



# Jamaica Civil Service Association

## TERTIARY EDUCATION GRANT APPLICATION FORM

10 CALEDONIA AVENUE, KINGSTON 5

JCSA membership number \_\_\_\_\_ TEL. NO. (876) 968-7087 TRN: \_\_\_\_\_

Website: [www.jacisera.org](http://www.jacisera.org)

E-mail: [jcsasecretariat@jacisera.org](mailto:jcsasecretariat@jacisera.org) Application # \_\_\_\_\_

JCSA membership number (TRN) \_\_\_\_\_

- Name (**BLOCK CAPITALS**) \_\_\_\_\_
- Ministry/Department \_\_\_\_\_
- Work Address \_\_\_\_\_
- Home Address \_\_\_\_\_
- E-mail Address \_\_\_\_\_
- Telephone No \_\_\_\_\_
- Job Title \_\_\_\_\_ Grade \_\_\_\_\_
- Period of Employment (in service) \_\_\_\_\_
- Area of Study \_\_\_\_\_
- Name of (prospective) institution \_\_\_\_\_
- Address of institution (campus) \_\_\_\_\_
- Part-time or full-time study \_\_\_\_\_
- Duration of study \_\_\_\_\_
- Period of Study/ Course: From \_\_\_\_\_ To \_\_\_\_\_
- Current year in course \_\_\_\_\_  
(1<sup>st</sup> 2<sup>nd</sup> or 3<sup>rd</sup> year)
- Your Student ID # \_\_\_\_\_
- Tuition cost JA\$ per year \_\_\_\_\_
- Has study leave been applied for? \_\_\_\_\_
- Has study leave been approved? \_\_\_\_\_
- Reason for requesting assistance \_\_\_\_\_

.....  
Signature of Applicant

...../...../.....  
YYYY-MM-DD

**A copy of the acceptance letter or progress report must accompany this application.**

Revised Policy: TUET Committee May 2020

**(See Policy overleaf and READ CAREFULLY)**

### Receipt of Application and Submitted Documents

Received from Mr./Mrs./Miss..... Application #.....

Documents Outstanding:

Salary Slip (June/July 2023)  Job Letter  Progress Report  Acceptance letter  Statement of fee structure

.....  
Authorized Signature

Date.....  
YYYY-MM-DD

## FINANCIAL ASSISTANCE FOR TERTIARY STUDIES

### POLICY

1. The intake period shall be **June 1, 2023 – July 3, 2023**. All forms should be delivered to the Secretariat no later than **July 3, 2023**. **(Late applications will not be accepted)**.
2. The letter of acceptance or progress report bearing your name (**Original with appropriate signature and stamp affixed**), **ORIGINAL statement of fee structure** for the academic year, **SALARY SLIPS** and a **JOB LETTER** must accompany the application.
3. **All supporting documents should be sent to the JCSA Secretariat by July 31, 2023.**
4. Only Members who are in good financial standing will be considered. (I.e., dues payments are up to date and correct).
5. Although it does not guarantee automatic assistance, involvement in the Association's activities is an important consideration.
6. Conditional consideration **may be given** to members pursuing CXC/CSEC subjects for the purpose of permanent appointment.
7. The assistance can only be utilized for tuition fees and is subject to the availability of funds and will be paid directly to the respective institution.
8. The relevance of the course to the Public Sector, credibility of the institution and the accreditation of the program by the University Council of Jamaica (UCJ) will factor significantly in the granting of assistance.
9. Members are encouraged to pursue studies locally, however assistance to persons who are desirous of pursuing courses overseas will only be considered if the institution overseas has a local affiliate and the course of study is not available locally.
10. A recipient is not guaranteed assistance for the duration of the course, particularly if the course runs beyond a 1-year period.
11. Members will be eligible for assistance once every five (5) years.
12. Whereas JCSA will not be monitoring every grade obtained, it reserves the right to access information on each recipient's performance. Progress reports must be submitted to the JCSA's Secretariat at the end of each semester.
13. The Association reserves the right to request under confidential cover a report on each beneficiary's performance.
14. Members who benefit from this programme may be required to impart their newly acquired skills in their respective agencies.
15. Successful applicants will be notified by telephone/ e-mail by **August 31, 2023**.

**The Jamaica Civil Service Association reserves the right to reject any incomplete application or applications that are not accompanied by the required supporting documents.**

For official use only

Documents Outstanding:

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 Statement of fee structure