



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. 12
REF NO.: 1603^{III}

July 5, 2024

*Permanent Secretaries
Heads of Departments
Chief Executive Officers*

Tertiary Grant for Children of Public Sector Workers (2024/25)

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), in respect of Tertiary Grant for Children of Public Sector Workers.

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

1. The Grant:

- a. *Is to provide financial assistance for Children of Public Sector Workers in pursuit of tertiary studies for Academic Year 2024/2025;*
- b. *Covers tuition cost **only**, of up to **One Hundred and Fifty Thousand Dollars (\$150,000.00)** for first time applicants;*
- c. *May be awarded to an applicant (Parent) once every three (3) years;*
- d. *Is available via an Online Application Form accessible on the Ministry's website www.mof.gov.jm/scholarships.*

2. A Public Sector Worker is eligible to apply if he/she is:

- a. *Permanently appointed OR Temporary with at least two (2) years' continuous service;*
- b. *Employed on Contract with at least two (2) years' continuous service under any type of contract;*
- c. *Not employed to an entity or is a member of a bargaining unit that provides similar educational assistance;*
- d. *Not on interdiction.*

3. The Grant is applicable to Children of Public Sector Workers who:

- a. *Have been accepted to pursue **OR** are pursuing **full-time accredited programmes** (Associate/Bachelors) at a **local**, tertiary Institution registered by the University Council of Jamaica. Pursuit of studies at a level already attained will not be supported;*
- b. *Have a **minimum GPA of 3.0** (for returning students);*
- c. *Are not recipients of any other scholarship, financial assistance or grant processed by the Government of Jamaica/Ministry of Finance and the Public Service for Academic Year 2024/2025;*
- d. *Are not older than 25 years;*
- e. *Are unemployed.*

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 or equivalent complete the Verification Form and check the required documents;
 - c. Complete application details using the **Online Application Form**, which is accessible at www.mof.gov.jm/scholarships, and submit the Application ONLINE **only once**;
 - d. Scan and email supporting documents listed below to mou.grants@gmail.com using the applicant's TRN and Name in the subject heading, e.g., 123-456-789 John Doe:
 - i. Duly completed **Verification Form**;
 - ii. **Taxpayer Registration Number (TRN)** for both parent and child;
 - iii. Copy of the **Child's Birth/Adoption Certificate**, certified by the HR Department, reflecting the name of the parent making the application;
 - iv. Applicant's **Job Letter** (salary particulars not required) addressed to:

Ministry of Finance and the Public Service
Strategic Human Resource Management Division
Strategic Workforce Planning & Improvement Branch
30 National Heroes Circle
Kingston 4
 - v. **Official 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;
 - vi. **Progress Report/Transcript for returning students (minimum 3.0 GPA)**;
 - vii. **Proof of Tuition Cost** from the Institution for the programme of study. A print-out from the Institution's website – specific to the programme – is acceptable;
5. The Online Application Form **opens Monday, July 15, 2024 and closes Friday, August 30, 2024 at 5:00 p.m.** **NB: Incomplete applications will not be processed.**
6. Applicants should note that the award of the Grant is subject to the availability of funds during the 2024/25 Financial Year. Consequently, all eligible applicants may not be awarded.
7. Payment will be made directly to the relevant Institution. Where the Institution has indicated that payment of tuition has already been covered, the award will be withdrawn.

The Strategic Workforce Planning & Improvement Branch (formerly Scholarship & Assistance Unit) may be contacted for further information or clarification at (876) 932-5010 / 5026 / 5023 / 5009, or via email at mou.grants@gmail.com.



Darlene Morrison CD
Financial Secretary