



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 THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

Circular No. 2

Ref No.: 31061^{II}

April 1, 2019

*Permanent Secretaries
Heads of Departments
Chief Executive Officers*

Tertiary Grant for Children of Public Sector Workers

Reference is made to Item 6.24 of the Heads of Agreement signed on February 13, 2018, between the Government of Jamaica and the Jamaica Confederation of Trade Unions (JCTU) representing certain Public Sector Workers for the 2017 - 2021 contract period, for the continuation of the tertiary grant to children of Public Sector Workers.

Applications are now invited and **should be submitted by June 30** noting the following guidelines:

1. The grant:
 - a. *Is to assist with the payment of tuition fees only.*
 - b. *Covers eighty percent (80%) of tuition up to a maximum of one hundred and fifty thousand dollars (\$150,000)*
 - c. *May be awarded to an applicant once every three (3) years.*
2. The grant is applicable to Public Sector Workers who are:
 - a. *Permanently appointed or temporary with at least two (2) years' service.*
 - b. *Contract workers with at least two (2) years continuous service under any type of contract, i.e. 1yr recurring, 2yrs or other.*
 - c. *Not employed to an entity or is a member of a bargaining unit that has similar educational assistance.*
 - d. *Not recipient of any other Government of Jamaica educational grant.*
3. 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** (Associate/Bachelors) at a tertiary institution registered by the University Council of Jamaica.*
 - b. *Have a **minimum GPA of 3.0** (for continuing students)*
 - c. *Are not older than 25 years*
 - d. *Are **unemployed**.*

April 1, 2019

Re: Tertiary Grant for Children of Public Sector Workers

4. The following documents **must** be submitted along with the application:
 - a. Taxpayer Registration Number (TRN) for both parent and child
 - b. Applicant's current Employment Letter
 - c. **Acceptance letter for new students. A Provisional/conditional acceptance letter may be submitted, however, a copy of full acceptance is required before the Grant is disbursed.**
 - d. **Progress Report for continuing students**
 - e. Copy of the **child's Birth Certificate**, certified by HR Department, reflecting the name of the parent making the application
 - f. Tuition cost for the Programme of Study (a print-out from the Institution's website will suffice).
5. All applications **must be:**
 - a. Submitted using the attached form (updated April 2019) which is also accessible at www.mof.gov.jm
 - b. 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 to the organisation.
 - c. Must be submitted **through** the Human Resource Department of the respective Ministry/Department/Agency to the:
**Ministry of Finance and the Public Service,
Strategic Human Resource Management Division
Scholarships and Assistance Unit
30 National Heroes Circle,
Kingston 4.**
6. Union and Staff Association Representatives may submit applications on behalf of members once requirements 5(a) and (b) have been met.
7. Applicants should note that the award of the Grant is subject to the availability of funds, consequently not all eligible applicants will be awarded..
8. Payment will be made directly to the institution on the award of the Grant. Where the institution has indicated that payment of tuition has already been made the award will be withdrawn.

The Scholarships and Assistance Unit of this Ministry may be contacted for further information.

This circular supersedes Circular No. 10; Ref. No. 31061^{II} dated April 23, 2018.



Darlene Morrison
Financial Secretary



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

30 National Heroes Circle, Kingston 4, Jamaica
Phone: 876-922-8600-16 Fax: 932-5982 Website: www.mof.gov.jm

TERTIARY 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: The Grant is in respect of tuition and all payments will be made directly to the institution upon receipt and verification of the supporting documents as per Circular No.2, Ref. No. 31061st dated April 1, 2019

A. APPLICANT INFORMATION (PARENT)										
NAME										
	SURNAME			FIRST NAME			MIDDLE INITIAL			
ADDRESS										
							TAXPAYER REGISTRATION NUMBER (TRN)			
CONTACT INFORMATION	(w)			(C)						
	TELEPHONE						EMAIL ADDRESS			
EMPLOYER										
POST TITLE & GRADE							DATE OF EMPLOYMENT			
									DD	MM
B. BENEFICIARY INFORMATION (CHILD)										
APPLICATION FOR GRANT IN THE FIELD OF:							DATE OF ENTRY			
									DD	MM
INSTITUTION							TAXPAYER REGISTRATION NUMBER (TRN)			
TUITION COST					SCHOOL ID NUMBER					
NAME										
	SURNAME			FIRST NAME			MIDDLE INITIAL			
ADDRESS										
							DATE OF BIRTH			
							DD	MM	YY	
CONTACT INFORMATION	(H)			(C)						
	TELEPHONE						EMAIL ADDRESS			
C. DECLARATION										
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 obtaining the grant if it is found that the information provided on 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.										
SIGNATURE (PARENT)							DATE			
									DD	MM
D. FOR HUMAN RESOURCE DEPARTMENT					E. 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					
							DD	MM	YY	
DOCUMENTS VERIFIED BY: DIRECTOR, HR / HEAD OF DEPARTMENT					GRANT APPROVED ☐		AMOUNT AWARDED \$			
	NAME									
	SIGNATURE									
DATE VERIFIED							GRANT NOT APPROVED ☐		REASON NOT APPROVED:	
	DD	MM	YY	SIGNED BY: CHAIRPERSON, TERTIARY GRANT COMMITTEE		DD				