

POLICY GOVERNING THE PROVISION OF URGENT/ADDITIONAL FINANCIAL ASSISTANCE

POLICY AND PROCEDURES FOR THE GRANT OF FINANCIAL ASSISTANCE OR ADDITIONAL FINANCIAL ASSISTANCE IN URGENT SITUATIONS TO BELONGERS OF ANGUILLA ATTENDING COLLEGES AND UNIVERSITIES:

1. PURPOSE

This policy and the associated procedures determine the authorities and processes for awarding urgent and additional financial assistance to Belongers of Anguilla studying at Colleges and Universities for their first degree.

2. APPLICATION

This policy applies to students who are Belongers of Anguilla who are enrolled in Colleges or Universities in a matriculated programme of study, with a cumulative grade point average of B or above and whose income is below the poverty line and/or has proven indebtedness which cannot be met by their current income.

The policy applies only where the course of study is an approved priority training area and the applicant has already completed at least one year of the study programme.

The policy does not apply to individuals who have been granted full scholarships.

3. DEFINITIONS

Belonger of Anguilla means a person regarded as a believer of Anguilla in accordance with section 80 of the Anguilla Constitution Order S.I. 1982 No. 334;

College or university means an accredited institution of higher learning;

Cumulative grade point average means the weighted mean value of all grades earned by enrollment at the current institution;

First degree means a matriculated course of study immediately following graduation from secondary school which culminates in the award of an undergraduate degree;

Poverty line means the minimum level of income deemed necessary to achieve an adequate standard of living (by Anguilla standards) and refers to the poverty line as calculated by the Statistics Department in 2002. Where applicable the

poverty line can be moved by the CPI and adjusted following the calculation of a new poverty line;

Training Policy Committee means the individuals currently occupying the posts delineated in **Addendum A**;

4. **POLICY**

Authority to award the standard financial assistance amount of EC\$15,000.00 or less resides with the Executive Council following recommendations from the Training Policy Committee. However, requests for the standard financial assistance, made out of time will be considered by Executive Council following consideration by a Sub-Committee of the Training Policy Committee (the Sub-Committee) whose membership shall be as delineated in **Addendum B**.

Requests for additional financial assistance to students who have been previously awarded financial assistance must be referred to Executive Council accompanied by recommendations from the Sub-Committee for consideration.

At least four of the five Sub-Committee members must be present to constitute a meeting. The Sub Committee may co-opt persons to offer guidance on Anguilla's poverty line. Persons co-opted will not be able to vote on matters under consideration by the Sub-Committee.

5. **PROCEDURES**

Students who wish to avail themselves of financial assistance as described above must demonstrate their inability to pay for their education. They must apply to Public Administration through the Education and Training Officer and furnish evidence of their grades and a statement of their employment history (past and present); a statement of their monthly income for their periods of employment; the names and occupation of their parents; present sources of funding, present debt (of applicant and parent). Original supporting documentation is to be provided where available. Addendum "C" is a sample form for Additional Financial Assistance.

The Sub-Committee of the Training Policy Committee would then consider the application, statement and supporting documentation and agree on a recommendation with respect to whether the applicant is to receive financial assistance or additional financial assistance and the amount of such additional financial assistance.

Students that require urgent financial assistance must submit their application to the Education Training Officer with a detailed outline of the events that categorizes the need as an emergency. The applications together with the supporting documents will be considered by the Sub-Committee of Training

Policy Committee, which will submit its recommendation to Executive Council as to whether there is a need and whether the application qualifies as urgent.

ADDENDUM “A”

Training Policy Committee Membership

PS Public Admin- Chairperson

PS Finance

PS MICUAF

PS Social Development

PS Education, Sports Youth and Culture

PS CMO

PS Economic Development, Investment Commerce and Tourism

Chief Education Officer

Director Human Resources

Deputy Director Human Resources (2)

Education and Training Officer

Anguilla Tourism Board Representative

Anguilla Chamber of Commerce and Industry Representative

Anguilla Civil Service Association Representative

Anguilla Teachers Union Representative

ADDENDUM “B”

Members of the Sub Committee of the Training Policy Committee

PS PA - Chairperson

PS Finance


PS Education

PS EDICT or Designee

PS Social Development or Designee

ADDENDUM “C”

**REQUEST FOR URGENT/ADDITIONAL FINANCIAL ASSISTANCE
APPLICATION FORM**

 <p>FORM OF APPLICATION URGENT/ADDITIONAL FINANCIAL ASSISTANCE</p>	<p>PHOTOGRAPHS</p> <p>Write your full name on the back of a recent photograph passport size and staple secure here. Your application will be deemed incomplete if photo is omitted.</p>
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Each applicant must complete two copies of this form to be either typewritten or written legibly in ink. Completed applications should be submitted in duplicate. Other documents to be submitted with the two forms are:

- (i) Two recent passport size photographs one staple to each form in the space provided above.
- (ii) Certified copies of documents evidencing qualifications.
- (iii) One certified copy of your birth certificate or evidence of date of birth.
- (iv) Evidence of Belonger Status
- (v) Letter of acceptance from Academic Institution (if any).
- (vi) The Institution’s fee structure.
- (vii) Transcript of grades at institutions attended and currently attending
- (viii) Applicant’s Financial Statement.
- (ix) Statement of monthly income for past [two] years
- (x) Financial Statements of Applicant’s parents and spouse (if any)
- (xi) Projections for financing the course.
- (xii) Statement of Urgency

PERSONAL DETAILS

1. (a) NAME IN FULL (block capitals)

(b) SEX----- (c) TITLE (Mr, Mrs, Miss, Ms, etc.) -----

2. NATIONALITY /BELONGER STATUS -----

3. PLACE AND DATE OF BIRTH -----

4. FAMILY

(a) Single or married -----

(b) Number of children if any with ages -----

5. ADDRESS (for correspondence about this application) (*block capitals*)

6. ADDRESS OF PERMANENT RESIDENCE (if not the same as 5) (*block capitals*)

7. (a) TELEPHONE NUMBER ----- (b) EMAIL ADDRESS -----

(c) FAX -----

8. INCOME -----

9. WILL LEAVE WITH OR WITHOUT PAY BE GRANTED? -----

10. EDUCATIONAL RECORD (set out in chronological order)

Educational Institution Diplomas or <i>Final Secondary Stage</i>	Place & Country certificates gained (with honours, etc.)	Years attended		Degrees, classes of
		From	To	
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<i>Higher Education</i>	-----	-----	-----	-----

If intending to sit for an examination or to complete a qualification before taking up the scholarship, give particulars and date when result expected.

11. JOB EXPERIENCE (List positions held beginning with most recent post)

Name of Employer (Months/Year)	Job Title	Dates	
		From	To
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-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

12. PREVIOUS TRAINING AWARDS (give details)

Programme	Date	Institution
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13. NAME(S) OF PARENTS AND SPOUSE (if applicable) -----

14. ADDRESS OF PARENTS AND SPOUSE (if applicable) -----

15. FAMILY'S INCOME -----

16. LOANS, JUDGMENTS AND DEBT -----

COURSE DETAILS

17. NAME AND ADDRESS OF EDUCATIONAL INSTITUTION -----

18. COURSE OF STUDY -----

19. LEVEL OF TRAINING (e.g. Certificate, Diploma, Degree, etc.) -----

20. DURATION OF COURSE -----

21. STATUS OF APPLICATION TO EDUCATIONAL INSTITUTION (Accepted / Pending / Deferred) (Delete as necessary)

22. GIVE THE NUMBER OF YEARS OF STUDY REMAINING -----

23. LIST SUBJECTS TO BE TAKEN IN EACH ACADEMIC YEAR OR ATTACH A COPY OF COURSE OUTLINE.

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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28. ARE YOU PREPARED TO SIGN A BOND COMMITTING TO WORK IN ANGUILLA (WHETHER PUBLIC OR PRIVATE SECTOR) ON COMPLETION OF YOUR COURSE OF STUDIES?

29. NAMES AND ADDRESSES OF SURETIES FOR BONDING PURPOSES.

(i) -----

(ii) -----

SIGNED -----

(Applicant)

DATE -----

Note: Completion of this application form does not guarantee availability of Training Funds. Incomplete applications will not be eligible for consideration.

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