HIGHER EDUCATION STUDENTS' LOANS BOARD

46 Sam Nujoma Road - Mwenge, P.O.Box 76068, 14113 Dar es Salaam,
Tanzania
Tel: (General) +255 22 2772432/2772433; **Fax**: +255 22 2700286;
E-mail: info@heslb.go.tz; **Website**: www.heslb.go.tz

GUIDELINES AND CRITERIA FOR ISSUANCE OF STUDENTS' LOANS AND GRANTS FOR THE 2018/2019 ACADEMIC YEAR

1.0 IMPORTANT INSTRUCTIONS TO ALL LOAN APPLICANTS

All loan applicants for Academic Year **2018/2019** are ***reminded*** to:

(i) Online loan application window will be open from **Thursday, May 10th, 2018** through **Sunday, July 15th, 2018;**

(ii) Read and follow application procedures stated in these guidelines for Academic Year **2018/2019;**

(iii) Ensure that the Form IV Index Number provided when applying for loans matches with the one used in your application for admission;

(iv) Ensure that all documents submitted to support your application have been certified by relevant authorities as specified in the guidelines;

(v) Ensure that all birth/death certificates and other certificates are certified by Registration, Insolvency and Trusteeship Agency **(RITA)** or the designated officer(s) to ascertain their validity. However, District Social Welfare Officer **(DSWO)** will have to endorse parent's death report from village or ward authorities;

(vi) Ensure that details about parents/guardians/guarantors (occupation, employer address, telephone number, postal and physical addresses) are complete and correct. Applicants whose parents are leaders listed in Public Leadership Code of Ethics **Act 1995** are ineligible;

(vii) Applicants whose parents/guardians are business owners, senior managers and directors in established business and service sectors recognized by revenue and registration authorities are ineligible;

(viii) Applications must be completed with correct (and accurate) details;

(ix) All applicants are advised to keep **a copy of complete package** of application form submitted to **HESLB** for future reference (if required) and

(x) All applicants must strictly observe application deadline.

2.0 OVERVIEW

The Higher Education Students' Loans Board (HESLB) was established under the **Act No. 9 of 2004** and became effective in **July 2005**. HESLB is mandated to, among others, issue loans and or grants to **needy and eligible** students. Application window for Academic Year **2018/2019** will be open from **May 9, 2018** through **July 15, 2018**.

3.0 ELIGIBILITY

HESLB Act and regulations provide for General **Eligibility** and **Criteria** for applicants seeking loans. **NEEDY** and **ELIGIBLE** applicants may apply for loans and/or grants to meet **part, or full costs of their education.**

3.1 Needy

In addition to general eligibility, additional criteria define **NEEDY** applicant who should **not exceed 33 years** of age at the time of application, who may:-

(i) Be a poor orphan (who has lost both parents) or partial orphan (who has lost one parent) has to be certified by RITA.

(ii) Have disability that has to be certified by District Medical Officer **(DMO),** Regional Medical Officer **(RMO),** or any entity authorized to certify such cases (as may be specified).

(iii) Have parents with disability to be certified by District Medical Officer **(DMO),** Regional Medical Officer **(RMO),** or any entity authorized to certify such cases (as may be specified).

(iv) Be from lower income household and/or marginalized community whose secondary or diploma education was sponsored by recognised institutions. Applicants will be required to provide written and authenticated evidence of such sponsorships.

3.2 General Eligibility Criteria as Pronounced by the Act

General Eligibility criteria require an applicant to meet the following conditions: -

(i) Must be a Tanzanian;

(ii) Must have applied for a loan through the Online Loan Application and Management System (OLAMS);

(iii) Must have been admitted to an accredited Higher Learning Institution on full time basis except for Students Admitted at the Open University of Tanzania (OUT).

(iv) Must not have funding from other sources.

(v) Must be a continuing student with results/progress reports to show that he/she has passed the examinations necessary to enable him/her to advance to the following year or stage of study.

(vi) For a student's loans beneficiary seeking to re-apply for loans after dropping out from one programme/college/university) he/she must repay at least 25% of their previous loans before applying for a new loan. (Note: Payment of 25% of the previously granted loans is not a guarantee for new loans allocation).

3.3 Other Eligibility Criteria

(i) Loans shall be allocated in the order of established **Neediness, and programme clustering.**

(ii) Except for Continuing Students applying for loans for the first time, all other applicants must have completed their **ACSEE** or other equivalent qualifications within **three (3)** years**,** i.e. from **2016-2018 inclusive.**

(iii) With the exception of the additional items in a specific year, amount allocated to a student will be maintained throughout his/her studies.

4.0 PROGRAMME CLUSTERS

After establishing applicant's neediness, and meeting requirements under sections 3.1 and 3.2 above, the following programme clusters will be used to determine the loans to be issued in priority order subject to availability of funds.

4.1 Cluster I

Courses under this cluster include: -

(i) **Education and Teaching in Science** (Physics, Chemistry, Biology, ICT), Mathematics, Commerce and Accounting

(ii) **Health Sciences** (Doctor of Medicine, Dental Surgery, Veterinary Medicine, Pharmacy, Nursing, Midwifery, Prosthetics and Orthotics, Physiotherapy, Biotechnology and Laboratory sciences, Radiotherapy Technology);

(iii) **Engineering Programmes** (Civil, Mechanical, Electrical, Mining, Mineral and Processing, Textile, Chemical and Processing, Agriculture, Food and Processing, Automobile, Industrial, ICT Legal and Industrial Metrology, Maritime Transportation, Marine Technology, Electronics and Telecommunication, ICT and Programming, Information Systems and Network Management, Environmental and Urban Development, and Bio-Processing and Post-Harvest);

(iv) Petroleum Geology, Petroleum Chemistry

(v) Agriculture, Forestry, Animal Sciences and Production Management

4.2 Cluster II

Courses under this cluster include:

(i) **Basic Science Programmes** (BSc General, BSc in/with Applied Zoology, Botanical, Chemistry, Physics, Biology, Microbiology, Molecular Biology and Biotechnology, Fisheries and Aquaculture, Aquatic Environmental Sciences and Conservation, Geology,

Mathematics and Statistics, Environmental Sciences, Environmental Health, Wildlife and Conservation)

(ii) **Land Science Programmes** (Architecture, Landscape and Architecture, Interior Design, Building Survey, Building Economics, Urban and Regional Planning, Land Management and Valuation, and Geospatial Technology).

4.3 Cluster III

Courses under this cluster include Business and Management Studies, Social Sciences, Arts, Humanities, Law and Legal Studies, Languages, Literature, Media and Communications Studies.

All other courses not listed in either of the clusters, will fall under cluster III.

5.0 LOAN ITEMS, MEANS TESTING AND AMOUNTS TO BE ALLOCATED

HESLB may provide loans to cover all or some of the following items;

(i) Meals, Accommodation and Incidentals (MAI)
(ii) Tuition Fee (TF)
(iii) Books and Stationery Expenses (BSE)
(iv) Special Faculty Requirements (SFR)
(v) Research Expenses (RE)
(vi) Field Practical Training (FPT)

5.1 Means Testing System

Means Testing (MT) will be used to determine applicants' neediness for financial assistance. School Fees paid in CSEE, ACSEE and equivalent qualifications including diplomas is one of the factors considered to establish an individual's ability to contribute to the costs of higher education. Other factors that are taken into consideration are orphaned, disability, sponsorship and poor family.

Therefore, the neediness shall be measured as a difference between total annual costs to pursue individual programme at respective **Higher Learning Institutions (HLIs)** and established applicant's past ability to pay for secondary school education or diploma as an indication of the applicants' ability to contribute to the costs of higher education.

5.2 Distribution of Loanable Items

Loans to successful applicants will be allocated starting with Meals, Accommodation and Incidentals (MAI); Tuition Fee (TF) then Books and Stationery Expenses (BSE), followed by Special Faculty Requirements (SFR), Research Expenses (RE) and finally Field Practical Training (FPT) based on the remaining amount from the preceding loan items.

5.3 Approved Tuition Fee Rates

Maximum applicable tuition fees for all successful applicants shall be pegged to the equivalent **current-approved-highest-tuition-fees** payable to Public Higher Learning Institutions.

5.4 Continuing students who are loan beneficiaries

All continuing loan beneficiaries shall continue to receive their loans as per their original Means Test Grades upon submission of examination results/progress reports. All continuing loan beneficiaries **ARE NOT REQUIRED TO RE-APPLY for the loans**.

5.5 Payment Mode: MAI, BSE, FPT and RE items ***shall be paid directly to students*** while TF and SFR shall be paid to the respective Higher Learning Institutions (HLIs).

6.0 OTHER CONDITIONS ON ISSUANCE OF LOANS

6.1 Liability of Guarantors, Parents, and Commissioners for Oath

Parents/Guarantors are responsible to confirm the correctness (and accuracy) of information submitted in the application forms before signing. The guarantors are expected to ensure that the loans are repaid and must be aware of the borrowers' whereabouts until the loans are fully repaid. In case of default, ***guarantors shall be responsible to settle the due /unpaid loan in full.***

6.2 Loan Repayment

Upon completion or termination of higher education studies, a loan beneficiary shall be required to repay his/her loan through monthly deductions of not less than 15% of salary/income.

6.2.1 Loan Repayment Requirements

6.2.1.1 Value Retention Fee

To ensure sustainability of the loan scheme, a Value Retention Fee (VRF) equivalent to 6% per annum from the date of receiving loan items is charged.

6.2.1.2 Loan Administration Fee (LA)

All students' loans shall be subjected to 1% Loan Administration fee payable once

6.2.1.3 Penalty Fee (PF)

A beneficiary who fails to repay his/her loan after expiration of grace period of 24 months after graduation, shall be charged a 10% one-time-penalty.

7.0 INTER-UNIVERSITY AND INTERNAL TRANSFERS

HESLB shall not raise a duplicate loan payment to such students who voluntarily move to other HLIs. Upon receiving confirmation from relevant authorities, a loan transfer will be effected. No loan transfers will be made 90 days after first admission. **All Transfers will not trigger any change on the original loan amounts allocated to individual beneficiaries.**

List of Candidates admitted to Higher Learning Institutions

HESLB will consider loan application from students whose admissions have been approved and submitted by relevant authorities **including the Tanzanian Commission for Universities (TCU) and/or respective HLIs as the case may be**

8.0 MODE OF APPLICATION

All loan applications will be done through Online Loan Application and Management System (OLAMS). Applicants are REMINDED to use the same Form Four Index Numbers used while applying for admissions.

Upon completion of online application process, applicants shall be required to print out the application forms and Loan Agreements, obtain appropriate authentications, sign the forms, attach necessary documents and upload into **OLAMS** before submitting the same through EMS to:

The Executive Director, Higher Education Students' Loans Board,
46 Sam Nujoma Road - Mwenge, P.O. Box 76068,
14113 Dar es Salaam, TANZANIA.

Applicants are REMINDED to keep full set of the applications, attachments submitted, and EMS receipts used for mailing their applications to HESLB for easy tracking when necessary.

9.0 LOAN APPLICATION FEES

Applicants must pay a non-refundable, one-off application fee of **TZS 30,000.00** through **NMB Bank** and **CRDB Bank**. For details ***visit: https:/olas.heslb.go.tz***

9.1 Application Deadline

The Loan Application window for **2018/2019** opens **on May 9, 2018 through July 15, 2018**

Publication of Successful Applicants
A list of successful loan applicants with their corresponding allocations shall be published on the website: **www.heslb.go.tz**

10.0 APPEALS AGAINST AWARDED LOAN AMOUNTS

Applicants who are not satisfied with the allocations may appeal by completing the relevant Online Appeal Forms. Details to be provided later.

11.0 INQUIRIES AND COMPLAINTS

Applicants or loan beneficiaries with inquiries or complaints will have to follow procedures displayed in the loan application window.

12.0 POSTGRADUATE STUDENTS

Eligible students for loans for the **2018/2019** academic year, admitted to pursue Postgraduate Degree Programmes must fulfil the **General Eligibility Criteria** set in **3.2** above.

12.1 Postgraduate students (Academic Staff)

In addition to the General Eligibility Criteria, applicants must fulfil eligibility criteria specific to the Postgraduate applicants' category which are:

(i) They must hold a first Degree or an Advanced Diploma, with a minimum of Upper Second Class (for applicants pursuing Masters Degrees) or Master's Degree with minimum of Upper Second Class (for applicants pursuing PhD degrees);

(ii) They must be academic members of staff, admitted to pursue postgraduate studies on fulltime basis, at an accredited Higher Education Institution in Tanzania;

(iii) They must have been officially nominated by the employer, and obtained endorsement by the Vice Chancellors/Principal/Provosts/ of the respective institution;

(iv) They must have started to repay their previous loans at least for an unbroken period of twelve months, or a lump sum of the same instalments if he/she was previously a Students' Loans' Board's beneficiary;

(v) The employer must have signed the Financing Agreement between the Higher Education Students' Loans Board and the Higher Education Institution.

12.2 Postgraduate students admitted at the Nelson Mandela African Institute of Science and Technology (NM-AIST)

To strengthen national capacity in research, ICT and innovation, HESLB issues loans to students admitted to pursue Masters and PhD in Science related programmes courses at the Nelson Mandela African Institute of Science and Technology (NM-AIST).

Eligible students for loans for 2018/2019 academic year, must fulfil General **Eligibility Criteria** set in 3.2 above.

In addition to the **General Eligibility Criteria** set in 3.2 above, applicants must fulfil eligibility specific to the postgraduate applicants in the **NM-AIST** category: -

(i) Must have been admitted at the Nelson Mandela African Institute of Science and Technology (NM-AIST) to pursue master's or PhD programme in one of the under listed priority sectors:

- Life Sciences,
- Mathematical & Computer Science Engineering,
- Information and Communication Science Engineering.
- Materials, Energy, Water and Environmental Sciences.

(ii) Must have been employees in Public Institutions and worked for a minimum of **two (2) years**;

(iii) Must be guaranteed by their employers with respect to repayment of the loans;

(iv) Must have started to repay their previous loans at least for an unbroken period of twelve months, or a lump sum of twelve instalments, if they were previously Higher Education Students' Loans Board's beneficiaries.;

(v) Repayment for NM-AIST postgraduate students' loans shall start immediately upon completion of the first year of study by monthly instalments deducted by employers from beneficiary's salary and remitted to the Board.

12.3 Postgraduate students admitted at Law School of Tanzania (LASCOT) Students

Law School students who are eligible for loans in the **2018/2019** academic year must meet the following conditions:

Must fulfil the **General Eligibility Criteria** set in **Section 3.2** above.

In addition to the **General Eligibility Criteria** set in Section 3.2 above, applicants must fulfil eligibility criteria specific to the Postgraduate applicants at Law School of Tanzania (LASCOT) which are: -

(i) Must have graduated (with LLB Degree) not more than three years back (i.e. from **2015** to **2017);**

(ii) Loans will be issued **ONLY** to the **NEEDY** Applicants based on Means Test Results;

(iii) In case the applicant is a previous loan beneficiary whose loan has matured, he/she must have paid all due instalments.

Subject to availability of funds, Loans for Law School students may be issued to cover either partially or fully the following items:

(i) Books and Stationery expenses;

(ii) Tuition Fees

12.4 Diplomas in Priority Programmes

Separate Guidelines and criteria for Issuance of loans to eligible applicants to pursue Diploma and non-degree studies under selected programmes (to be confirmed) will be issued later.

12.5 Applicable rates for Postgraduate Students

12.5.1 Meals, Accommodation and Incidentals (MAI)

The Board may provide loans for Meals and Accommodation at the rate of **TZS 10,000/= per day** while on campus for theoretical instructions or in field for data collection.

12.5.2 Books and Stationery Expenses (BSE)

A maximum of **Tzs 500,000/=** per annum for Books and Stationery may be granted to eligible students pursuing Masters and PhD. A maximum of **Tzs 200,000/=** per annum for Books may be granted to Postgraduate students admitted at Law School of Tanzania.

12.5.3 Tuition Fee (TF)

HESLB may provide tuition fee loans at **100%** rate based on the rates charged by the respective Higher Learning Institution, with the exception of the Law School of Tanzania (LASCOT).

12.5.4 **Research Expenses (RE)**

HESLB may provide loans at **100%** rate for Research expenses in all fields, based on the rates applicable at HEI as may be endorsed from time to time. Applicable rates include a maximum of **Tzs 2,000,000/=** per annum for Master Degree programme and a maximum of **Tzs 5,000,000/=** per annum for a PhD Degree programme.

PART B: ISSUANCE OF GRANTS

13.0 GRANTS:

13.1 Grants Items

Subject to availability of funds Grants may be issued to cover in full the following items:

(i) Tuition Fees (TU)
(ii) Books and Stationery Expenses (BSE)
(iii) Special Faculty Requirement Expenses (SFR)
(iv) Field Practical Training expenses (FPT)
(v) Research Expenses (RE)

13.2 Eligibility Criteria

Grants shall be governed by the following Specific Eligibility Criteria:

13.2.1 Must be a direct entrant admitted to fully accredited HLIs in Tanzania and who is confirmed to be disabled and supported by a certificate of disability from the **District Medical Officer (DMO), Regional Medical Officer (RMO)** or any entity authorized to certify such cases;

13.2.2 Must fill the grant application form and submit the same through the Academic office of the respective institution;

13.2.3 Continuing students Grants Beneficiary shall continue to benefit if he/she has passed the examinations necessary to enable him/her to proceed to the next year or stage of study. (No grant will be given to students who transfer to another HLI or repeat examinations).

Eligible students for Grants for **2018/2019** academic year, admitted to pursue Undergraduate Degree Programmes must fulfil the **General Eligibility Criteria** set in **3.2 above.**

Additional guidelines and processes for grants application will be released in due course. Applications to be endorsed by HLIs where eligible beneficiaries will be admitted.

Issued by:

THE EXECUTIVE DIRECTOR
9 May 2018