Ministry of Education, Youth, Sports & Library Services

National Scholarship Policy
for the
Turks and Caicos Islands
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PREFACE

Ensuring that Turks and Caicos Islanders are adequately prepared to participate and compete in, and benefit from, a global society is too important a mandate to leave to chance. Within Turks and Caicos, the top priority for the Government must be the full employment of all Turks and Caicos Islanders at the highest level possible, and so it is crucial that students are given every opportunity to obtain the training and experience to enable them to fulfil their aspirations and contribute to the development of the country. Among young Turks and Caicos Islanders, there is an increasing awareness of, and a desire for, tertiary education.

A published scholarship policy that reflects the importance of, and demand for, tertiary education is, therefore, essential.

In formulating a new National Scholarship Policy, the Ministry of Education has reviewed previous policies, considered the implications of current practices, developed new precepts for efficiency, and garnered consensus for the way ahead.

The intent of this policy document is to provide information to the public on the procedure for applying for, and receiving, scholarships and grants, and to serve as a guide for facilitators of the process. For the policy to be fully effective, it is vital that the Scholarship Board and the Ministry of Education administer its provisions in a consistent manner.

It is very much hoped that this policy will serve as a framework from which reflective assessment and innovative thinking will emerge.

June, 2017
MISSION

At the tertiary education level, the mission of the Ministry of Education is to promote excellence through the development of a cadre of highly skilled and intelligent professionals, technicians and artisans to meet the present and future demands of a progressive economy, through effective and efficient means.

BACKGROUND AND PURPOSE

The economy of the Turks and Caicos Islands has experienced significant growth within the last two decades, and along with that a growing demand for indigenous workers. Tertiary education is central to the ability of Turks and Caicos Islanders to participate at the preferred upper and middle echelons of the labour market. Additionally, the interface of the Turks and Caicos Islands economy with industrialised countries compels new demands for a variety of skills among the national labour force.

Cognizant of the need to avoid marginalization of the national labour force, successive governments have continued to increase financial resources to provide opportunities for individuals who are both qualified and desirous of pursuing tertiary education. Notwithstanding, programmes for which scholarships are provided have been individually motivated; and, in many cases, have little relevance to the skill-sets that the economy truly requires.

More commendably, improved success rates at the primary and, by extension, the secondary school levels have meant that an increasing number of young adults are meeting the matriculation requirements of tertiary institutions and are successfully completing their courses of study in their chosen fields.
The challenge that the country now faces is that funding for scholarships has been steadily decreasing. It follows, therefore, that there must be tighter control over the award of scholarships, and not every applicant can be given assistance.

The purpose of this policy, therefore, is to provide a comprehensive framework for governing the award of scholarships and to articulate guiding principles to ensure prudent management and accountability of the scholarship scheme.

OBJECTIVES

The objectives of this scholarship policy are to:

- Ensure the ownership and effective participation of Turks and Caicos Islanders in the growth and development of the Turks and Caicos Islands economy
- Encourage, honour and reward merit, be it academic, technical or vocational
- Encourage the development of independent thinkers who are cognizant and responsive to their responsibilities in the social, economic and political fabric of the Turks and Caicos Islands society
- Increase the earning power of Turks and Caicos Islanders
- Assist with the alleviation of poverty.
POLICY

A. NOTIFICATION OF AVAILABLE SCHOLARSHIPS

At the commencement of each academic year, the Ministry of Education shall publish in the print and electronic media, the priority areas that will be given consideration. Applicants will be invited to apply for the available scholarships.

B. AWARD CATEGORIES

Scholarships shall be awarded in the following categories:

1. Full Scholarship

The scholarship shall cover all expenses (including tuition, accommodation, textbooks, airfare and subsistence) up to the maximum amount of $35,000.00 USD. Full scholarships will be awarded for studies at local and international institutions. Full scholarships may be awarded only to persons applying for scholarships:

- Identified in the priority areas to pursue a programme of study, which is designated by the educational institution as a full-time workload for the academic year.
- To an Institution on the ‘List of approved Institutions for Full Scholarships’
- Who have maintained a minimum GPA of 3.0 or equivalent.

Under this category, at least one scholarship will be dedicated to applicants wishing to pursue each of the following areas of Sports, Youth Development and Technical Vocational Education (including plumbing, electricity, and auto-mechanics)

2. Partial Scholarship

Partial scholarships cover tuition and text books payments only up to a set maximum per region (Caribbean & Canada - $17,500.00 USD; UK & US - $25,000.00 USD) and shall be made directly to the institution. Partial scholarships will be awarded for studies at local and international institutions. Partial Scholarships may be awarded only to persons applying for scholarships:

- Identified as important to the growth and development of the country.
- To an institution on the ‘List of Approved Institutions for Partial Scholarships’
3. National Scholars Programme

Under this programme, the Government will grant the following scholarships up to a maximum of $40,000.00 USD to Turks and Caicos Islands students only:

(a) National Awards: Each year, full scholarships will be given to the three best performing students at the national level. Selection will be based on students’ performance in external examinations (CXC and IGCSE). The scholarships would be granted for attendance at any accredited institution selected by the student for a programme of study of students’ choice leading to a Bachelor’s degree.

(b) Turks and Caicos Islands Community College: Each year, the Valedictorian from the Turks and Caicos Islands Community College will receive a full scholarship for a programme of study of his/her choice leading to a Bachelor’s degree. The scholarship would be granted for attendance at an accredited institution approved by the Ministry of Education. Additionally, a maximum of five scholarships will be awarded to students graduating from the TCICC with the highest Grade Point Average in each of the following fields:

- Business
- Hospitality and Tourism Studies
- Humanities
- Natural Science
- Teacher Education

4. Grants

Grants may be awarded to individuals who are pursuing a programme of study that is of benefit to the Turks and Caicos Islands. These shall be awarded on the basis of need and available funding. Grants will be awarded for studies at accredited local and international institutions at a maximum of $15,000.00 USD. A grant is a one-time award in that it expires at the end of the academic year for which it is awarded. A scholar may receive a maximum of two grants.

5. Distance Learning

Scholarships may be awarded to persons pursuing a programme of study in any field (priority or non-priority) via distance learning (online) up to a maximum of $15,000.00 to cover the expenses of Tuition and text books at any institution that meets the criteria as defined in Appendix VII (see page xv).
C. ELIGIBILITY
Scholarships and grants may be awarded to persons who satisfy the following criteria. To be eligible for any category of scholarship, the applicant must-

(1) Be a Turks and Caicos Islander, and reside in the Turks and Caicos Islands & completed their studies (or worked - for mature students) within the TCI for the past two (2) years.

(2) Have completed post-secondary education at the Turks and Caicos Islands Community College, British West Indies Collegiate, or any other 6th Form College in the Turks and Caicos Islands with a minimum grade of:
   - 3.0 GPA or equivalent for Full Scholarship
   - 2.5 – 2.9 GPA or equivalent for Partial Scholarship or Grant

(3) Have no fewer than 5 passes in external exams (CXC-CSEC, IGCSE, GCE, O-Level) at Grade III / C or above. For evaluation purposes, the following point system will be applied and students will be ranked on number of points:
   - 1 / A grade in a CSCE/CXC/GCE= 5 points are awarded per subject
   - 2 / B grade in a CSCE/CXC/GCE= 3 points are awarded per subject
   - 3 / C grade in a CSCE/CXC/GCE= 1 point is awarded per subject

(4) Produce evidence of acceptance in an accredited institution, approved by the Ministry of Education, to pursue a course identified in the priority areas.

(5) For international and local studies at the TCICC in a Bachelor’s Degree Programme:
   - In order to be eligible for a full scholarship, an applicant must maintain a minimum GPA of 3.0
   - Applicant who attended the TCICC with a GPA of 2.5 to 2.9 would be eligible for a grant or consideration for a partial scholarship
   - Applicant who received a grant or a partial scholarship and have subsequently improved their GPA to 3.0 or above, would become eligible for a full scholarship during the next academic year

(6) If a Turks and Caicos Islands Civil Servant, produce evidence of approval of the choice of study, as well as study leave (if necessary), from the Human Resource Management Directorate (HRMD), through his/her Head of Department

(7) Submit a completed application form and all supporting documents required for Assessment by the Scholarship Board.
Applications must be submitted on the standard application form. National Scholar Awardees must also submit a completed application package.

Scholarships shall **NOT** be awarded to applicants wishing to pursue an equivalent course of study that is being offered by the *Turks and Caicos Islands Community College, British West Indies Collegiate*, or any other 6th Form College in Turks & Caicos.

**D. ASSESSMENT & NOTIFICATION OF AWARDS**

(1) The Scholarship/Education Advisory Committee shall be responsible for assessment of applications against the criteria outlined in Section C above. This committee may seek any further information to substantiate claims made by the applicant.

(2) The Scholarship/Education Advisory Committee will not award scholarships that exceed the amount of funding for new awards.

(3) All applicants are responsible for gaining acceptance into institutions. Fee structures from the institution must accompany each application form.

(4) Full scholarships/grants will only be awarded to institutions approved by the Ministry of Education, and accredited by a professional educational body.

(5) Official indication of being granted an award (scholarships/grant) is the receipt of correspondence from the Permanent Secretary or Deputy Secretary in the Ministry of Education.

(6) Awardees must accept awards by way of signing their award letters.

(7) Awardees wishing to defer their scholarship must first submit a written request to the Ministry of Education stating the reason for requesting the deferral. Deferrals of awards will only be granted under exceptional circumstances for a maximum of one year. After that year if the award is not taken up then the student will automatically forfeit the scholarship award and must reapply for consideration of a scholarship award to the Education Advisory Committee.

**E. ADMINISTRATION OF AWARDS**

The Scholarship Secretariat, under the direction of the Deputy Secretary in the Ministry of Education, shall be responsible for the day-to-day operation of the Scholarship Programme and shall be accountable to the Permanent Secretary and Minister of Education for its prudent management.
1. BONDS

(a) Applicants who receive a full scholarship shall be required to sign a bond agreement with the Turks and Caicos Islands Government, prior to commencement of studies.

(b) Bond amounts will be calculated on the basis of the amounts expended on tuition, monthly subsistence, books, airfares and insurance, where applicable.

(c) The bonding period shall be commensurate with the years of study as follows:

<table>
<thead>
<tr>
<th>Duration of Course</th>
<th>Period of Bonded Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 4 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Over 5 years</td>
<td>5 years</td>
</tr>
</tbody>
</table>

2. COVERED EXPENSES

(a) Students must submit a fee structure that originates directly from the institution, and copy of this information must be attached to the application. The Secretariat Manager will initiate and maintain official contact with the institutions to verify fee structures and also liaise with the institutions to ascertain the accuracy of any information that the Ministry may deem necessary to ensure the transparency and efficiency of fund allocation.

(b) Where an institution is being operated on a semester basis, the institution and not the student will be required to submit invoices one month in advance in order to have tuition payments prepared and paid on time.

(c) The following expenses shall be met by the scholarship award up to the maximum limit ascribed by the Ministry of Education for each geographical location:

- One round trip economy ticket per academic year to the destination where the recipient will pursue full-time study. Tickets will not be deferred from one year another. Students must provide the Ministry of Education with their travel itinerary at least one month in advance of travel.

- Tuition fees paid directly to the institution

- Books up to the maximum amount determined for each level of study.

- On-campus accommodation/halls of residence or off-campus accommodation, should on-campus housing not be available. The Ministry will recover any amounts paid to students by Turks and Caicos Islands Government (TCIG) for rent security deposits when the students complete their studies or are terminated from the scholarship programme
- Subsistence: meals and other expenses related to daily living for the geographical location as determined by the Ministry of Education

- Medical Insurance, where applicable

- Return of remains to the Turks and Caicos Islands, should the student become deceased;

3. EXPENSES NOT COVERED
   (a) Expenses incurred due to acts of indiscipline, theft, damage to property, drug abuse and trafficking, assault and other infractions with the law.

   (b) Clothing.

   (c) Dental and optical expenses.

   (d) Medical expenses not covered by the medical insurance.

   (e) Purchase of personal computers.

   (f) Burial expenses.

   (g) Expenses for family members, should they reside with the recipient while on scholarship.

   (h) Expenses that are paid by another funding agency including refund on scholarship grants.

   (i) Losses resulting from Natural disaster or acts of God.

4. TRANSFERS
   Students wishing to transfer from one institution to another, or from one course of study to another, must first submit a written request to the Ministry of Education stating the reason for requesting the transfer. Transfers will only be granted under exceptional circumstances based on the following criteria with proof of reasoning:

   (a) Student must show proof of acceptance into new Institution or programme.

   (b) Transfers to other institutions or another programme of study at the same level will only be granted in exceptional circumstances (e.g. personal safety, unforeseen financial challenges)

   (c) The remaining scholarship amount and time must be suffice to attain degree on equivalent level
(d) Students who transfer without written approval from the Ministry of Education will have their scholarship funding discontinued.

(e) A scholarship is awarded for ONE LEVEL of study at a time, and is not transferable to another level. Persons wishing to continue studies at a higher level MUST apply to the Turks and Caicos Islands Government for a new scholarship.

5. GRADES
(a) Reports on students’ performances will be required per semester. In this regard, students will be required to sign a Release of Academic Record Form that authorizes the Ministry of Education to access grades directly from the institution. This is to be done prior to the activation of the award.

(b) The non-receipt of grades each semester (unless proof is given directly from the Institution on unavailability) may result in scholarship payments being withheld.

(c) Students who fail to maintain the cumulative minimum GPA of 2.5 will be given one warning letter and two probationary letters, after which, if grades have not improved the next semester, the scholarship will be withdrawn.

(d) Applicants who have received a Partial Scholarship or Grant, (having met all other criteria) and have subsequently improved their GPA to a 3.0 or above would become eligible for a full scholarship for the next academic year.

6. SUMMER COURSES
Students who wish to attend summer school must first obtain permission from the Ministry of Education. Approval for Summer courses will only be granted by the Ministry of Education in cases where these are a requirement of the programme of study, or will allow students to graduate ahead of schedule.

7. PENALTIES AND INCENTIVES
a. Students who receive subsistence funds but fail to attend the institution will be required to refund the Turks and Caicos Islands Government the full amount of subsistence disbursed. This will further result in their scholarship being withdrawn.

N.B. In exceptional circumstances, the Ministry of Education may grant approval for Leave of Absence, not exceeding one academic year.

b. No student will be funded to repeat a year at university because of failing grades.

c. No student is authorized to receive tuition reimbursement from an institution. Students who request and/or receive tuition reimbursements from the institution for classes which they have dropped shall have their scholarships discontinued immediately. Students who engage in such practices will be required to refund the Turks and Caicos
Islands Government in full immediately upon the Ministry becoming aware of the infraction.

d. Students found to be guilty of acts of dishonesty and criminal activity including, but not limited to, forging of documents, substance abuse, tampering with grades, or activities leading to court proceedings and/or imprisonment, will have their scholarships with immediate effect.

**F. COMPLETION AND OFFER OF EMPLOYMENT IN THE PUBLIC SERVICE**

a) At the beginning of the final year, all students are required to notify the Secretariat Manager, in writing, of the completion date and anticipated return to the country.

b) Immediately upon return to the country, students must write a letter to the Permanent Secretary, Ministry of Education, copied to the Permanent Secretary, Human Resource Management Directorate (HRMD), confirming completion of their programme and their availability for employment. Students are required to also register with the Labour Department.

c) Deferral of bonds will only be granted to accommodate a student obtaining a higher degree of studies or work experience (for which proof must be provided to the Ministry) for a period not exceeding two (2) years, after which the student must return to serve their bond.

d) The Scholarship Bond Agreement (Appendix III) further details the students’ obligations and the terms regarding the offer of employment.
APPENDICES

SUPPLEMENTARY DOCUMENTS
### APPENDIX I – Application Form

**Turks & Caicos Islands Government**  
Ministry of Education, Youth, Sports, Library Services  

**SCHOLARSHIP/GRA nt APPLICATION FORM**

**INSTRUCTIONS: PLEASE PRINT IN BLOCK LETTERS**

<table>
<thead>
<tr>
<th>Surname:</th>
<th>First Name:</th>
<th>Middle Initial:</th>
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<thead>
<tr>
<th>Date of Birth:</th>
<th>Sex: Male ☐ Female ☐ Place of Birth:</th>
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<td>D M Y</td>
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If government employee please state Ministry or Department:  
(N.B. Evidence of approval to undertake studies must be attached to application from Immediate Supervisor)

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<tr>
<th>Address:</th>
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<table>
<thead>
<tr>
<th>Telephone #: (Home)</th>
<th>(Mobile)</th>
<th>(Work)</th>
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<th>Email:</th>
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<table>
<thead>
<tr>
<th>Name of Next of Kin:</th>
<th>Relationship:</th>
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<table>
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<tr>
<th>Address of next of Kin (if different from above):</th>
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<table>
<thead>
<tr>
<th>Telephone #: (Home)</th>
<th>(Mobile)</th>
<th>(Work)</th>
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<tr>
<th>Email:</th>
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**Please List your Academic Qualifications:**

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<thead>
<tr>
<th>Examining Body</th>
<th>Year</th>
<th>Qualification Level</th>
<th>Subject</th>
<th>Grade</th>
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<thead>
<tr>
<th>What kind of financial assistance are you applying for? Full Scholarship ☐ Partial Funding ☐ Grant ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course intending to pursue: Level: Advance Level ☐ CAPE ☐ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ Other ☐</td>
</tr>
<tr>
<td>Duration of Course:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Turks and Caicos Community College applicants: Indicate which campus:** Providenciales ☐ Grand Turk ☐  
**Other Applicants** Institution applied to:  
Country: | First Choice ☐ Second Choice ☐ |

| Status of Application: Pending Acceptance ☐ Accepted ☐ Conditional Offer ☐ Unconditional offer ☐ |
| Estimated cost (including tuition, accommodation and books) $ | |

<table>
<thead>
<tr>
<th>Other Applicants** Institution applied to:</th>
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</table>

<table>
<thead>
<tr>
<th>Country:</th>
<th>First Choice ☐ Second Choice ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status of Application: Pending Acceptance ☐ Accepted ☐ Conditional Offer ☐ Unconditional offer ☐</td>
<td></td>
</tr>
<tr>
<td>Estimated cost (including tuition, accommodation and books) $</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Were you ever awarded a Government Scholarship? Yes ☐ No ☐ (circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you answered “yes” above, please complete the table below:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>Course</th>
<th>Qualifications</th>
</tr>
</thead>
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</tbody>
</table>

I certify that the information on this form is accurate. I accept that the provision of false information automatically disqualifies my application favourable consideration by the Scholarship Board.

<table>
<thead>
<tr>
<th>Signature</th>
<th>D M Y</th>
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</table>

**FOR OFFICIAL USE ONLY**

| Date received in Office: | |
| Date Submitted to the Board: | |
| Decision: Approved ☐ Not Approved ☐ Pending ☐ |

THE DEADLINE FOR THE SUBMISSION OF ALL APPLICATIONS IS NO LATER THAN 30th APRIL EACH YEAR. (Revised 2016)
APPENDIX II - Explanatory Notes

Turks & Caicos Islands Government
Ministry of Education
Scholarship Application Form

Explanatory Note to Application Form (2017):

i. Forms must be completed in full, using block capitals and ticking boxes where applicable. The Applicant should make and retain a copy of their application folder. The original folder should be forwarded to the Secretary of the Scholarship Board, Ministry of Education, Grand Turk or the Education Department, Providenciales.

ii. The following documents must accompany each application:

(a) Two (2) recent photographs certified by a notary public.

(b) Two (2) references – if employed, one must come from your current employer/supervisor; if unemployed, a community leader may submit a reference on your behalf. The other reference must come from the last institution attended. References are to be sent directly from referees in sealed envelopes.

(c) a transcript from the last school/institution you attended.

(d) If available at time of application, proof of acceptance/conditional offer into an institution prescribed by the Ministry of Education.

(e) Certified copy of document(s) showing Turks and Caicos Islander/belongership status (eg: National TCI Status Card).

(f) Certified copy of biodata page of passport.

(g) Certified copies of qualifications already obtained.

(h) A personal statement to be typewritten, 500-600 words double spaced, to include:

i. Reason for choice of study
ii. Personal record of achievement (honours, awards, etc)
iii. Mention of relevant work experience, if any
iv. Relevance of choice of study to national development
iii. Applicants whose interests are in the area of Education and Health must submit their applications through the Director of Education and Director of Medical Services, respectively.

iv. Civil servants must submit their applications through their Permanent Secretary and be endorsed by the Directorate of Human Resources.

v. All civil Servants MUST state on the application form or in their personal statement the Ministry/Department of employment.

vi. You may be required to attend an interview prior to confirmation of a scholarship award.

vii. International / Regional Applicants MUST submit along with their application to the Ministry of Education an INVOICE from their accepted institution of tuition fees, accommodation fees. If their information is not in receipt prior to award of scholarship it MUST be submitted immediately after in addition to Student ID # and bank wiring information.

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Education</strong> (Max. Award = $30,000/yr):</td>
<td><strong>Hospitality/Tourism</strong> (Max. Award = $30,000/yr):</td>
</tr>
<tr>
<td>Primary Education</td>
<td>All Areas</td>
</tr>
<tr>
<td>Primary education</td>
<td>Agriculture</td>
</tr>
<tr>
<td>Secondary Education</td>
<td>Marine Biology</td>
</tr>
<tr>
<td>Education Management</td>
<td>Horticulture</td>
</tr>
<tr>
<td><strong>Secondary Education:</strong></td>
<td>Forensic Science</td>
</tr>
<tr>
<td>Math</td>
<td>Business (Max. Award = $30,000/yr):</td>
</tr>
<tr>
<td>Science</td>
<td>Paralegal studies</td>
</tr>
<tr>
<td>Physical education</td>
<td>Statistics</td>
</tr>
<tr>
<td>Foreign Language</td>
<td><strong>Technical/Vocational:</strong> (Max. Award = $30,000/yr)</td>
</tr>
<tr>
<td><strong>Health:</strong> (Max. Award = $35,000/yr)</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Medicine</td>
<td>Electricity</td>
</tr>
<tr>
<td>Dentistry</td>
<td>Auto Mechanics</td>
</tr>
<tr>
<td>Medical Technology</td>
<td><strong>Sciences:</strong> (Max. Award = $35,000/yr)</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Agriculture</td>
</tr>
<tr>
<td>Nursing (General &amp; Public Health)</td>
<td>Marine Biology</td>
</tr>
<tr>
<td>Dietician</td>
<td>Horticulture</td>
</tr>
<tr>
<td><strong>Engineering:</strong> (Max. Award = $35,000/yr)</td>
<td>Forensic Science</td>
</tr>
<tr>
<td>Structural</td>
<td>Business (Max. Award = $30,000/yr):</td>
</tr>
<tr>
<td>Electrical</td>
<td>Paralegal studies</td>
</tr>
<tr>
<td>Civil</td>
<td>Statistics</td>
</tr>
<tr>
<td>Mechanical</td>
<td><strong>Technical/Vocational:</strong> (Max. Award = $30,000/yr)</td>
</tr>
</tbody>
</table>
APPENDIX III – Bond Agreement

BOND AGREEMENT

TURKS AND CAICOS ISLAND GOVERNMENT
MINISTRY OF EDUCATION, YOUTH, SPORTS & LIBRARY SERVICES

SCHOLARSHIP BOND AGREEMENT

BY THIS BOND we

…………………………………………………………………………………………………………(the Student)
[ Name of student ] [ Address of Student ]

…………………………………………………………………………………………………………
[ Name of Surety 1 ] [ Address of Surety 1 ]

…………………………………………………………………………………………………………
[ Name of Surety 2 ] [ Address of surety 2 ]

(all three parties hereinafter together called the Obligors) jointly and severally undertake to pay to the GOVERNMENT OF THE TURKS AND CAICOS ISLANDS (the Government) the sum of US$…………………..(…………………. United States Dollars) (the Bond Amount), to be paid by any or all of us, on and subject to the terms and conditions of this Bond Agreement.

WHEREAS

A. The Student is desirous of undertaking

a ……………………………………………………………………………………………………………(the Qualification)
[ Insert qualification sought here – e.g. Bachelor’s degree, Master’s degree. Diploma ]

in ……………………………………………………………………………………………………………(the Subject/s)
[ Insert programme of study here – major subject/s ]

at ……………………………………………………………………………………………………………(the Institution)
[ Insert the name of the institution here ]

and has been accepted at the Institution, and has applied to the Government for financial assistance for that purpose.
B. The Government is willing on and subject to the terms and conditions of this Bond Agreement to make payments up to the Bond Amount in sums of money from time to time in contribution to the cost of the Qualification in the Subject/s which would otherwise be payable by the Student.

C. The Obligors agree to enter into this Bond to secure the Government against the default of the Student of the obligations and covenants set forth herein.

NOW IT IS HEREBY AGREED AND COVENANTED as follows:

1. **Grant of scholarship support.** The Government is willing, on and subject to the terms and conditions of this Bond Agreement, to make payments totaling the Bond Amount in settlement of or contribution to the costs of obtaining the Qualification in the Subject/s which would otherwise be payable by the Student.

2. **Interpretation.**
   (a) For the purposes of Clause 4(f), the following terms have the following meanings:
      (i) ‘specified post’ means an office or position in the public service of the Turks and Caicos Islands for which the Student, in the opinion of the Director of Human Resource Management Directorate, is suited by reason of his/her qualifications and his/her experience (if any)
      (ii) ‘specified salary’ means the salary and grade of salary that is, in accordance with the Public Service salary scales and grading generally, applicable to the post offered provided that it is within the discretion of the Director of Human Resource Management Directorate to specify a salary or grade of salary at the lowest level of the applicable range.
   (b) In paragraph (a), the references to ‘Director of Human Resource Management Directorate’ include the Governor where an appeal is made pursuant to Clause 5.

3. **Conditions of Scholarship.** The Government’s obligation to make or continue to make payments pursuant to Clause 1 is subject to the following conditions regarding the Student:
   (a) Diligent and conscientious pursuit of the Qualification in the Subject/s at the Institution.
   (b) Completion of the same not later than ****year(s)**** from the date of this Bond Agreement (.................).
   (c) A grade point average of at least 3.0 (or equivalent) and in any event an academic record that is not less than the minimum required by the Institution.
   (d) Receipt by the Deputy Secretary, Ministry of Education of the Student’s grades, academic reports and performance or disciplinary warnings as soon as they are published or delivered by the Institution.
   (e) No change in the Qualification or Subject/s pursued by the Student or in attendance at the Institution without the express prior written consent of the Turks and Caicos Islands Education Advisory Board or the Ministry of Education.

4. **Student’s obligations.** The Student covenants with and undertakes to the Government that he/she will—
(a) Immediately notify the Scholarship Manager, Ministry of Education of the occurrence of any circumstances or situations which may result in the discipline of the Student by the Institution, dismissal of the Student from the Institution or which may embarrass the Government.

(b) Immediately notify the Scholarship Manager, Ministry of Education if the Student has ceased pursuing the degree/certificate in the programme of study/training and attend to the offices of the Deputy Secretary or Scholarship Manager, Ministry of Education without undue delay.

(c) Not undertake a higher level of degree/certification of the stated programme of study/training without the prior written consent of the Turks and Caicos Islands Education Advisory Board or the Ministry of Education.

(d) At the beginning of the final term or semester, give notice in writing to the Director of Human Resource Management Directorate, Scholarship Manager and the Labour Commissioner of the anticipated date of obtaining the Qualification and the anticipated date of the Student’s return to the Turks and Caicos Islands

(e) On completion of the specified time of study, and whether or not the Student has obtained the qualification sought (if any) –

(i) If outside of the Turks and Caicos Islands, without undue delay, return to the Turks and Caicos Islands

(ii) Immediately give notice in writing to the Director of Human Resource Management Directorate, Scholarship Manager and the Labour Commissioner with a written notice of the following –

(1) The fact of the Student’s return (if applicable)
(2) Whether the Student has been successful in the course of study/training, and
(3) The Student’s address and contact information.

(f) Accept any offer of employment in the Public Service made to him/her in writing by the Government which is made within 60 days of the date on which the Student has both obtained the Qualifications and returned to the Islands and which provides for and is subject to the following—

(i) Employment in the specified post at the specified salary
(ii) A commencement date which is no later than four weeks from the date of the offer;
(iii) Employment for an undefined period
(iv) Other terms consistent with the terms of employment of other public servants of a similar level of seniority or in a similar post

(g) Maintain employment in the Public Service in compliance with the terms of employment for a period of not less than ___ years from the date of commencement of the employment.
5. **Appeal to the Governor.**

(a) If within one month of taking up employment in the Public Service pursuant to Clause 4(f) the Student is dissatisfied with the post or the salary or grade of salary, the Student may appeal in writing and in person to the Governor as to the suitability of the post and/or the level of the salary or grade of salary.

(b) In giving his/her decision, the Governor is to state whether any change is to be made, and, if so, the date from which the change is to have effect.

(c) Every decision of the Governor pursuant to this clause is to be regarded as final by all parties.

6. **Conditions not fulfilled.** If any of the conditions mentioned in Clause 3 is not fulfilled, or become incapable of being fulfilled, the Government may in its discretion at any time —

(a) Cancel the Scholarship.

(b) Reduce the amount of the Scholarship by such amount as it thinks fit.

(c) Suspend payment of the Scholarship or any part of it pending fulfilment of such conditions as it thinks fit to impose, and thereafter cancel the Scholarship if any such condition is not fulfilled.

(d) Recover, as a debt, from the Obligors, or any one or more of them, such amounts as have already been paid pursuant to the Scholarship.

7. **Breach of the Student’s obligations.** If the Student breaches any of his/her obligations, express or implied, under this agreement, the Government is entitled to recover, as a debt, from the Obligors, or any one or more of them, all of the amounts paid pursuant to the scholarship or such portion thereof as is commensurate with the breach.

8. **Effect of waiver**

(a) Before the Student or any of the other Obligors is entitled to rely on any waiver of the Government’s rights or remedies, he/she must have first received the waiver in writing from a duly authorised Government officer.

(b) If the Government waives any of the provisions of this Agreement, the waiver is not to affect the obligations and liabilities of the Obligors under any other provision of this Agreement.

(c) If in any instance the Government has waived any of its rights or remedies in respect of any breach by the Student or any of the other Obligors, or has delayed in enforcing any right or remedy, that fact is not to be relied on or raised in any tribunal for any purpose and will not prejudice the Government’s rights and remedies in any way whatsoever.

(d) The conditions set forth in Clause 3 hereof are for the sole benefit of the Government, and the Student is not entitled to rely on the non-fulfilment of any of those conditions to avoid his/her obligations under Clause 4.
9. **Release of the Bond.** Notwithstanding the foregoing provisions of this agreement, the obligations and liability of the Obligors under this agreement are automatically released if –

   (a) The Student dies or by reason of illness or injury becomes permanently unable to work

   (b) The Student is found by a court to be of unsound mind or otherwise unfit for employment

   (c) The Government specifically and in writing releases the Obligors from their obligations under this Bond, provided that a release of one of the Obligors will not release the other Obligors

   (d) The Government does not make the Student an offer employment in the Public Service within the time and on the terms specified in Clause 4(f) hereof

   (e) The Student receives a confirmation in writing by a duly authorised representative of the Government that he/she has complied with the employment obligation in Clause 4(g) hereof, or

   (f) The Government receives payment of the Bond Amount in full.

**IN WITNESS** whereof the Student and the other Obligors have hereunto set their hands and seals on the date and year first before written.

Signed by .......................................................... ..........................................................  
*Print name of Student*  
*Signature and seal of Student*

I hereby certify that .......................................................... this day signed this document in my presence, having identified himself / herself as the person intended to sign, and having declared that he / she understood the contents of the document and was signing voluntarily.

.......................................................... ..........................................................  
*Date (d / m / y)*  
*Signature and Seal of a Justice of the Peace or Notary Public*

Signed by .......................................................... ..........................................................  
*Print name of Obligor*  
*Signature and seal of Obligor*

I hereby certify that .......................................................... this day signed this document in my presence, having identified himself / herself as the person intended to sign, and having declared that he / she understood the contents of the document and was signing voluntarily.
I hereby certify that ………………………………………………… this day signed this document in my presence, having identified himself / herself as the person intended to sign, and having declared that he / she understood the contents of the document and was signing voluntarily.
APPENDIX IV – Release Form

RELEASE FORM

TURKS AND CAICOS ISLANDS GOVERNMENT
MINISTRY OF HEALTH, EDUCATION, YOUTH, SPORTS & LIBRARY SERVICES
AUTHORITY TO RELEASE ACADEMIC RECORDS

1. Name of student

2. Permanent address

3. Telephone number(s)

4. Email address

5. Name of parent or guardian

6. Institution of study

7. Address of Institution

8. Programme of study

9. Programme commenced

10. Programme due to end

I, (name of student), having accepted a scholarship from the Turks and Caicos Islands Government (the Government) to pursue my programme of study at (the Institution) and notwithstanding any right to confidentiality which I may have by law or under any regulation, do hereby authorise the Institution to release my academic records along with any progress reports to the Government at the end of each term of semester of study and otherwise upon its request.

Signed by: ___________________________  Date (d/m/y): ___________________________
APPENDIX VI – Priority Areas

LIST OF PRIORITY AREAS

Education: Primary education
Secondary Education
– (Maths, Science, Physical Education, Foreign Languages)
Education Management

Health: Medicine
Dentistry
Medical Technology
Environmental Science
Nursing (General & Public Health)
Dietician

Engineering: Structural
Electrical
Civil
Mechanical

Hospitality / Tourism: All areas

Sciences: Agriculture
Marine Biology
Horticulture
Forensic Science

Business: Paralegal studies
Statistics

Technical Vocational: Plumbing
Electricity
Auto Mechanics

NB: This list is by no means conclusive and is subject to modification.
# APPENDIX VII – Approved Institutions

## LIST OF APPROVED INSTITUTIONS FOR FULL SCHOLARSHIPS

<table>
<thead>
<tr>
<th>Region</th>
<th>Name of Institutions</th>
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<tbody>
<tr>
<td><strong>Caribbean</strong></td>
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<td></td>
<td>Turks and Caicos Islands Community College</td>
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<td>British West Indies Collegiate</td>
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<td>Barbados Community College</td>
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<td>Edna Manley School of Visual &amp; Performing Arts</td>
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<td>Mico University College</td>
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<td>Northern Caribbean University</td>
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<td>Shortwood Teacher's College</td>
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<td>The University of the West Indies</td>
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<td>University of Technology</td>
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<td>London School of Economics &amp; Political Science</td>
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<td>Caribbean</td>
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<td>Pelican Flight Training</td>
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<td>Southeastern University</td>
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<tr>
<td>Canada</td>
<td>Mount Saint Vincent University</td>
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Criteria for Approved Institutions

The approved list shall be modified bi-annually based on advice of the Education Advisory Board, research of the Ministry of Education and the set criteria listed below:

1) **Accreditation** - The Institution must be officially accredited by an established Accrediting Agency and according to the Accreditation requirements for Higher Education Institutions in each jurisdiction (Caribbean, United Kingdom or United States).

2) **Academic Standard** - The institution must have a high quality of good academic standing – The academic standard for GPA and for awarding an undergraduate degree must be no less than 2.0 (USA grading scheme) or equivalent.

3) **Cost** - The average cost for yearly tuition fee for undergraduate program must be no more than $20,000.00 for the Institution to be included on the 'List of Approved Institutions for Full scholarship'. Institutions with an average tuition fee above $20,000.00 can be included on the 'List of approved Institutions for Partial Scholarships'.

4) **Institution Performance** - For inclusion on full scholarship list, the Institution must be ranked by the latest QS World University Ranking with an exception of the Caribbean Institutions whose Institutional performance will be reviewed on a case by case basis.

Applications by students to pursue a course of study within ANY Field (priority or non- Priority) for an Institution outside of the above lists are eligible to be awarded a **GRANT not exceeding $15,000 per annum**. Any Institution to which an applicant is awarded for outside of the above lists must at least meet the Accreditation criteria.
APPENDIX VIII – Assessment Form

SCHOLARSHIP ASSESSMENT FORM

Name of Applicant: ______________________________________________
Course: _________________________________________________________
Level: _________________________________________________________
Date Application Received: _________________________________________

Section A: To be completed by Secretary of Scholarship Secretariat

I certify that the following items have been received.

- 2 Photographs
- 2 References (Employer, Community Leader, Last Institution Attended)
- Certified copies of qualifications obtained
- Acceptance Letter
- Copy of Tuition & Accommodation invoices
- Birth Certificate / Passport
- National Status Card
- Written Statement 500-600 words

- Teaching – application submitted through Director of Education
- Health – application submitted through Director Medical Services
- Civil Servant – application endorsed by Permanent Secretary

Section B: To be completed by Scholarship Board

The course is listed as a priority area.

☐ Yes ☐ No

The institution is recognized by the Ministry of Education.

☐ Yes ☐ No

There is supporting documentation that the applicant could benefit from a scholarship and perform well.

☐ Yes ☐ No

The Ministry of education has indicated that funding is available to enable of this scholarship.

☐ Yes ☐ No

Comments: _______________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Board’s Decision:   Approve ☐ Not Approved ☐ Placed on Hold ☐
Chairman’s Signature: ___________________________ Date of Meeting: ________