

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. 13

Ref. No. 55/99

June 2, 2014

***Permanent Secretaries
Heads of Departments
Chief Executive Officers***

Tertiary Grant for Children of Public Sector Workers

Permanent Secretaries, Heads of Departments and Chief Executive Officers are being advised that consequent on the Heads of Agreement signed on March 6, 2013 between the Government of Jamaica, the Jamaica Confederation of Trade Unions (JCTU) and Staff Associations representing Public Sector Workers for the 2012-2015 contract period, applications are invited for the Tertiary Grant as per Item No. 4.7 –“Tertiary Scholarships”.

The Grant is being provided to assist with the payment of tuition fees for children of public sector workers. 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 Public Sector Workers who are represented by Unions and Staff Associations that are signatory to the 2012-2015 Heads of Agreement and are:
 - a. Permanently appointed or temporary with at least two (2) years service.
 - b. Contract workers with at least two (2) years service under any type of contract, i.e. 1yr recurring, 2yrs or other.
 - c. Not employed to an entity that has similar educational assistance.
 - d. Not recipients of any other Government of Jamaica educational assistance.
2. The grant is applicable to children of public sector workers who:
 - a. Have been accepted to pursue or are pursuing **local, full-time accredited programmes** (up to First Degree Level) at a tertiary institution registered by the University Council of Jamaica.
 - b. Have a **minimum cumulative GPA of 3.0** (for continuing students)
 - c. Are not older than 25 years
 - d. Are **unemployed**

.../2

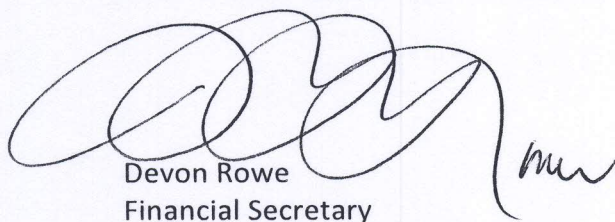
June 2, 2014

Re: Tertiary Grant for Children of Public Sector Workers

3. The submission of the following documents is mandatory:
 - a. Applicant's Employment Letter
 - b. Acceptance letter for new students
 - c. Transcript/Progress Report for continuing students
 - d. Copy of child's Birth Certificate reflecting the name of the parent making the application and certified by HR Department
 - e. Current statement of account from Tertiary Institution
4. All applications:
 - a. Must be submitted using the attached form which is also accessible at www.mof.gov.jm
 - b. **Must** be certified by the Human Resource Department (HRD) or the Head of the Department (in instances where there is no HRD). Incomplete and late applications will not be processed and will be returned.
 - c. Must be submitted **through** the Human Resource Department of the respective Ministry/Department/Agency. Applications must reach the *Industrial Relations Unit, Strategic Human Resource Management Division, Ministry of Finance and Planning, 30 National Heroes Circle, Kingston 4, no later than July 31st of each year.*
5. Applications will be accepted from Union and Staff Association Representatives once requirements 4(a) and (b) have been met.
6. Applicants should note that the award of the Grant is subject to the availability of funds; consequently not all eligible applications will be awarded.

The Industrial Relations Unit of this Ministry may be contacted for further information.

This circular supersedes Circular No.1 of similar reference dated January 7, 2014.



Devon Rowe
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 upon receipt and verification of the supporting documents as per Circular No. 13 dated June 2, 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							
							DD		MM		YY			
B. BENEFICIARY INFORMATION (CHILD)														
APPLICATION FOR GRANT 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						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.								
OUTSTANDING TUITION														
E. SIGNATURE (APPLICANT)						DATE								
						DD		MM		YY				
FOR HUMAN RESOURCE DEPARTMENT						FOR TERTIARY GRANT COMMITTEE								
APPLICANT'S DATE OF EMPLOYMENT							DATE RECEIVED							
	DD		MM		YY					DD		MM		YY
TYPE OF EMPLOYMENT						VERIFIED BY TERTIARY GRANT COMMITTEE REP								
DOCUMENTS VERIFIED BY: DIRECTOR, HR / HEAD OF DEPARTMENT						GRANT APPROVED			AMOUNT AWARDED \$					
	NAME					GRANT NOT APPROVED			REASON NOT APPROVED:					
	SIGNATURE													
						SIGNED BY: CHAIRPERSON, TERTIARY GRANT COMMITTEE								
									DD		MM		YY	