



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. 20
REF NO.: 1603^{III}

June 30, 2023.

*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), 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 2023/2024.*
- b. *Covers tuition cost **only** up to **One Hundred & Fifty Thousand Dollars (\$150,000)** 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 – which can be accessed on the Ministry's website www.mof.gov.jm/scholarships*

2. The Grant is applicable to Public Sector Workers who are:

- a. *Permanently appointed or temporary with at least two (2) years' continuous service*
- b. *Contract Workers 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 has 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 **local, full-time accredited programmes** (Associate /Bachelors) at a tertiary Institution registered by the University Council of Jamaica (UCJ). 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/grant processed through the Government of Jamaica/Ministry of Finance and the Public Service (MoFPS) for Academic Year 2022/2023*
- 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 (HRD) or equivalent complete the Verification Form and check the required attachments.*

- 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)** for **both** parent and child
 - c. Copy of the **Child's Birth/Adoption Certificate**, certified by the HR Department, reflecting the name of the parent making the application
 - d. 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 and Improvement Branch
30 National Heroes Circle
Kingston 4
 - e. **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
 - f. **Progress Report/Transcript for returning students (minimum 3.0 GPA)**
 - g. **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
6. The Online Application Form **opens Monday July 10, 2023 and closes Thursday August 31, 2023 at 4:59pm. Incomplete applications will NOT be processed.**
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. Where the Institution has indicated that payment of tuition has already been covered, the award will be withdrawn.**

The Strategic Workforce Planning and Improvement Branch of this Ministry may be contacted for further information at (876) 932-5010/5026/5023/5080 or via email at mou.grants@gmail.com.



Darlene Morrison
Financial Secretary