

**Glen Bromfield/  
Jamaica Civil Service Association  
Trust Fund**

**APPLICATION FORM**

*(The rules and eligibility are printed at the back. Please read carefully before completing this form.)*

Child's name: .....  
Surname Christian Middle  
Date of birth: ..... Age..... Sex: M F  
Day Month Year  
Current school attending: .....  
Principal's name: .....  
Parents/legal guardian's name: a) Mother..... b) Father .....  
c) Legal guardian.....  
Home address: .....  
JCSA membership #: .....  
Telephone: Home: ..... Mobile: .....  
Parents/legal guardian's occupation and place of employment: .....  
Previous school(s) attended by child: .....  
Years attended: ..... From: ..... To: .....  
Indicate if you are a beneficiary of any other scholarships/grants Yes No  
If yes, please state benefactor: .....  
State extra-curricular activities: .....

I ..... hereby apply on behalf of ..... All the information provided is true. I understand that if any of the information provided is found to be false or intentionally misleading, the Glen Bromfield/Jamaica Civil Service Association Trust Fund Committee of Management reserves the right to retract/withdraw the decision to award the grant to the nominated student.

I also give consent for images of my son/daughter to be used in any public relations event approved by the Committee to promote the Trust Fund

Signature of parent: ..... Date: .....

*(The Committee reserves the right to withdraw the scholarship at any time based on the availability of funds or if the behaviour or performance of the child regresses or if it is satisfied that the need of the child no longer exists.)*

**FOR OFFICIAL USE ONLY**

**Status of application**

Approved  Not approved

Chairman's signature ..... Date .....

**Receipt of application and submitted documents**

Proof of JCSA membership  Applicant's birth certificate  Proof of relationship between JCSA'S member and applicant  Letter from educational institution confirming enrollment  Character references  Completed application form  Certified copies of school report  Certificate of fitness  Essay  Need factor report  Commitment letter

**Documents Outstanding:**

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## **CRITERIA FOR SELECTION**

### **RULES**

1. The Committee shall select and decide the number of awardees and the value and tenure of the scholarship
2. The scholarship will be for no more than five (5) years
3. The child must have good conduct and demonstrate good discipline as well as maintain at least an eighty percent (80% grade average). (Proof of good conduct and discipline should be provided by the guidance counsellor).
4. Parent(s)/legal guardians are required to provide annual reports from the educational institution to indicate that scholarship awardees are maintaining a minimum grade average of at least eighty percent (80%) and good behaviour.
5. Failure to maintain at least an eighty percent (80%) grade average and good behaviour will result in the suspension of the scholarship for the next academic year. (The Committee reserves the right to reinstate the scholarship if academic performance and behaviour improve.)
6. Awardees are required to make full disclosure of any financial assistance other than that received from the Trust Fund. Non-disclosure by the awardees will result in termination of any award made under the Trust Fund.
7. The award is limited to one child per family every four (4) years.
8. The purpose of the Trust Fund is to assist with the provision of tuition and the purchase of uniforms, educational supplies or equipment. Cheques will be made payable to institutions and suppliers.
9. Parent(s)/legal guardians of awardees must consent to the use of images of the awardees in any public relations event approved by the committee to promote the Trust Fund
10. The school must give a commitment to inform the Committee of Management, within fourteen (14) days, in the event the student withdraws from the institution.

### **ELIGIBILITY**

1. The child's parent(s)/legal guardians must be member(s) of the Jamaica Civil Service Association
2. The child must be in need of financial assistance.
3. The child must be a full time student at a secondary school approved by the Ministry of Education
4. The awardees must maintain an average of at least eighty percent (80%) in their annual examinations
5. Parent(s)/legal Guardian(s) must authorize institution to forward the original school report to the Committee of Management at the end of the high school year
6. The child must display good conduct and demonstrate good discipline (proof of good conduct and discipline should be provided by the Guidance Counsellor)

### **DOCUMENTS TO BE SUBMITTED**

1. Proof of parent(s)/Legal Guardian(s) membership in the Jamaica Civil Service Association
2. Birth certificate of applicant
3. Proof of relationship between applicant and Jamaica Civil Service Association's member (i.e. birth certificate, affiliation order, court order).
4. Letter from the educational institution in which the child is enrolled confirming that the child is a full time student and the number of years left at the institution
5. Two character references: one (1) from school, one (1) from community (pastor or justice of the peace)
6. Completed application form
7. Certified copies of academic report from previous school year
8. Medical certificate of fitness from a registered medical practitioner chosen by the Committee
9. An essay of no more than 600 to 700 words as well as an oral presentation from child stating why he/she should be granted the award
10. Need factor report from Guidance Counselor to substantiate request for financial assistance.
11. A commitment letter from the school agreeing to inform the Committee of Management, within fourteen (14) days, in the event the awardee withdraws from the institution.