loan categories accorded to non-science loan applicants as specified in section 4.2 above, the Board shall provide 100% loans to successful eligible needy students on the following loan items.

#### 4.3.1 **Meals and Accommodation**

The Board may provide loans for Meals and Accommodation at the rate of **Tzs 5,000 per day of theoretical instruction** in the academic year.

#### 4.3.2 **Books and Stationery expenses**

A maximum of **Tzs 200,000.00 per annum** for Books and Stationery may be granted to an eligible and needy student. However, loan beneficiaries from Open University of Tanzania (OUT) may be granted books and stationery loans **for 3 to 4 academic years only** (depending on the programme of study) and not every year.

#### 4.3.3 **Research expenses**

The Board may provide loans of **100%** of the Research expenses in selected fields only, based on the rates applicable at public institutions and as may be endorsed by either TCU or NACTE. These fields include:-

- Medicine (which includes Human/Veterinary Medicine, Dental Surgery, Nursing)
- Pharmacy
- Engineering
- Architecture
- Agriculture
- Sciences

### 5.0 **OTHER CONDITIONS ON ISSUANCE OF LOANS**

#### 5.1 **Multiple Admission**

Throughout the period of its operations, HESLB has encountered the problem of multiple admissions which has adversely affected performance and efficiency of the Board. Arising from this problem are students' complaints about delayed loan allocation and disbursement.

As strategy to counter this problem, **the Board shall not disburse loan to any eligible candidate admitted into more than one Higher Education Institution.** Loan applicants and Higher Education Institutions are hereby advised to ensure that a candidate is admitted into only one Institution. The Board shall not be responsible for delayed or non- disbursement of a loan arising from a problem of multiple admission.

#### 5.2 **Students Shifting from one Institution to other Institutions**

The Board has also been encountering problems arising from students who after being admitted/ registered at one institution later decide to shift to other institutions hence causing mis-direction of loan funds. The Board shall not raise duplicated payments to such students. Instead, they will have to wait until the Board receives back the mis- directed funds and then re-direct the loan funds to the institutions where they have shifted.

#### 5.3 **List of Candidates admitted into Higher Education Institutions.**

To ensure compliance and enforcement of quality issues in higher education, only candidates in the official admission lists approved by the Tanzania Commission for Universities (TCU) or National Council for Technical Education (NACTE) shall be considered for loans. Higher Education Institutions are advised to strictly submit

lists of admitted students through either TCU or NACTE. Admission lists submitted directly to the Board by Higher Education Institutions shall not be considered.

5.4 **Second Selection Admission**

In the event Higher Education Institutions are compelled to carry out "Second Selection Admission"; the admission list must be approved by either TCU or NACTE who should consequently submit the same to the Board for loan consideration.

5.5 **Verification of Applicants Information by Ward Education Committee.**

In order to minimize submission of wrong information to the Board, it is mandatory that the respective **Village governments and Ward education Committees where the applicant is domiciled must meet to discuss and recommend all loan applications** emanating from applicants residing within the same ward. The Ward/ Village government and the Education Committee shall be held accountable for endorsing wrong information being submitted to the Board and may be prosecuted under (section 23 (1) of HESLB Act).

**6.0 MODE OF APPLICATION AND AVAILABILITY OF APPLICATION FORMS**

6.1 **Caution for wrong Information**

*Any person who, while filling a loan application form, knowingly makes a false statement whether orally or in writing relating to any matter affecting the request for a loan shall be guilty of an offence and shall be liable to a fine of not less than Tanzania shillings one million five hundred thousand (Tzs 1,500,000) or to imprisonment for a term of not more than six months or both (sections 23 (1) of the HESLB Act No 9 of 2004 as amended).*

*Where it is discovered that the loan was granted due to false information furnished by the loanee, the Board shall cancel the loan and subject the loanee to prosecution.*

6.2 **How to apply**

Applicants should make a written application in the prescribed form which when approved by the Board shall form the basis of the loan contract, to be known as the **Student Loans Agreement** between the applicant and the Board.

Applicants wishing to be considered for student loans for 2010/2011 academic year may collect loan application forms from any of the following agencies:-

- i. At the Board Offices located at the following address:-

Higher Education Students' Loans Board,  
Tirdo Complex,  
Kimweri Road, Msasani,  
P.O. Box 76068,  
**DAR ES SALAAM.**

- ii. At the nearest District Post Office.

- iii. At the office of the Deans of Students of all Higher Education Institutions (for continuing students only).

- iv. At the Board's Website **[www.heslb.go.tz](http://www.heslb.go.tz)**

NB: Photocopying of the application forms or use of previous years application forms is not allowed.

- 6.3 **New undergraduate applicants should complete SLF 1 and SLF2 forms only. Continuing students should complete SLF<sub>2</sub> and SLF<sub>3</sub> forms. First time Postgraduate applicants must fill SLF<sub>2</sub> and SLF<sub>4</sub> forms.**

## 7.0 SUPPORTING/ VERIFICATION DOCUMENTS

Certified copies of the under listed documents must be attached to the application form (SLF<sub>1</sub>) and (SLF<sub>4</sub>) to verify eligibility of an applicant. The documents are:-

### 7.1 For Undergraduate Programmes

S/N	DOCUMENTS TO BE ATTACHED	JUSTIFICATION
(i)	Birth certificates or affidavit	Citizenship
(ii)	Death certificates	Orphanage/Single parenacy
(iii)	Doctor's recommendation	Disabilities
(iv)	Official Letter of Retirement of the parent	Retirement of the parent
(v)	Certified copy of Academic Certificates of Form IV & Form VI and/or Equivalent qualifications	Academic qualifications
(vi)	Letter from ward Education Committee	Identification/verification of applicant
(vii)	Certified salary slips for in-service applicant	Economic Status
(viii)	Certified bank statement with certificate of Balance from the Bank.	Economic Status

### 7.2 For Postgraduate Programmes

S/N	DOCUMENTS TO BE ATTACHED	JUSTIFICATION
(i)	Birth certificates or affidavit	Citizenship
(ii)	Doctor's recommendation	Disabilities
(iii)	Certified copies of first degree/advanced diploma or second degree	Academic qualifications
(iv)	Copies of Admission letters	Proof of admission
(v)	Certified salary slips	Economic Status

## 8.0 THE ROLE OF LOCAL GOVERNMENT LEADERS

*All application forms must be routed through the respective Village governments and Ward Education Committee at the respective Village / ward for verification of the information filled therein by the applicants. Village governments and Ward Executive Officers shall be accountable for wrong information endorsed by them.*

## 9.0 APPLICATION FEES

First time applicants must deposit a non refundable **one off** application fee of **Tzs 30,000/=**. All third year, fourth year and fifth year continuing students must continue to deposit **Tzs 10,000/=** to the "**Higher Education Students' Loans Board**" **Account No. 01J1028467500 maintained with CRDB Bank.** A duplicate deposit slip should be attached and submitted to the Board along with the application forms.

Applicants from Pemba, where CRDB has no branch should buy **Postal Orders** for the relevant amount of the application fee and attach it to the application forms.

## 10.0 DEADLINE AND MODE OF SUBMISSION OF COMPLETED APPLICATION FORMS TO THE BOARD

- 10.1 Loan applicants are free to decide whether to apply for loans now or to wait until after obtaining "A" Level examination results. However applying now gives the

Board more time to capture most of the information relating to the applicant, pending receipt of the "A" level examination results.

- 10.2 First time applicants are advised to submit duly filled application forms (**HESLB-SLF<sub>1</sub> and HESLB SLF<sub>2</sub> for undergraduate**) through the nearest District Post Office to the Executive Director, Higher Education Students Loans Board using address shown above which also appears in the application forms, **before 31<sup>st</sup> May 2010.**
- 10.3 Continuing student loan beneficiaries should submit their duly filled **HESLB –SLF 2 and HESLB SLF 3** forms through the Deans of Faculties/ Heads of Departments of the respective Higher Education's Institutions of study **before 30<sup>th</sup> April, 2010.**
- 10.4 **Postgraduate applicants are required to submit duly filled application forms (SLF4 and SLF2) through the Office of Deputy Vice Chancellor finance and Administration of the respective Higher Education Institution who will consequently submit the same to the Board, before 30<sup>th</sup> July, 2010.**
- 10.5 All applicants should note that the Board requires ample time to be able to process the loan applications smoothly and well in advance before opening dates; hence there will not be any extension of the above deadlines.

#### **11.0 PUBLICATION OF SUCCESSFUL CANDIDATES**

Means Test results for eligible loan applicants shall be posted on the Board's website [www.heslb.go.tz](http://www.heslb.go.tz) as and when the process of means testing is completed, in batches.

#### **12.0. APPEALS AGAINST MEANS TEST RESULTS**

Applicants who are not satisfied with the Awarded Means Test grades may submit an appeal to the Board as stipulated in the HESLB Regulations of 2008 and as clarified below:-

- 12.1. All appellants must complete the relevant appeal forms (SLAF1) and attach thereto the necessary supporting documents. The forms may be downloaded from the HESLB Website [www.heslb.go.tz](http://www.heslb.go.tz)

##### **12.2. Appeal Fees (Tzs. 5,000 per appeal)**

All appeals will attract a non-refundable fee of Tzs. 5,000 per appeal which should be paid into the Higher Education Students' Loans Board **account No. 01J1028467500** maintained with CRDB Bank. A copy of the bank Deposit Slip must be attached to the appeal form, otherwise the appeal will not be considered.

##### **12.3. Routing of Appeals through Deans of Students**

Appeals must be routed through the respective Deans of Students who will collect **all** appeals from his/her respective institution and submit them **under a covering letter** to the Board. The Board will not accept any appeal that will be submitted directly by students to the Board.

Issued by:-

**THE EXECUTIVE DIRECTOR  
HIGHER EDUCATION STUDENTS' LOANS BOARD**