

KNOW YOUR RESPONSIBILITY AS A GUARANTOR

ENCOURAGE AWARDEE TO SERVE THE COUNTRY

- 1** **ALL AWARDEE(S) must provide:**
- (i) TRN
 - (ii) Any two (2) of the following forms of identification:
 - Driver's Licence
 - Work ID
 - Passport
 - Voter's ID
 - One (1) recent passport size photo signed by a Justice of the Peace (JP) (If only have one (1) ID)
 - (iii) Award Letter
 - (iv) Certified copy of Certification Awarded (in the case of Tuition Refund)
 - (v) Study Leave Approval Letter and Leave and Salary Particulars (in the case of Study Leave)

- 2** **GUARANTOR(S) MUST Provide:**
- 1. TRN
 - 2. Any two (2) of the following forms of identification:
 - Driver's Licence
 - Work ID
 - Passport
 - Voter's ID
 - One (1) recent passport size photo signed by a Justice of the Peace (JP) (If only have one (1) ID)
 - The following Information on the awardee:
 - Full name
 - Year he/she signed the bond
 - Course of study
 - Venue of course
 - Government Ministry/Organization he/she works with
 - **AGE: Eighteen (18) to Sixty-Five (65) yrs. old**
 - **Be employed/self-employed and residing in Jamaica**
 - **Be financially able to co-make Loan Agreements**

SELF-EMPLOYED PERSONS must submit items (i) & (ii) below:

- (i) Certified Original Bank / Credit Union Statement (\$100,000 or more) stamped and signed by the institution.
- (ii) Any one (1) of the following:
 - Certified copy of Motor Vehicle Title (must be under ten (10) yrs old)
 - Certified copy of Land Title
 - Certified copy of Life Insurance Policy (copy cover and 1st page of policy with the Insured information only)

EMPLOYED PERSONS must submit items (i) & (ii) below:

- (i) Original Job Letter from their employer including salary, allowances, position and duration of employment must be no older than (6) months and addressed to this Ministry
- (ii) Any one (1) of the following assets:
 - Certified Original Bank / Credit Union Statement (\$100,000 or more) stamped and signed by the institution.
 - A certified copy of their Motor Vehicle Title (vehicle must be under ten (10) years old)
 - A certified copy of their Land Title
 - A certified copy of their Life Insurance Policy (copy cover and 1st page of policy with the Insured information only)

Supporting documents and IDs may be photocopied by the awardee(s)/guarantor(s) before attending the office to sign. Documents can be certified by a JP, Pastor, Attorney-at-Law or School Principal.

3 **GUARANTOR(S) CANNOT:**

- Sign for more than one (1) person at a time
- Be currently serving a Bond
- Be currently the recipient of an award
- Sign the Loan Agreement before the Awardee(s)

4 If the awardee forfeits (i.e. does not serve or fails to serve the full period required) the guarantor(s) is/are equally responsible to repay the loan in full or part with interest as applicable.

5 Failure to comply could result in legal action being taken.

6 Effective January 1, 2009, Guarantor(s) will be required for value of award as follows:

Amount	No of Guarantor(s)	Bond Yrs
Below \$300,000	No Guarantor(s)	No Bond
\$300,000 - \$499,999	One (1) guarantor	2 yrs.
\$500,000 - \$999,999	Two (2) guarantors	3 yrs.
\$1,000,000 - \$1,999,999	Three (3) guarantors	4 yrs.
\$2,000,000 and over	Three (3) guarantors	5 yrs.

The policy is applicable to Jamaicans who receive assistance or benefit (training, grants, scholarship, study leave valued \$300,000 or more), from/through Government, other Donor Agencies to pursue undergraduate, postgraduate/post-experience training whether local or overseas. These persons constituting Public Officers, employees of Public Bodies and Private persons are required to sign Loan Agreements which requires them to give service on completion of the award.

MINISTRY OF FINANCE AND THE PUBLIC SERVICE

SCHOLARSHIPS AND ASSISTANCE UNIT



SCHOLARSHIPS AND ASSISTANCE UNIT

'G' Block, 1st Floor
Ministry of Finance and the Public Service
30 National Heroes Circle, Kingston 4
Tel: 922-8600-15

Ext.: 5089; 5080; 5023; 5016; 5015; 5009; 5006; 5004; 5003;

Email: scholarships@mof.gov.jm

BONDING UNIT OFFICE HOURS:

9:00 a.m. - 3:00 p.m.
MONDAY - FRIDAY

BONDING AND COMPLIANCE

GET THE FACTS

Applicable to persons who receive a benefit training, grants, scholarship, study leave valued at \$300,000 or more.