

Circular No 20

Ref. No.11038

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

September 21, 2009

**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.

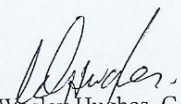
The implementation of this provision by other Public Sector Bodies should be done in accordance with the attached guidelines as required at Appendix A and Appendix B. Such Bodies should make their own arrangement for payment and administration of this facility.

This facility has been 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. Public Bodies including Ministries and Departments are expected to make provisions for these payments in their budgets.

Please note that studies completed up to and including March 31, 2009 must be submitted for payment by December 31, 2009. Submissions outside of this deadline will not be considered.

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

This circular supersedes circular No. 20 of similar reference dated July 21, 2008.


Wesley Hughes, C.D.
Financial Secretary

Appendix A

GUIDELINES FOR THE REIMBURSEMENT OF TUITION COSTS TO OFFICERS WHO HAVE COMPLETED TERTIARY 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 and is for actively serving officers only.

On successful completion of the course of study:
 - a. permanently appointed officers should have served a minimum of two (2) consecutive years (which could include temporary service) and have served their probationary period,
 - b. temporary officers should have served at least a minimum of five (5) years continuous service,
 - c. refund as indicated at (a) and (b) will only be in respect of the period that the officer is employed in the service and not the commencement of his/her studies.
3. The Officer will be subject to the terms of the government's Bonding Policy and/or any other legally binding document.
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 tertiary level i.e. undergraduate, graduate and postgraduate.
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 governmental organization
 - 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. The amount to be refunded will be the balance outstanding after the grant/scholarship 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.
13. Officers who complete overseas online courses where the programme is available locally will not be eligible to apply for the refund.

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).....

..... Tax Registration No.....

Section B: Course of Study

Name of Tertiary Institution Attended.....

Programme Pursued.....

*Period of Study..... 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.

.....
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.

Copy of TRN Card/Driver's Licence