

NEVIS ISLAND ADMINISTRATION Ministry of Human Resources

Social Security Building, Pinney's Estate, Nevis

Tel No.: (869) 469 – 5521 Ext. 5166/3/4

Email: hrd@niagovkn.com

HIGHER EDUCATION FINANCIAL ASSISTANCE APPLICATION FORM

Applicants should take note that financial assistance is neither a right nor an entitlement; approval is at the discretion of the relevant authorities. If scholarship has been granted from another institution, financial assistance will not be awarded.

INSTRUCTIONS FOR COMPLETING THIS FORM

- i. Type or Fill form in block letters.
- ii. Complete Sections A-D or application will <u>not</u> be eligible for consideration.
- iii. Section E to be completed by applicant's Permanent Secretary (Government Employees)
- iv. Place a tick in the appropriate box.

		Section	n A				
Surname		First Nan	ne		Middle		
Marital status:	Single ()	Married ()	Gender	M()	F()		
Date of Birth: Day	Month		Age last birthday:				
Country of Birth:							
No. of dependants (i	f any, state relatio	nship in each ca	se):	Yes ()	No ()		
Home Address:							
Work Address:							
Telephone (s): He	ome	Work .		Mobile			
Email Address:							

Section B

Current Position/Job Title:		
Place of Employment:		
Date of Employment:	Date of first Appointment:	. (Government employees)
Present Salary:		

Section C

Field of Study:	•••••			
Level of Study:	[] PHD	[] Masters	[] Bachelors	[] Associates
Mode of study:	[] Online	[] On Campus		
Intended University	/ Institution:			
Country of above U	niversity/Institu	ition:		
Course Commencer	nent Date:		End Date:	
Estimated Cost for (circle the appr	opriate currency)		
		Tuition (<u>Yearly</u>)	USD/ECD	
		Room & Board	USD/ECD	
		Books	USD/ECD	
		Airfare	USD/ECD	
		Total Estimated Cost	USD/ECD	
TOTAL ESTIMAT	ED COST PER	YEAR	USD\$/ECD	
Kindly provide banl	king informatio	n for disbursement of fu	unds: Account No	
Name on Account .	•••••••••••••••••••••••••••••••••••••••		Name of Bank	
Have you sought fir	nancial assistance	ce from any other institu	ution? Yes	() No()
If YES, kindly state	which Instituti	on:		

Page 2 of 4

Section D

 Employer:
 Position:

The individuals listed above as sureties, have been notified and have agreed to sign a bond agreement on your behalf. () Yes () No

Kindly attach the following documents to the application:

- i. Cover letter addressed to Permanent Secretary, Ministry of Human Resources specifying objectives for pursuing studies;
- ii. Original letter of acceptance from the institution or most recent transcript; and
- iii. Relevant breakdown of fees.

To the best of my knowledge, I certify that the above information is true and accurate.

Applicant's Signature

Date: (*dd/mm/yyyy*)

Section E

TO BE COMPLETED ONLY BY PERSONS WORKING FOR GOVERNMENT.

Permanent Secretary/ Head of Department kindly fill in the below, sign and date this section.

Please indicate your approval of officer's application for further study: Yes () No ()

Indicate whether arrangements can be made for another officer to carry out duties in the applicant's absence: Yes () No()

Kindly comment to support your decision:

Signature of Permanent Secretary/ Head of Department

Date: (*dd/mm/yyyy*)

Kindly take Note of the following:

- If a scholarship is granted from another institution you are not eligible for financial assistance.
- Any changes to your study must be communicated to the Ministry of Human Resources.
- An official transcript from the university/college must be submitted annually to the Ministry of Human Resources to ensure the disbursement of funds.
- Study leave is granted if a public officer has served for five (5) consecutive years in an appointed position.
- If you have already begun your course of study, kindly attach your most recent transcript to this application.