



# THE UNIVERSITY OF TECHNOLOGY, JAMAICA

## FINANCIAL AID OFFICE

### GRANT APPLICATION FORM

#### **Instruction Sheet**

- Please **read the instructions carefully** before completing this form and answer all relevant questions. **Incomplete applications will not be ACCEPTED.**
- Applicants are required to complete all sections of the form in **BLOCK LETTERS** only. Please indicate 'N/A' where the information requested in a section is not applicable to your situation. **ALL INFORMATION PROVIDED WILL BE CHECKED AND VERIFIED.**
- Students who falsify information will be disqualified from any future assistance from the Financial Aid Office.
- Completed application forms should be submitted to the Financial Aid Office.
- You are required to submit a valid copy of your school I.D, plus copies of all the following, where applicable:
  - Tuition** – A statement from accounts confirming the balance outstanding on your tuition
  - Rent** – A letter from your landlord and last 3 rent receipts
  - Boarding** – The boarding fee breakdown sheet indicating balance
  - Books and other expenses** - Invoice showing the cost of items/ services needed
- **Suitable Referees are: Pastors, Justices of the Peace, UTech Lecturers and UTech Middle & Senior Managers.**
- **Qualification Criteria**  
The following are the general conditions which should be met in order to benefit from assistance under the Financial Aid Programme:
  - ✚ Applicants must be able to prove that s/he has exhausted or have been turned down for all other available sources of financing for reasons other than the non-payment of previous loans.
  - ✚ Persons applying should have failed no more than two courses in the previous academic year. In exceptional cases however, where it is established that lack of funds has contributed significantly to poor academic performance, consideration may be given.
  - ✚ Students are only allowed **One (1)** benefit per Academic Year, second applications will not be considered.
  - ✚ Students who have benefited from other assistance, such as SLB, Scholarships, JAMVAT,/NYS etc. will **NOT** be treated as a priority.



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<b>1.0 BIOGRAPHIC PROFILE</b>					
1. ID #			2. Title: Mr.  Mrs.  Ms.  Miss  Other _____(State)		
3. NAME		Last Name:	First Name:		Middle Name(s):
4. FORMER NAME (If Applicable)		Title:	Last Name:	First Name:	Middle Name(s):
5. Name Type of Former Name: Maiden [ ] (Prior to) Deed Poll [ ] Other [ ] Please Specify _____					
6. Date of Birth: dd / mm / yyyy		7. Gender: Male [ ] Female [ ]		8. Martial Status: _____	
9. Country of Birth:			10. Nationality:		
11. Disability: Yes [ ] No [ ] If Yes, Please State _____		12. Employment Status:		13. Employer:	
14. Employer's Address: _____ _____					
15. Employer's Telephone: _____			16. Employers E-mail Address: _____		
<b>2.0 CONTACT INFORMATION</b>					
17. Permanent Address Apt/Street/P.O. Box _____ _____ _____			20. Term Address (if you reside on Hall please provide full details) Apt/Street/P.O. Box _____ _____ _____		
City/Town:	Parish:	Country:		City/Town:	Parish:
Country:	City/Town:	Parish:	Country:		Country:
18. Home Phone:		19. Cellular Phone:		21. Home Phone:	
				22. Cellular Phone:	
23. E-mail Address: _____					
<b>3.0 ACADEMIC PROFILE</b>					
24. First Faculty of Admission:			25. Present Faculty:		
26. Programme:			27. State your Major:		
28. Indicate Your Enrollment Status: Fulltime [ ] Evening [ ] Part-Time [ ]				29. Year of Study:	
30. Have you Transferred from a Community College? Yes [ ] No [ ] If yes, state _____					
31. Expected Date of Graduation: dd / mm / yyyy			32. Hall of Residence (Residing):		
33. Have you applied for transfer to another Faculty in the upcoming academic year? Yes [ ] No [ ] If yes, state: Faculty _____ Programme: _____					
34. Have you been previously awarded a Scholarship/Bursary tenable at UTech? Yes [ ] No [ ] If yes state: Award Name _____ Value \$ _____					



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FINANCIAL AID OFFICE

GRANT APPLICATION FORM

<b>4.0 PARENTAL INFORMATION</b>				
<b>Mother/Stepmother/Caregiver</b> (Omit as necessary)		<b>Father/Stepfather/Caregiver</b> (Omit as necessary)		
35. Name _____		42. Name _____		
36. Address _____ _____ _____		43. Address _____ _____ _____		
37. Telephone (W):		44. Telephone (W):		
38. Telephone (H):		45. Telephone (H):		
39. Occupation:		46. Occupation:		
40. Employer:		47. Employer:		
41. Salary \$ _____ Weekly -[ ] Fortnightly -[ ] Monthly -[ ]		48. Salary \$ _____ Weekly -[ ] Fortnightly -[ ] Monthly -[ ]		
<b>5.0 SPOUSAL INFORMATION</b>		<b>6.0 DEPENDENT(S)</b>		
49. Name:		57. Name		58. Age:
50. Address (If different from Applicant's Permanent Address) _____ _____ _____		59. School		
		60. Name		61. Age:
		62. School		
51. E-mail Address:		63. Name		64. Age:
52. Telephone (W):		65. School		
53. Telephone (H):		66. Other Dependent(s)? Yes [ ] No [ ]		
54. Occupation:		Please Specify _____ _____ _____		
55. Employer:		_____ _____		
56. Salary \$ _____ Weekly -[ ] Fortnightly -[ ] Monthly -[ ]		_____ _____		
<b>7.0 WORK EXPERIENCE</b>				
67. Indicate jobs held within the last five (5) years (including vacation and part-time employment)				
Organisation Name	Position Held	From	To	Salary/Month
		dd / mm / yyyy	dd / mm / yyyy	
		dd / mm / yyyy	dd / mm / yyyy	
		dd / mm / yyyy	dd / mm / yyyy	
		dd / mm / yyyy	dd / mm / yyyy	



THE UNIVERSITY OF TECHNOLOGY, JAMAICA

FINANCIAL AID OFFICE

GRANT APPLICATION FORM

<b>8.0 BUDGET PLANNER</b>			
68. Budget for Academic Year _____/_____			
Expenses (\$)		Income/Resources (\$)	
69. Tuition Balance _____		79. Present Bank Balance _____	
70. Books and Supplies _____		80. Spouse's Contribution _____	
71. Accommodation _____		81. Family Contribution _____	
a. Hall of Residence _____		82. Contribution from other Sources _____	
b. Off Campus _____		83. Proceeds from Employment _____	
72. Food _____		84. Existing Awards(e.g. Scholarships, Bursaries)	
73. Clothing _____		<b>Name</b>	<b>Value (\$)</b>
74. Toiletries _____		a. _____	_____
75. Transportation _____		b. _____	_____
a. To and From UTech _____		c. _____	_____
b. Field Trip _____		85. Tuition Loans(e.g. SLB, Bank Loan, etc.)	
76. Loan Payment _____		<b>Name</b>	<b>Value (\$)</b>
77. Contingencies (Please Specify)		a. _____	_____
<b>Item</b>	<b>Cost(\$)</b>	b. _____	_____
a. _____	_____	c. _____	_____
b. _____	_____	86. Grants Received from Financial Aid Office	
c. _____	_____	<b>Type of Assistance</b>	<b>Value(\$)</b>
d. _____	_____	a. _____	_____
		b. _____	_____
78. <b>Total Expenses</b> _____		87. Other Income/Resources _____	
		88. <b>Total Income/Resources</b> _____	
89. <b>Shortfall</b> (Subtract Total Expenses from Total Income): _____			
90. I confirm that the information provided on this form is correct:			
_____	_____	_____	_____
Applicants Signature		Date (dd / mm / yyyy)	

**N.B.:** Information provided for the Budget Planner should be for the current academic Year only. Figures stated should represent Annual Totals; that is, income and expenses for the entire year.







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GRANT APPLICATION FORM

<b>14.0 REFEREE'S AFFIDAVIT</b>			
<b>Please Note: This Affidavit should be completed by the Referee only.</b>			
<b>96. Referee Name</b>	Last Name:	First Name:	Middle Initial(s):
97. Referee Address: _____ _____			
98. Telephone (H)	99. Telephone (W)	100. E-mail Address:	
101. Occupation:	102. Name of Employer/ Business:		
103. Name of Student being Recommended:			
104. How long have you known applicant?      Year(s)_____ Month(s)_____			
105. Would you regard the applicant as someone with integrity?    Yes [ ]    No [ ]			
106. What do you know of the financial situation of the applicant's family? _____ _____ _____ _____ _____			
107. Is this Student experiencing financial difficulties?    Yes [ ]    No [ ] If 'yes', please explain: _____ _____ _____			
108. How would assistance from this Office benefit the applicant? _____ _____			
109. Is there any other pertinent information that you think we should know?    Yes [ ]    No [ ] If 'yes', please explain: _____ _____			
110. I hereby declare that the information provided above and by the applicant is to the best of my knowledge true.  Signed _____ Date: <b>dd / mm / yyyy</b>			

**N.B.** - Referees should know the applicant for at least one (1) year and should be able to attest to the information provided by the applicant. Suitable Referees are: Pastor, Justice of the Peace, UTech Lecturer or UTech Senior Manager.

- All Referees are required to affix the official stamp of their Office / Department / Organization.

- The University reserves the right to verify any information provided on this form.



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**GRANT APPLICATION FORM**

**15.0 ACADEMIC DISTINCTIONS AND/ OR PRIZES RECEIVED**

112. State all academic distinctions or prizes received and the year.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**FOR OFFICIAL USE ONLY**

**Documents Submitted**

_____	_____
_____	_____
_____	_____
_____	_____

**ASSESSMENT COMMITTEE'S DECISION**

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