



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

REF NO.: 1604

August 13, 2021

Circular No. 13

Permanent Secretaries
Heads of Departments
Chief Executive Officers

Scholarships for Public Officers

Reference is made to Public Sector Negotiation Framework Item No. 7.2.4.5, approved by Cabinet Decision No. 24/17 dated June 12, 2017 Section (B) (i), in respect of Scholarships for Public Officers.

Applications are invited for the above-mentioned Scholarship noting the following guidelines:

1. The Scholarship:
 - a. *Is to provide financial assistance to Public Sector Workers in pursuit of their educational goals and professional/personal development for Academic Year 2021/2022*
 - b. *Covers tuition cost **only** up to a maximum of One Hundred and Fifty Thousand Dollars (\$150,000.00)*
 - c. *Is available via an Online Application Form – which can be accessed on the Ministry's website www.mof.gov.jm/scholarships*
2. The Scholarship is applicable to Public Sector Workers who are:
 - a. *Permanently appointed or temporary with at least two (2) years' continuous service*
 - b. *Newly accepted students at an Institution*
 - c. *Returning students at an Institution with at least a B Average (i.e. GPA 2.5 or higher)*
 - d. *Indebted to an Institution having completed a programme of study within the past academic year (2020/2021)*
 - e. *Not employed to an entity or is a member of a bargaining unit that has similar educational assistance*
 - f. *Not recipients of any other scholarship/financial assistance/grant processed through the Government of Jamaica/Ministry of Finance and the Public Service (MoFPS) for Academic Year 2021/2022*
 - g. *Not on interdiction*
3. Programmes/Levels Supported:
 - a. *Any programme (local/regional) that is recognised/accredited by the University Council of Jamaica (UCJ) at the Undergraduate or Post-Graduate Level. Pursuit of studies at a level already attained will not be supported*
 - b. *Certification – must be offered by an Institution authorised to offer the certification*
 - c. *CSEC & CAPE Subjects*
 - d. *Studies may be done by attendance onsite, distance (online) or a combination of both*
4. Applicants **should**:
 - a. *Download and print the Verification Form which is accessible at www.mof.gov.jm/scholarships*
 - b. *Have their Human Resource Department (HRD) or equivalent complete the Verification Form*

- c. Complete application details via the Online Application Form which is accessible at www.mof.gov.jm/scholarships, and submit the application **only once**
 - d. Scan and email supporting documents (outlined below) to mou.grants@gmail.com using the applicant's TRN and Name in the subject heading - eg. 123-456-789 John Doe
5. The following supporting documents **must** be submitted along with the Online Application Form (see Item 4d):
 - a. Duly completed **Verification Form**
 - b. **Taxpayer Registration Number (TRN)**
 - c. Applicant's **Job Letter** (salary particulars not required) addressed to:

Ministry of Finance and the Public Service
Strategic Human Resource Management Division
Scholarships and Assistance Unit
30 National Heroes Circle
Kingston 4
 - d. **Official Acceptance Letter for new students.** A provisional/conditional acceptance letter may be submitted, however, a copy of full acceptance is required before the Scholarship is disbursed
 - e. **Progress Report/Transcript for returning students (minimum B Average/2.5 GPA)**
 - f. **Proof of Tuition Cost/Balance Owing to Institution for the programme of study.** A print-out from the Institution's website – specific to the programme - is acceptable
 - g. **Where applicable, Letter of Award from MDA in respect of study leave awarded to the applicant for the current programme of study**
6. The Online Application Form **opens Monday, August 16, 2021 and closes Friday, October 1, 2021 at 11:59pm.** Incomplete applications will **NOT** be processed.
7. **Bonding Agreement** – Where applicable, applicants who have previously been awarded financial assistance/grant/scholarship from the Government of Jamaica totalling \$300,000.00 or more, for the **current programme of study**, are required to sign a Bond Agreement before funds can be disbursed. Applicants awarded **study leave** will have the Scholarship amount added to their Bond Agreement.
8. **Applicants should note that the award of the Scholarship is subject to the availability of funds, consequently not all eligible applicants will be awarded.**
9. Payment will be made directly to the Institution. Where the Institution has indicated that payment of tuition has already been covered, the award will be withdrawn.

The Scholarships and Assistance Unit of this Ministry may be contacted for further information at (876) 932-5010/5026/5023/5009 or via email at pswg@mof.gov.jm.



Darlene Morrison
Financial Secretary