



HIGHER EDUCATION STUDENTS' LOANS BOARD

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GUIDELINES AND CRITERIA FOR ISSUANCE OF STUDENTS' LOANS AND GRANTS FOR THE 2019/2020 ACADEMIC YEAR

1.0 IMPORTANT INSTRUCTIONS TO ALL LOAN APPLICANTS

All loan applicants for Academic Year **2019/2020** are *reminded* to:

- (i) Read and follow application procedures stated in these guidelines for Academic Year **2019/2020**;
- (ii) Ensure that the Form Four Index Number provided when applying for loans matches with the one used in your application for admission;
- (iii) Ensure that all documents submitted to support your application have been certified by relevant authorities as specified in the guidelines;
- (iv) Ensure that all birth/death certificates and other certificates are certified by Registration, Insolvency and Trusteeship Agency (**RITA**), and Zanzibar Civil Status Registration Agency (**ZCSRA**) "**Wakala wa Usajili wa Matukio ya Kijamii Zanzibar**" or the designated officer(s) to ascertain their validity;
- (v) Ensure all Birth certificates for students who were born in foreign countries are certified by respective Embassies located in the United Republic of Tanzania. Also Death Certificates for Tanzanian Parents who died in foreign countries are certified by respective Embassies.
- (vi) Ensure that your application form is dully filled and signed before submission;
- (vii) Applications must be completed with correct (and accurate) details;
- (viii) All applicants are advised to keep **a copy of complete package** of the application form submitted to **HESLB** for future reference (if required) and
- (ix) All applicants must strictly observe the set application deadline.

2.0 OVERVIEW

The Higher Education Students' Loans Board (HESLB) was established by **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 **2019/2020** will be open from **June 25, 2019** through **August 15, 2019**.

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 Applicant

In addition to general eligibility, additional criteria define **NEEDY** applicant who should **not exceed 35 years** of age at the time of application, who may:-

- (i) Be a poor orphan (who has lost both parents – full orphan) or partial orphan (who has lost one parent) has to be certified by RITA, **Zanzibar Civil Status Registration Agency (ZCSRA) "Wakala wa Usajili wa Matukio ya Kijamii Zanzibar "**and respective Embassies located in the United Republic of Tanzania (URT).
- (ii) Be poor disabled student whose disability shall have to be certified by the District Medical Officer (**DMO**), Regional Medical Officer (**RMO**), or any entity authorized to certify such cases (as may be specified).
- (iii) Have poor parents with disability to be certified by the 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 school or diploma education was sponsored by recognised institutions. Applicants will be required to provide written and authenticated evidence of such sponsorships whose ability shall be determined by Means-test result score.
- (v) Be from lower income household and/or marginalized community, who is under Special Economic Support Programs for example TASAF. They should provide the program beneficiary's number as a proof.

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) Continuing Students applying for loans for the first time must have completed **ACSEE** or other equivalent qualifications within **Five (5) years**, i.e. from **2015-2019 inclusive**.
- (iii) All other applicants who secured admission to pursue various degree programmes in the academic year 2019/2020 must have completed their **ACSEE** or other equivalent qualifications within **three (3) years**, i.e. from **2017-2019 inclusive**.

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, Mathematics) and Bachelor Degree in Aircraft and Maintenance Engineering.
- (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, Maritime Transportation, Marine Technology, Electronics and Telecommunication, and Bio-Processing and Post-Harvest, Water and Irrigation, Petroleum and Gas, and electrical, and Bachelor of Bio-medical engineering Programme.
- (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, ICT Legal and ICT and Programming, Information Systems and Network Management, Environmental, Urban Development and Industrial Metrology.

- (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

- (vi) 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 loan 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 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 OVERSEAS LOAN APPLICANTS (UNDERGRADUATE AND POSTGRADUATE)

Eligible students for loans for **2019/2020** academic year, admitted to pursue studies overseas must fulfil General **Eligibility Criteria** set in Section 2.1 above.

In addition to the **General Eligibility Criteria** set in Section 3.2 above, only overseas applicants selected by the Ministry of Education, Science and Technology will be eligible for top up stipend loans not exceeding **USD 5400** per annum. The students have to be selected to pursue studies overseas under bilateral agreements between the Government of the United Republic of Tanzania and foreign governments.

7.0 OTHER CONDITIONS FOR ISSUANCE OF LOANS

7.1 Liability of Guarantors and Parents

Parents/Guarantors are responsible for confirmation of correctness (and accuracy) of information submitted in the application forms before signing. The guarantors are expected to ensure that 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.*

The Guarantor is required to append a photo and a certified copy either of the following Identification cards;

- (i) National Identification card.
- (ii) Voter's registration card.
- (iii) Driving License.
- (iv) Tanzanian Passport
- (v) Zanzibar Resident ID

7.2 Loan Repayment

Upon completion or termination from 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. Amount payable by a self-employed beneficiary shall not be less than 100,000/= per month.

7.2.1 Loan Repayment Requirements

7.2.1.1 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.

7.2.1.2 Loan Administration Fee (LA)

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

7.2.1.3 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.

8.0 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 **120 days** after release of first batch of 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 Tanzania Commission for Universities (TCU) and/or respective HLIs as the case may be.**

9.0 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, Mwenge S. L. P. 76068,
14113 Dar es Salaam, TANZANIA.**

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

10.0 LOAN APPLICATION FEE

Applicants must pay a non-refundable, one-off application fee of **TZS 30,000.00** through **GePG** vide NMB, CRDB, TPB, or mobile phone transactions via M-PESA, TIGO PESA, and AIRTEL MONEY For details **visit: <https://olas.heslb.go.tz>**

10.1 Loan Application Deadline

The Loan Application window for **2019/2020** opens on **June 15th 2019** through **August 15th, 2019**.

Publication of Successful Loan Applicants

A list of successful loan applicants with their corresponding allocations shall be published on the website: www.heslb.go.tz before or on 25th October 2019.

11.0 APPEALS AGAINST AWARDED LOAN AMOUNTS

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

12.0 INQUIRIES AND COMPLAINTS

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

13.0 POSTGRADUATE STUDENTS

Eligible students for loans for the **2019/2020** academic year, admitted to pursue Postgraduate Degree Programmes must fulfil the **General Eligibility Criteria** set in **3.2** above.

13.1 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.

13.2 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 **2019/2020** 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 requirements to 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 of 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.

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

Law School students who are eligible for loans in the **2019/2020** 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 Five years back (i.e. from **2014 to 2018**);
- (ii) Loans will be issued **ONLY** to **NEEDY** Applicants who were previous loan beneficiaries;

- (iii) An applicant (previous loans beneficiary) whose loan has matured must have paid all due instalments in full.

Loans for Law School students shall be issued to cover the following items:

- (i) Books and Stationery expenses;
- (ii) Tuition Fees

13.4 Applicable rates for Postgraduate Students

13.4.1 Meals, Accommodation and Incidentals (MAI)

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

13.4.2 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.

13.4.3 Tuition Fee (TF)

HESLB may provide tuition fee loans at **100%** rate based on the rates charged by the respective Higher Learning Institution.

13.4.4 Research Expenses (RE)

HESLB may provide loans at **100%** rate for Research expenses in all fields, based on the rates applicable to HLI 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 PhD Degree programme.

Issued by:

THE EXECUTIVE DIRECTOR
4th June, 2019