



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

Circular No. 1

Ref. No. 55/99

January 7, 2014

Permanent Secretaries
Heads of Departments/Agencies
Chief Executive Officers

Tertiary Grant for Children of Public Sector Workers

Consequent on the signing of the Heads of Agreement between the Government of Jamaica, the Jamaica Confederation of Trade Unions (JCTU) and other Staff Associations representing Public Sector Workers for the 2012-2015 contract period; Permanent Secretaries and Heads of Departments are advised that Item No. 4.7, Tertiary Grant for Public Sector Workers can now be accessed through the Ministry of Finance and Planning.

This Grant is being provided to assist with the payment of tuition fees for children of public sector workers who have not benefitted from similar assistance within the public service. It covers eighty percent (80%) of tuition up to a maximum of one hundred and fifty thousand dollars (\$150,000) and is accessible once per academic year.

The following guidelines should be noted:

1. The grant is applicable to children of:
 - a. Permanent or temporary employees with at least two (2) years service
 - b. Contract workers with at least two (2) years service under any type of contract, i.e. 1 year recurring, 2 years or other.
2. Children should:
 - i. Be pursuing tertiary studies or have been accepted to pursue studies at a tertiary institution accredited by the University Council of Jamaica (local or overseas).
 - ii. Not be older than 25 years
 - iii. Be unemployed
 - iv. Have a GPA of 3.0 (for continuing students)
3. Mandatory submission of the following documents:
 - a. Employment Letter (parent)
 - b. Copy of appointment letter (parent)
 - c. Acceptance letter or Transcript/Progress Report
 - d. Copy of child's Birth Certificate reflecting the name of the parent making the application and certified by HR Department
 - e. Invoice/statement of account from Tertiary Institution

All applications should be submitted through the Human Resource Department of the respective Ministry/Department/Agency by **Friday, January 31, 2014** in the first instance and thereafter by July 31st of each year to the **Industrial Relations Unit, Strategic Human Resource Management Division, Ministry of Finance and Planning, 30 National Heroes Circle, Kingston 4**, on the attached form also accessible at www.mof.gov.jm.

Please ensure that this Circular is brought to the attention of all Public Sector entities and the relevant personnel under your purview.

In case of doubt or difficulty, please contact the Industrial Relations Unit of this Ministry.

Wayne Jones, OD, JP
For Financial Secretary



**EDUCATION GRANT TO CHILDREN OF PUBLIC SECTOR WORKERS
APPLICATION FORM**

Please complete Sections A to E in **BLOCK CAPITALS** using black or blue ink. Forms not properly completed will not be processed.

NB: Please note that the Grant is in respect of tuition and that all payments will be made directly to the institution on receipt and verification of the supporting documents as per Circular No. 1, Reference No. 55/99 dated January 7, 2014.

A. APPLICANT INFORMATION (PARENT)										
NAME										
	SURNAME			FIRST NAME			MIDDLE INITIAL			
ADDRESS										
CONTACT INFORMATION	(w)			(C)						
	TELEPHONE			EMAIL ADDRESS						
EMPLOYER										
POST TITLE & GRADE							DATE OF EMPLOYMENT / FIRST APPOINTMENT:			
							DD	MM	YY	
B. BENEFICIARY INFORMATION (CHILD)										
APPLICATION FOR SCHOLARSHIP IN THE FIELD OF:										
INSTITUTION							DATE OF ENTRY			
							DD	MM	YY	
NAME										
	SURNAME			FIRST NAME			MIDDLE INITIAL			
ADDRESS										
DATE OF BIRTH	DD	MM	YY							
CONTACT INFORMATION	(H)			(C)						
	TELEPHONE			EMAIL ADDRESS						
C. FINANCIAL INFORMATION					D. DECLARATION					
FULL TUITION COST					I declare that the information on this form is to the best of my knowledge true correct and complete and agree that I will be disqualified from the grant if it is found that the information provided under this application or by subsequent requests is false. I also agree that I would have forfeited all rights to payment and future opportunities for consideration under the programme.					
ANY OTHER PUBLIC SECTOR GRANT										
E. SIGNATURE (APPLICANT)					DATE:					
							DD	MM	YY	
FOR HUMAN RESOURCE DEPARTMENT					FOR TERTIARY GRANT COMMITTEE					
APPLICANT'S DATE OF EMPLOYMENT / FIRST APPOINTMENT		DD	MM	YY	DATE RECEIVED			DD	MM	YY
TYPE OF EMPLOYMENT		DD	MM	YY	VERIFIED	TERTIARY GRANT COMMITTEE REP		DD	MM	YY
DOCUMENTS VERIFIED		Yes			GRANT APPROVED	CHAIRPERSON, TERTIARY GRANT COMMITTEE		DD	MM	YY
		No								
SIGNATURE: DIRECTOR, HR					REASON NOT APPROVED					
AMOUNT AWARDED					\$	***				