



# TOBAGO HOUSE OF ASSEMBLY APPLICATION FOR FINANCIAL ASSISTANCE

## HOW TO APPLY

- ◆ Applicants must complete this form in CAPITAL LETTERS. A completed form and all supporting documents must be scanned and emailed to DATAS for pre-screening.
  - ◆ To complete the application process an appointment will be scheduled. Applicants must present for verification a completed form, originals and supporting documents at the appointment.
  - ◆ One (1) recent PASSPORT-SIZED PHOTO must be emailed with the application. Applications without photos will NOT be accepted.
  - ◆ Applicants must provide ALL the information requested.
  - ◆ Applicants employed with the Government of Trinidad & Tobago or the Tobago House of Assembly must submit their application through their respective Ministries/Divisions for comments and the recommendation of the Permanent Secretary/Administrator and Head of Divisions/Departments. Form 'A', (attached at the back), MUST be submitted with application. Applications not following this directive will not be accepted and/or returned without being reviewed.
  - ◆ If you are pursuing the programme on a part time basis, you must produce written evidence that you have been granted time off in the form of a letter from the Permanent Secretary, Administrator or Head of Divisions/Departments.
  - ◆ If you are receiving any other form of financial assistance such as scholarships etc., from any institution, please attach a copy of the offer and state the value of the scholarship etc. *on page 5*.
  - ◆ Life Insurance Cash Surrender Value (CSV). This is the value payable to the insured if the insured surrenders the policy. *See the assets section on page 6*.
- A. One (1) SCANNED COPY of the following documents must be submitted with your application (originals *must also* be presented at the appointment).
1. Certificates, Degrees or Diplomas.
  2. Electronic Birth Certificate.
  3. Passport (pages 1-4 and the back cover bearing the photograph of passport holder for old passport or pages 1-4 of new passport).
  4. Medical Certificate (must not be older than six months).
  5. Curriculum Vitae/Résumé.
  6. Programme Description/Outline, (i.e. an official list of courses required for the completion and ultimate awarding of the degree, diploma or certificate).
  7. Letter or Statement of Accreditation from the Accreditation Council of Trinidad and Tobago (EXCEPT- UWI, UTT and COSTAATT).

In Trinidad:

Level 3, Building B  
ALGICO Plaza  
91-93 St. Vincent Street  
Port-of-Spain  
Trinidad  
Tel: (868) 623-2500/5282/8389/8620  
Website: [www.actt.org.tt](http://www.actt.org.tt)

In Tobago:

Tobago Technology Centre  
#79 Milford Road  
Canaan  
Tobago  
Tel: (868) 639 -1333

8. Official Transcript from the last institution attended (in cases where students have commenced studies, transcript should be from present institution) to be sent directly to the DATAS by the institution.
9. Documentation from institution stating annual cost.
10. Acceptance Letter from institution stating the name of the programme. If currently a student at the institution, a status letter stating the programme being pursued, start date and expected date of completion.
11. Two recommendations, one should be from the institution last attended or current institution. Both must *not* be older than six (6) months.

B. The Tobago House of Assembly reserves the right to determine the form and the amount of financial assistance that will be awarded. If awarded financial assistance you are required to fulfil obligatory service. The period of obligatory service is based on the amount of funding received as set out below.

| Amount of Assistance               | Periods of Obligatory Service |
|------------------------------------|-------------------------------|
| Up to \$50,000                     | One (1) Year                  |
| Over \$50,000 and up to \$100,000  | Two (2) Years                 |
| Over \$100,000 and up to \$150,000 | Three (3) Years               |
| Over \$150,000 and up to \$200,000 | Four (4) Years                |
| Over \$200,000                     | Five (5) Years                |

- C. Incomplete applications will not be accepted.
- D. Applicants who are attending an institution overseas are not required to submit their original documents of birth, academic certificates and passport. The required copies can be notarized before a Notary Public, Commissioner of Affidavits or certified by Commissioners or Ambassadors of Trinidad & Tobago in the country of current residence.
- E. The **DEADLINE** for submitting an application is **May 31** of each year for entry into College, University or post-secondary institution in **SEPTEMBER /JANUARY**.
- F. Applicants who submit an application **KNOWING** that the information is **NOT TRUE** shall have their application rendered **INVALID** and not acknowledged by the Tobago House of Assembly.
- G. Relevant documents can be mailed to:

Director  
 Department of Advanced Training and Advisory Services  
 Division of Education, Innovation and Energy  
 Tobago House of Assembly  
 Dutch Fort Plaza  
 Dutch Fort  
 Scarborough  
 Tobago  
 Trinidad & Tobago

H. Contact DATAS or its Advisory Unit at:

Telephone: (868) 639-1558, 660-7853, 299-0781/639-5220  
 Ext: 3086-3096;  
 Fax: (868) 635-0961;  
 Email: [datas@thadeie.gov.tt](mailto:datas@thadeie.gov.tt)



# TOBAGO HOUSE OF ASSEMBLY APPLICATION FOR FINANCIAL ASSISTANCE

|                                                                                                                        |                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Last Name _____<br>First Name _____<br>Middle Name _____<br>Occupation _____<br>Email Address _____ I. D. Number _____ | <b>PHOTOGRAPHS</b><br><br>Write your full name on the back of a recent photograph (passport size) and staple (not stick) securely here.<br><br>Your application will be deemed incomplete if photo- |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                |                                                                                                                                |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Institution:                   | Course / Degree / Qualification:<br>Certificate ( ) ; Diploma ( ) ; Bachelor ( ) ; Master ( ) ; PhD. ( )<br>Name of Programme: |
| Total cost of program: \$      | Part time ( ) / Full time ( )                                                                                                  |
| Total of your contribution: \$ | Telephone Contact _____ Mobile: _____<br>Home: _____ Work: _____                                                               |
| Amount Required/Requesting: \$ | Present Foreign Address :                                                                                                      |
| Local / Mailing Address:       |                                                                                                                                |

|                                                                      |                                                                                                                                                                                                   |             |                                                                                                                                                              |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Birth<br><br>____/____/____<br>YY MM DD                      | Country of Birth                                                                                                                                                                                  | Nationality | Length of Residence in Tobago:<br><br>Village of Residence:                                                                                                  |
| Sex<br>Male <input type="checkbox"/> Female <input type="checkbox"/> | Marital Status<br>Single <input type="checkbox"/> Married <input type="checkbox"/><br>Divorced <input type="checkbox"/> Separated <input type="checkbox"/><br>Widow (ed) <input type="checkbox"/> |             | Length of Residence in Village:<br><br>Started School: Yes <input type="checkbox"/> No <input type="checkbox"/><br>When Started: _____ / _____ Academic Year |

| Names of Other Persons in Household | Date Of Birth | Relationship | Occupation / School | Monthly Salary (If Any) | STD / FORM / YEAR |
|-------------------------------------|---------------|--------------|---------------------|-------------------------|-------------------|
|                                     |               |              |                     |                         |                   |
|                                     |               |              |                     |                         |                   |
|                                     |               |              |                     |                         |                   |
|                                     |               |              |                     |                         |                   |
|                                     |               |              |                     |                         |                   |
|                                     |               |              |                     |                         |                   |

**EDUCATION - State the last institution attended first.**

| Institutions | Date Of |         | Examinations Passed / Grades Received & Year | Certificates / Diplomas Obtained |
|--------------|---------|---------|----------------------------------------------|----------------------------------|
|              | Entry   | Leaving |                                              |                                  |
|              |         |         |                                              |                                  |
|              |         |         |                                              |                                  |
|              |         |         |                                              |                                  |
|              |         |         |                                              |                                  |
|              |         |         |                                              |                                  |

**Professional Qualifications, Membership of Professional Societies and Military Service (Dates and Rank Applicable):**

**Community Involvement:**

**Other Activities:**

**EMPLOYMENT RECORD ( Last Job First). Use a Separate Sheet If Required.**

| Employer's Name and Address | Position Held | Gross Salary | Period |    |
|-----------------------------|---------------|--------------|--------|----|
|                             |               |              | From   | To |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |
|                             |               |              |        |    |

**DISABILITY (IF ANY)**

|                                         |            |                                 |                                                            |            |                                 |
|-----------------------------------------|------------|---------------------------------|------------------------------------------------------------|------------|---------------------------------|
| <b>Father's Name (Even If Deceased)</b> |            |                                 | <b>Mother's Maiden Name and Surname (Even If Deceased)</b> |            |                                 |
| <b>Father's Address</b>                 |            |                                 | <b>Mother's Address (If Different From Father's)</b>       |            |                                 |
| <b>Fathers' Occupation</b>              |            | <b>Annual Income</b>            | <b>Mothers' Occupation</b>                                 |            | <b>Annual Income</b>            |
| <b>Village of Origin</b>                |            |                                 | <b>Village of Origin</b>                                   |            |                                 |
| <b>Children of Father</b>               |            |                                 | <b>Children of Mother</b>                                  |            |                                 |
| <b>Name</b>                             | <b>Age</b> | <b>Occupation / Institution</b> | <b>Name</b>                                                | <b>Age</b> | <b>Occupation / Institution</b> |
|                                         |            |                                 |                                                            |            |                                 |
|                                         |            |                                 |                                                            |            |                                 |
|                                         |            |                                 |                                                            |            |                                 |
|                                         |            |                                 |                                                            |            |                                 |
|                                         |            |                                 |                                                            |            |                                 |
|                                         |            |                                 |                                                            |            |                                 |
|                                         |            |                                 |                                                            |            |                                 |
|                                         |            |                                 |                                                            |            |                                 |
|                                         |            |                                 |                                                            |            |                                 |
|                                         |            |                                 |                                                            |            |                                 |

**Purpose and Amount of Financial Assistance Required (Tick Where Applicable)**

| ACADEMIC YEAR (S)<br>Month of Entry            | 20...../20..... | 20...../20..... | 20...../20..... | 20...../20..... | 20...../20..... | Totals  |
|------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------|
| <b>PURPOSE</b>                                 | <b>Amount</b>   | <b>Amount</b>   | <b>Amount</b>   | <b>Amount</b>   | <b>Amount</b>   |         |
| <b>1. Tuition ( )</b>                          | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| <b>2. Books ( )</b>                            | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| <b>3. Supplies ( )</b>                         | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| <b>4. Living Expenses</b>                      |                 |                 |                 |                 |                 |         |
| <b>(a) Accommodation ( )</b>                   | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| <b>(b) Meals ( )</b>                           | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| <b>(c) Transport ( )</b>                       | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| <b>5. Miscellaneous ( )<br/>Please Specify</b> |                 |                 |                 |                 |                 |         |
| _____                                          | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| _____                                          | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| _____                                          | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| _____                                          | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |
| <b>GRAND TOTAL</b>                             | \$.....         | \$.....         | \$.....         | \$.....         | \$.....         | \$..... |

\*Personal contribution to course of study / programme \$ \_\_\_\_\_ % \_\_\_\_\_

\*Contribution to course of study / programme by parent / guardian / spouse \$ \_\_\_\_\_ % \_\_\_\_\_

\*Previous financial assistance from Tobago House of Assembly ?

| Year | Amount   | Institution | Programme |
|------|----------|-------------|-----------|
|      | \$ _____ |             |           |

\*State if any relative received financial assistance. e.g. (Mother, father, sister, brother, uncle, aunt, etc.)

Name (s): \_\_\_\_\_

| Year | Amount   | Institution | Programme |
|------|----------|-------------|-----------|
|      | \$ _____ |             |           |

\* Other Sources Scholarships (from present University/College or any other Institution) please attach a copy.

YES [ ] NO [ ]

| Year | Amount   | Institution | Programme |
|------|----------|-------------|-----------|
|      | \$ _____ |             |           |

**STATEMENT OF MONTHLY EXPENDITURE**

**EXPENDITURE**

**LOANS**

**INDIVIDUAL**

**HOUSEHOLD**

|                   |         |         |
|-------------------|---------|---------|
| (i) Bank          | \$..... | \$..... |
| (ii) Credit Union | \$..... | \$..... |
| (iii) Government  | \$..... | \$..... |
| (iv) Insurance    | \$..... | \$..... |
| (v) Other         | \$..... | \$..... |

**MORTGAGE** \$..... \$.....

**RENT** \$..... \$.....

**FOOD** \$..... \$.....

**TRANSPORT** \$..... \$.....

**UTILITIES**

(i) Telephone \$..... \$.....

(ii) Electricity \$..... \$.....

(iii) Water \$..... \$.....

**HOUSE TAXES** \$..... \$.....

**MISCELLANEOUS**

(Please Specify)

|       |         |         |
|-------|---------|---------|
| _____ | \$..... | \$..... |
| _____ | \$..... | \$..... |
| _____ | \$..... | \$..... |

**TOTAL EXPENDITURE** \$..... \$.....

| <b>ASSETS</b>          | <b>INDIVIDUAL VALUE</b> |  | <b>HOUSEHOLD VALUE</b> |  |
|------------------------|-------------------------|--|------------------------|--|
| Bank Accounts          |                         |  |                        |  |
| Fixed Deposits         |                         |  |                        |  |
| Other Shares / Units   |                         |  |                        |  |
| Credit Union Shares    |                         |  |                        |  |
| Life Insurance CSV     |                         |  |                        |  |
| Other                  |                         |  |                        |  |
|                        |                         |  |                        |  |
| Real Estate            |                         |  |                        |  |
| Vehicle                |                         |  |                        |  |
| Furniture / Appliances |                         |  |                        |  |
| <b>Total</b>           |                         |  |                        |  |

| <b>LIABILITIES</b>      | <b>OUTSTANDING BALANCE</b> | <b>MONTHLY PAYMENTS</b> | <b>OUTSTANDING BAL</b> | <b>MONTHLY PAYMENTS</b> |
|-------------------------|----------------------------|-------------------------|------------------------|-------------------------|
| Bank Overdrafts         |                            |                         |                        |                         |
| Bank Loans              |                            |                         |                        |                         |
| Credit Card (s)         |                            |                         |                        |                         |
| Credit Union Loans      |                            |                         |                        |                         |
| Other                   |                            |                         |                        |                         |
|                         |                            |                         |                        |                         |
| Monthly Rent / Mortgage |                            |                         |                        |                         |
| Hire Purchase           |                            |                         |                        |                         |
| Total Debts / Payments  |                            |                         |                        |                         |
|                         |                            |                         |                        |                         |
| <b>Total</b>            |                            |                         |                        |                         |

STATEMENT OF BENEFIT TO TOBAGO

**DECLARATION BY APPLICANT**

I / We declare that I am a/We are resident/s of ..... and that all statements made in this application are to the best of my/our knowledge, TRUE, COMPLETE and ACCURATE. If awarded financial assistance, I undertake to return to this country at the end of the award period. I / We understand that if there is any false representation, this application will be rendered invalid.

Signature of applicant ..... Date .....

**— FOR OFFICIAL USE ONLY —**

File No: ..... Date Received: .....

Date of Application: ..... Receiving Officer: .....

Recommended YES ( ) NO ( )

Amount Recommended: \$.....

Date Recommended: .....

Type of Assistance Recommended: .....

Payment Schedule Recommended: .....

Priority Ranking - 5 being the highest

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
| 5 | 4 | 3 | 2 | 1 |

Comments/Reasons:

.....  
.....  
.....  
.....  
.....

Signature of Chairperson Training Awards Committee.....

Approved YES ( ) NO ( )

Date Approved / Not Approved: .....

Amount Approved: \$.....

Date Approved by Executive Council: .....

Payment Scheduled Approved: .....

Type of Financial Assistance approved: .....



**Form - A**

**This form must be completed by Head of Department**

**1. Has the Officer been granted No-pay Leave for the period of study?**

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**2. What benefit (s) will your Ministry/Division derive from the course/program?**

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**3. Will this course/program benefit any other Ministry/Division?**

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**4. Do you consider the officer to be suitable in all respect for the course/program?**

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**5. Any other relevant information:**

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**Signature:** \_\_\_\_\_

**Print Name :** \_\_\_\_\_

**Telephone Contact:** \_\_\_\_\_

Affix Department stamp here



**Permanent Secretary/Administrator/Head of Department (Please indicate position by ticking).**

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**Day Month Year**