

**Circular No 20**

Ref. No.11038

Ministry of Finance and the Public Service  
Public Service Establishment Division  
30 National Heroes Circle  
Kingston 4

July 21, 2008

**TO: PERMANENT SECRETARIES  
HEADS OF DEPARTMENTS**

**Refund of Tuition Costs**

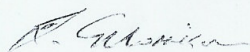
Consequent on an agreement reached with the Jamaica Civil Service Association, Permanent Secretaries and Heads of Departments are advised that officers who have successfully completed studies at their own expense are eligible to be reimbursed a portion of the tuition fees. The guidelines for the refund policy are set out on Appendix A of this circular.

Persons employed in Central Government who qualify under the prescribed guidelines are required to apply on the attached application form (Appendix B) through the Human Resource Management Unit of their respective Ministries/Departments, to the Public Service Establishment Division of the Ministry of Finance and the Public Service at the above address.

Other Public Sector Agencies that propose to implement this provision should do so in accordance with the attached guidelines as required at Appendix A and Appendix B. Such Agencies should make their own arrangement for payment and administration of this facility.

This facility will be delegated to Ministries/Departments with effect from April 1, 2009 and will be for officers who successfully complete studies on or after April 1, 2009 in accordance with the terms and conditions set out at Appendix A. Please therefore ensure that provision is included in your 2009/2010 budgets.

In any case of doubt or difficulty please contact the Special Benefits Unit, Public Service Establishment Division of this Ministry for advice.



Darlene Morrison (Miss)  
Financial Secretary (Acting)

**GUIDELINES FOR THE REIMBURSEMENT OF TUITION COSTS TO OFFICERS WHO HAVE COMPLETED TRAINING ON THEIR OWN**

1. Refund to an officer will be related to 60% of tuition costs only, subject to a ceiling of \$500,000. The effective date of implementation is September 2001, that is, officers who have completed courses of study since September 2001 will be eligible for the refund in accordance with the specified terms and conditions hereunder.
2. Refund eligibility should be based on the following criteria
  - a. permanently appointed officers should have served two(2) consecutive years (which could include temporary service) and have served their probationary period,
  - b. temporary officers should have served at least five (5) years continuous service,
  - c. refund will only be in respect of the period that the officer is employed in the service as indicated at (a) and (b).
3. The Officer will be subject to the terms of the government bonding policy.
4. Courses must be relevant to the Service. Relevance to be determined by the Office of the Services Commission/competent authority.
5. The programme must have been pursued at an accredited institution.
6. Each person can benefit once from the programme at each level (eg. B.A./B.Sc., Masters and PHD, Diploma, Certificate).
7. Courses for less than three (3) months duration will not be considered.
8. Courses must be completed within the prescribed time scheduled for its completion. Where more than the prescribed time is required, each case will be considered on its own merit. (Applicants may be contacted for further information).
9. Persons who have already benefited from the following will not be eligible for a refund of tuition fee:
  - a. Full Scholarship;
  - b. Grant of 60% or more of total cost from/through any government institution;
  - c. Study leave; or
  - d. Day Release of more than 1 day per week.
10. Persons who take leave without pay for study purposes will be eligible.
11. Persons who received grants/scholarship of less than 60% of their tuition costs will be eligible to apply for refund. Calculation will be based on the balance outstanding after the amount for the grant has been deducted from the amount of the tuition fee.)
12. Refund will be made on successful completion of course and upon presentation of transcript and evidence/proof of payment.

**MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
APPLICATION FOR REFUND OF TUITION FEE**

**Section A: Personal Data**

Surname ..... First Name ..... Middle Name .....

Address ..... Telephone Nos. (Office) .....

..... (Cell).....

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**Section B: Course of Study**

Name of Tertiary Institution Attended.....

Programme Pursued.....

\*Period of Study.....200.....to.....

Total Cost of Tuition .....(\$.....)

(Amount in words)

Signature of Officer ..... Date .....

**Section C: Employment History  
(To be verified by Human Resources Manager)**

Ministry/Department .....

Address .....

Date of Employment .....

Date of First Permanent Appointment .....

Indicate below whether the officer accessed any of the following:

Study Leave    Day Release    Scholarship    Govt. Grant    Other    None

Employment Status    Permanent (Copy of first appointment letter required)    Temporary

Position/Grade .....

\* Applicant may be required to provide additional information.

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Signature of HR Director  
Ministry/Department/Agency  
Official Stamp

**For Official Use Only**

**Monitoring Committee**

Receiving Officer.....

Date Received.....

Date of Committee Meeting.....

Decision.....

Amount Approved.....

Signature.....

**HR Department**

Certificate

Proof of payment of Tuition Cost

Certified Programme Schedule

Officer is permanently appointed and has 2 years service or temporarily employed with 5 years continuous service.