



**JAMAICA CIVIL SERVICE ASSOCIATION  
TERTIARY EDUCATION GRANT**

**2017**

**APPLICATION FORM**

**10 CALEDONIA AVENUE, KINGSTON 5**

**TEL. NO. 968-7087; Fax 926-2042**

**Website: www.jacisera.com**

**E-mail: jacisera@cwjamaica.com**

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 position 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 leave been applied for? \_\_\_\_\_
- Has leave been approved? \_\_\_\_\_
- Reason for requesting assistance \_\_\_\_\_

.....  
Signature

.....  
YYYY-MM-DD

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

Revised Policy: HRD Committee May 2017

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

**Receipt of Application and Submitted Documents**

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

**Documents Outstanding:**

- Salary Slip (May/June 2017)
- Job Letter
- Progress Report
- Acceptance letter
- Statement of fee structure

.....

**Date.....**

## FINANCIAL ASSISTANCE FOR TERTIARY STUDIES

### POLICY

1. The intake period shall be **June 1, – July 7, 2017**. All forms should be delivered to the Secretariat no later than **July 7, 2017**. (**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 and a **JOB LETTER** must accompany the application.
3. **All supporting documents should be sent to the JCSA Secretariat by July 31, 2017.**
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. Consideration **may be given** to members pursuing CXC/CSEC subjects to assist more members due to the introduction of the Tertiary Loans.
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 on other members in their respective agencies.
15. Successful applicants will be notified **by telephone/ e-mail by September 5, 2017.**

**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:**

- Salary Slip (May/June 2017)    Job Letter    Progress Report    Acceptance letter  
 Statement of fee structure