

**MINISTRY OF FINANCE AND PLANNING
EMPLOYEE RELATIONS AND BENEFITS UNIT
PUBLIC SERVICE ESTABLISHMENT DIVISION
(Tertiary Assistance Programme)**

30 National Heroes Circle, 1st Floor West, 'G' Block, Kingston 4, Jamaica
Tel: (876) 922 8600 – 16, exts, 5007, 5012, 5025, & 5048 ▪ Fax: (876) 932-5013 ▪ Website: <http://www.mof.gov.jm>

MOU Tertiary Assistance Loan Programme: APPLICATION GUIDELINES

1. Applicants should be employed in the Public Service for **a minimum of two (2) continuous years** to be eligible for loans to assist in meeting **TUITION COSTS PER ACADEMIC YEAR ONLY**.
2. All applications, with the required attachments (*see 'Supporting Documents' at 5 below*) should be routed through the **Human Resource Management/Personnel Departments** of the respective Ministry/Department/Agency/Institution, and the following confirmed in writing:
 - a. **Substantive Post Information** (Appointment Date; Post Title; Post Grade, where applicable)
 - b. **Information on any current Acting Appointments** (Title; Grade, where applicable)
 - c. **Employment Date to the Public Service AND/OR to the Ministry/Department /Agency/Institution**
 - d. **Annual Salary Particulars** (i.e., salary per annum)
 - e. **INDEBTEDNESS TO THE GOVERNMENT OF JAMAICA as at last pay day, particularly any outstanding balance on previous tertiary loans**

3. COMPLETING THE STANDARD APPLICATION FORM

Every section should be properly completed, with particular attention being given to:

- a. Both **Employment and Appointment Dates**, clearly indicating which date relates to which event.
- b. **BASIC SALARY** received expressed as annual earnings (i.e., **earnings per annum**)
- c. **Monthly Loan Payments AND Total Outstanding Loan Balances** as at Last Pay Day representing **indebtedness to the Government of Jamaica ONLY**, particularly for previous tertiary loans. Where loan payments are made *fortnightly*, the amounts should still be quoted as monthly figures.
- d. **Applicants who have received previous tertiary loan must request that their indebtedness status from the Accountant General's Department, be forwarded to the Loans Unit.**
- e. **COST OF COURSE in Jamaican Dollars.**
 - i. If the cost is quoted in foreign currency, both the foreign currency **and** the Jamaican Dollar equivalent should be entered in the space provided.
 - ii. Where rates are quoted per course, and several courses are being pursued, the applicant should enter the **TOTAL TUITION COSTS Per Academic Year. [i.e., total costs to read for elected courses within one (1) academic year/twelve (12) months of study ONLY].**
- f. **LOAN AMOUNT in Jamaican Dollars.** This amount should not exceed annual tuition costs/ tuition costs for one (1) year [i.e., twelve (12) months of study].

Supplementary Information may be noted just below the 'HOME ADDRESS' Section:

- i. **Student Identification Number**, if not already stated in the letter from the tertiary institution
 - ii. **Contact Number(s)**, in the event that additional information is required prior to loan approval
4. All applications should be **duly recommended AND signed** by the **Permanent Secretary or the Head of Department/Agency/Institution**, with the applicable job title clearly stated. **Recommendations must be clearly stated** in the space provided by the Permanent Secretary or the Head of Department/ Agency/Institution.

It should be noted that the term, '**Head of Department/Agency/Institution**', refers to the **Accountable Officer for the Entire Organization** (Department/ Agency/Institution), **AND NOT** the immediate supervisor or divisional head within the organization (e.g., **CEO; Director General; Commissioner; Principal; Chairman; etc.**)

5. **SUPPORTING DOCUMENTS** should be securely attached/stapled to the completed Form, and include:
- a. **Acceptance Letter (New Students ONLY) OR Progress Reports (Returning Students ONLY)**
 - b. **Invoice showing total cost of the course and/or tuition fees**, if not included in acceptance letter.
 - c. **Certified (by the Accounts Department) copies of the applicants' pay advice to reflect the last two (2) consecutive months' pay:**
 - i. **Last two (2) consecutive pay slips for monthly paid employees OR**
 - ii. **Last four (4) to six (6) pay slips for fortnightly paid employees.**
 - iii. **If pay slips cannot be found for a particular month or fortnight, applicants should obtain certified statement/copies from their Accounts/Salaries Departments.**
 - iv. **Certified Valid Identification (Driver's Licence, Passport or Voter's ID)**
 - v. **Certified Tax Registration Number (TRN) Card**
 - vi. **Copy of a utility bill (JPS, Cable, Water, or Telephone)**

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Applicants are invited to contact our Office (e.g., approval, general information, etc.) from 9:00am to 3:30pm Mondays through Thursdays and 9:00am to 2:30pm Fridays at the above quoted contacts.

Application Checklist For YOUR Convenience

COMPLETE APPLICATION include:

- Standard Application Form, recommended and endorsed by the Permanent Secretary or the Head of Department/ Agency/Institution
- Attachments**
 - o **Acceptance Letter** from Tertiary Institution (**NEW STUDENTS ONLY**) **OR**
Progress Report/Grade Slips from Tertiary Institution (**RETURNING STUDENTS ONLY**)
 - o Details of Tuition Cost from Tertiary Institution (if not already stated in the Acceptance Letter)
 - o **CERTIFIED COPIES** (by the Accounts Department) of pay slips for last two (2) months
 - **Last two (2)** pay slips for *monthly paid* persons
 - **Last four (4) to eight (8)** pay slips for *fortnightly paid* persons, *whichever reflects emoluments received over the last two (2) months.*
- Statement of Outstanding Loan Balances from the Accountant General's Department (PREVIOUS BENEFICIARIES ONLY)**
- Cover Letter prepared by Human Resource Management Department Or Personnel Department
- Certified Tax Registration Number (TRN) Card
- Certified Valid Identification (Driver's Licence, Passport or Voter's ID)
- Copy of a utility bill (JPS, Cable, Water, or Telephone)

DEADLINES FOR SUBMISSION OF APPLICATIONS

COURSE/PROGRAMME COMMENCES IN:

SUBMIT APPLICATION BY:

- | | |
|-----------------------------------|---------------------|
| 1. JANUARY _____ | SEPTEMBER 30 |
| 2. APRIL/MAY _____ | DECEMBER 31 |
| 3. SEPTEMBER/OCTOBER _____ | MAY 31 |

NB. TERTIARY LOANS SHOULD BE TAKEN UP WITHIN THREE (3) MONTHS OF APPROVAL OR SAME WILL BE RESCINDED, NO EXTENSION WILL BE GRANTED.

GOVERNMENT OF JAMAICA
TERTIARY EDUCATION APPLICATION FORM

Name _____ Tel# _____

Home Address _____

Email Address _____

School ID#: _____ TRN: _____

Ministry/Department/Agency _____

Office Location (Address) _____

Job Title/Post _____ Grade _____

Date of Employment _____ Date of First Permanent Appointment _____

Present Salary _____ per annum
(Basic)

Are you re-paying any of the following?

			<u>Monthly Re-payment</u>	<u>Outstanding Balance</u>
Tertiary Loan	No__ Yes__		\$ _____	\$ _____
Motor Vehicle Loan	No__ Yes__		\$ _____	\$ _____
Motor Vehicle Insurance Loan	No__ Yes__		\$ _____	\$ _____
Miscellaneous Loan	No__ Yes__		\$ _____	\$ _____
Salary Advance	No__ Yes__		\$ _____	\$ _____
Computer Loan	No__ Yes__		\$ _____	\$ _____
Education Support	No__ Yes__		\$ _____	\$ _____
Any Other	No__ Yes__	Type _____	_____	_____

Amount of Loan Required _____

Name of Institution Attending _____

Course Pursuing _____

Length of Course _____

Cost of Course _____

Signature of Applicant _____ Date _____

Recommendation by Head of Department:

Name _____ Post _____

Signature _____ Date _____

OFFICIAL USE ONLY

TO BE SUBMITTED THROUGH MINISTRY/DEPARTMENT WITH A RECOMMENDATION