

GUIDELINES & CRITERIA

ISSUANCE OF LOANS TO
STUDENTS PURSUING
**'POSTGRADUATE DIPLOMA
IN LEGAL PRACTICE'**

2024/2025

www.heslb.go.tz



LIST OF ABBREVIATIONS

BS	Books and Stationery Expenses
HESLB	Higher Education Students' Loans Board
LST	Law School of Tanzania
OLAMS	Online Loan Application and Management System
RITA	Registration, Insolvency and Trusteeship Agency
SIPA	Student's Individual Permanent Account
TF	Tuition Fee
ZCSRA	Zanzibar Civil Status Registration Agency

1.0 IMPORTANT INSTRUCTIONS TO LOAN APPLICANTS

All loan applicants for **2024/2025** Academic Year are required to observe the following:

- (i) Read and follow application procedures stated in this Guideline;
- (ii) Ensure that the Form Four Index Number provided when applying for a loan matches the one used in your application for admission to the Law School of Tanzania;
- (iii) Ensure that all documents submitted to support your application have been certified by relevant authorities as specified in this Guideline;
- (iv) Ensure that all birth/death certificates are certified by the Registration, Insolvency and Trusteeship Agency (**RITA**), or Zanzibar Civil Status Registration Agency (**ZCSRA**) to ascertain their validity;
- (v) Ensure that your loan application form is duly filled out before submission
- (vi) All applicants must observe the set loan application deadline.

2.0 OVERVIEW

This Guideline applies to Postgraduate Students admitted to the Law School of Tanzania (**LST**). For both **January** and **July** intakes, all applicants have to apply in this cycle of the application window.

3.0 ELIGIBILITY CRITERIA

In accordance with the HESLB Act, the Board has set eligibility criteria to be considered in loan applications. Eligible students for loans for the academic year **2024/2025** must comply with the following eligibility criteria:

- (i) Must be a Tanzanian;
- (ii) Must be admitted at the Law School of Tanzania (**LST**)
- (iii) Must have applied for loans through OLAMS;
- (iv) Must have graduated within the last **Five (5)** years (i.e. from **2020** to **2024**)

to 2024);

- (v) Must be a previous HESLB loan beneficiary.

4.0 APPLICABLE RATES

Loan allocation for the academic year **2024/2025** for loan items shall be guided by the following:

4.1 Books and Stationery Expenses (BS)

A maximum of **TZS. 500,000.00** per annum for books and stationery may be granted to eligible students.

4.2 Tuition Fee (TF)

HESLB may provide tuition fee loans at a **100%** rate based on the rates charged by the Law School of Tanzania.

5.0 OTHER CONDITIONS

5.1 Liability of Guarantors (Parents/Guardian)

Parents/guardians are responsible for confirmation of correctness andaccuracy of information submitted in the application before signing. Applicants under LST are required to append the Guarantor's passport-size photo and a certified copy of one of the following identifications issuedby Government authorities of the United Republic of Tanzania or the Revolutionary Government of Zanzibar:

- (i) National Identification Card;
- (ii) Voter's Registration Card;
- (iii) Driving License;
- (iv) Tanzanian Passport; or
- (v) Zanzibar Resident ID

5.2 Loans Repayment

For beneficiaries at LST, upon completion of studies, a loan beneficiary shall be required to repay his/her loan fully or through monthly deductions of not less than 15% of basic salary/income or a sum not less than **TZS 100,000.00** a month for beneficiaries in the informal sector. In case of termination of studies, the total amount received shallbe repaid in full. All loans shall be subject to a 1% administration fee on the principal amount issued and charged once.

6.0 MODE OF APPLICATION

All loan applications will be done through OLAMS. Upon completion of the online loan application process, applicants shall be required to print out the application forms and Loan Agreements, obtain appropriate authentications, sign the forms, attach necessary documents, upload them into OLAMS, and submit their applications online.

7.0 LOAN APPLICATION FEES

- (i) LST applicants must pay a non-refundable, one-off application fee of **TZS 30,000;**
- (ii) All payments shall be made using a system-generated control number via banks or mobile money networks (for more details visit: <https://olas.heslb.go.tz>)

8.0 LOAN APPLICATION DEADLINE

The Loan Application window for **2024/2025** opens on **1st June, 2024** to **31st August, 2024**. These Guidelines are available at www.heslb.go.tz.

9.0 PUBLICATION OF THE LIST OF SUCCESSFUL LOAN APPLICANTS

A list of successful loan applicants with corresponding allocations shall be published through the **Student's Individual Permanent Account (SIPA)**.

10.0 MANAGEMENT OF INQUIRIES

Applicant(s) with inquiries are advised to contact us through HESLB Call Centre (0736 66 55 33); WhatsApp 0739 66 55 33; Verified Social Media Platforms namely; X, Instagram and Facebook (HESLB Tanzania) and e-Mrejesho (www.heslb.go.tz).

Issued by:-

THE EXECUTIVE DIRECTOR

HIGHER EDUCATION STUDENTS' LOANS BOARD

JUNE 1, 2024