



# Jamaica Civil Service Association



10 Caledonia Avenue • Kingston 5  
876-968-7087 • [www.jacisera.org](http://www.jacisera.org)

## SAMUEL E. STEWART Memorial Educational Scholarship Application Form

### PURPOSE

The purpose of the Samuel E. Stewart Memorial Educational Scholarship is to honor the memory of Samuel E. Stewart and provide financial assistance in the education of members of the Jamaica Civil Service Association (JCSA) or their dependents who have demonstrated a commitment to excellence.

### AWARD

Scholarship award is available up to JA\$200,000 annually. Award is for one year only and scholarship recipient cannot reapply. Scholarship award will be paid directly to the recipient's accredited University or College for tuition during the first week of each semester after registration in accordance with the scholarship's guidelines.

### ELIGIBILITY

- Applicants must be an active member of the JCSA or their dependent.
- Applicants' area of study must be in the field of management, accounting, economics, or finance.
- A minimum of five CXC subjects passed OR enrolled as a college student at the undergraduate or graduate levels with a minimum cumulative grade point average (GPA) of 3.5 at the time of application.
- Applicants must be Jamaican citizens.
- Applicants must be currently employed in the public sector or dependent on such employee.
- Be willing to sign an irrevocable salary deduction form authorizing the JCSA to retrieve in full the tuition if the applicant does not complete registered course(s) for any reason except a medical emergency.
- Applicants must be willing to participate in a personal interview to facilitate the final scholarship selection.

### APPLICATION REQUIREMENT

To be considered for the Samuel E. Stewart Memorial Educational Scholarship, all applicants MUST complete an application and return their application to JCSA via email or mail by **APPLICATION DEADLINE DATE August 16, 2024**. The application must include:

- Completed application form. *Only completed application forms will be considered. **NO EXCEPTIONS***
- Two (2) letters of recommendation from department head(s) and/or teacher(s) who is not an immediate relative.
- Letter of enrollment or acceptance from an accredited college or university.
- An official transcript for the last year of school attended.
- Typed essay, submitted electronically (300 words maximum) describing "How the scholarship will enable you to fulfill your career aspirations and benefit JCSA".

***All items must be submitted before the application will be considered.***

### SELECTION CRITERIA

Selection will be based on applicant essay, letters of recommendation, academic standing (GPA) and financial need. Three applicants will be selected for a personal interview for final selection.

### APPLICATION PROCESS

The application form is a fillable pdf file. Fill out the application form completely electronically. Print out the completed application, sign and either scan it as a pdf or mail in the printed application. ***All applications must be signed.*** You must use the section included in this application form for the typed essay.

Completed application forms should be sent as a pdf file to [SESMEJACISERA@CWJAMAICA.COM](mailto:SESMEJACISERA@CWJAMAICA.COM). Please include the applicant's last name as part of the file. Printed applications may be mailed to Samuel E. Stewart Memorial Educational Scholarship, Jamaica Civil Service Association, 10 Caledonia Avenue, Kingston 5.

**ALL APPLICATION SUPPORTING DOCUMENTS MUST BE RECEIVED BY APPLICATION DEADLINE August 16, 2024**



# Jamaica Civil Service Association

## SAMUEL E. STEWART MEMORIAL EDUCATIONAL SCHOLARSHIP

### 2024 Application Form

1	Surname: _____	First Name: _____	
2	Home Address: _____		
	Mailing Address (If different from above): _____		
3	Date of Birth (dd/mm/yyyy): _____	4	Nationality: _____
5	JCSA Membership Number: _____	6	TRN: _____
7	Telephone Number: (H) _____ (C): _____ (W): _____ Email Address: _____		
8	Name of Ministry: _____ Department: _____		
9	Current Job Title: _____	10	Years in Service: _____
11	Work Address: _____		
12	Educational Background:		
	Name of Institution	Years Attended	Certification Received
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
13	What Year Will You Enter School? First Year: ___ Second Year: ___ Third Year: ___ Graduate: ___		
14	Area of Study: _____	15	Tuition Cost: JA\$ _____
16	Explain Your Financial Need for Samuel E. Stewart Memorial Educational Scholarship: _____		
17	Explain Any Participation in The Jamaica Civil Service Association: _____		
18	Explain (<300 words) "How This Scholarship Will Enable You to Fulfill your career aspirations and benefit the Jamaica Civil Service Association": _____		

### STATEMENT OF ACCURACY

I hereby affirm that all the above stated information provided by me to the Samuel E. Stewart Memorial Educational Scholarship Committee is true, correct and without forgery. I also consent that my name or picture may be taken and used for any purpose deemed necessary to promote this Scholarship.

I hereby understand that if chosen as a scholarship winner, according to Samuel E. Stewart Memorial Educational scholarship policy, I must provide evidence of enrollment/registration at the post-secondary institution of my choice before scholarship funds can be awarded.

Signature of scholarship applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**The deadline for this application to be received by JCSA is Friday, August 16, 2024, 5:00 p.m. No exceptions!**