



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](mailto:info@mof.gov.jm)

## MINISTRY OF FINANCE & THE PUBLIC SERVICE

### *Strategic Human Resource Management Division*

30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON 4  
JAMAICA

## Circular No. 21

Ref. No.11038<sup>x</sup>

September 7, 2016

**TO: PERMANENT SECRETARIES  
HEADS OF DEPARTMENTS/AGENCIES/STATUTORY BODIES**

### Refund of Tuition Facility Audit

Consequent on the signing of the Heads of Agreement between the Government of Jamaica and the Jamaica Confederation of Trade Unions (JCTU) for the contract period April 1, 2015 to March 31, 2017, and in keeping with Item 34 relating to the Refund of Tuition Facility for the Public Service, the Ministry of Finance and the Public Service is conducting an audit of Entities to determine the value of outstanding applications for reimbursements.

Ministries, Departments, Agencies and Statutory Bodies that are currently operating this facility are hereby requested to assess all unprocessed applications received as at August 31, 2016, with a view to determine the outstanding amounts due to applicants.

The guidelines for the refund policy set out in Appendix A of Circular No. 20 dated September 21, 2009, under reference 11038, is relevant in determining the eligibility of applicants.

All reports should be submitted to this office, using the attached form, **no later than October 28, 2016**.

Submissions should be addressed to:

**The Financial Secretary  
Ministry of Finance and the Public Service  
Strategic Human Resource Management Division  
30 National Heroes Circle  
Kingston 4  
Attention: Miss Erica Barnes**

For further clarification please contact the Employee Relations and Benefits Unit, Strategic Human Resource Management Division of this Ministry, via telephone numbers: (1-876) **932-5367/932-5375/932-5368/932-5380** or email addresses: [sylvia.shirley-sterling@mof.gov.jm](mailto:sylvia.shirley-sterling@mof.gov.jm); [marlene.mitchell@mof.gov.jm](mailto:marlene.mitchell@mof.gov.jm); [shane.cummings@mof.gov.jm](mailto:shane.cummings@mof.gov.jm); or [erica.barnes@mof.gov.jm](mailto:erica.barnes@mof.gov.jm).

Everton McFarlane  
Financial Secretary (Assigned)



## REFUND OF TUITION FACILITY AUDIT FORM

Name of Ministry/Department/Agency/Statutory Body: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_ Contact: \_\_\_\_\_

Respondent's Position: \_\_\_\_\_

NUMBER OF APPLICANTS	QUALIFICATION LEVELS (UNDERGRADUATE/ GRADUATE / POST GRADUATE)	TOTAL AMOUNT OUTSTANDING \$	PERIOD OVER WHICH REFUNDS ARE DUE	REMARKS
GRAND TOTAL OUTSTANDING		\$		

Signature of Respondent: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Signature of Receiving Officer: \_\_\_\_\_

Name of Receiving Officer: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

### COMMENTS

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