



MINISTRY OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION

ALL QUESTIONS MUST BE COMPLETED

Application Form

ALL REQUESTED DOCUMENTS MUST BE ATTACHED

SECTION 1—Applicant's Personal Data

- 1.1 Name: \_\_\_\_\_  
Surname First Middle Title
- 1.2 Date of Birth (dd/mm/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 1.3 Gender:  Female  Male
- 1.4 Country of Birth: \_\_\_\_\_ *Attach copy of Birth Certificate.*
- 1.5 Trinidad and Tobago Passport Number: \_\_\_\_\_  
Trinidad and Tobago National ID Number: \_\_\_\_\_ *Attach copy of Passport or National ID Card.*
- 1.6 Address: \_\_\_\_\_  
Town: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_  
*Attach Utility Bill for verification of address.*
- 1.6a Mailing Address (if different from home address in 1.6 above): \_\_\_\_\_
- 1.7 Telephone Contacts: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_
- 1.8 Email address: \_\_\_\_\_
- 1.9 Marital Status:  Single  Married  Common Law  Separated  Divorced  Widowed
- 1.10 Employment Status:  Full-Time  Part-Time  Other (Seasonal, Casual)  Not Employed
- 1.11 Dependant:  Yes  No
- 1.12 Applicant (and spouse, where applicable)  
 reside together  separate residence  with parents  with relatives
- 1.13 If spouse is also a student, year of expected graduation \_\_\_\_\_

SECTION 2—Institution and Programme Data

- 2.1 Institution:  Local  Regional (Mona, Cave Hill, Bahamas etc)  Other approved with special arrangements
- 2.2 Institution Name: \_\_\_\_\_
- 2.3 Institution Address: \_\_\_\_\_  
Town: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_
- 2.4 Institution Telephone No. \_\_\_\_\_
- 2.5 Student Registration No. \_\_\_\_\_
- 2.6 If Caricom Institution or Distance Learning programme, please provide Registrar's/Foreign Student Advisor's name:  
\_\_\_\_\_
- 2.7 Programme Name: \_\_\_\_\_
- 2.8 Programme Level:  
 Certificate  Diploma  Advanced Diploma  Associate Degree  
Bachelor's Degree:  BA  BSc  BEd  BTech  LLB  
 BEng  DDS  DVM  MBBS  Other \_\_\_\_\_  
 Professional Qualification  
 Postgraduate Diploma  
 Master's Degree  
 Doctoral Degree
- 2.9 Are you registering/registered as a Full Time or Part Time student?  
 Full Time  Part Time
- 2.10 Duration of Programme (calendar years):  
 1 year or less  2 years  3 years  4 years  5 years  6 years
- 2.11 Programme Year for which you are seeking assistance:  
 Year I  Year II  Year III  Year IV  Year V  Year VI
- 2.12 Academic year of the programme for which you are seeking assistance:  
\_\_\_\_\_ to \_\_\_\_\_
- 2.13 Address for residence during course of study (if different to address in 1.6 above):  
\_\_\_\_\_  
Town: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_
- 2.14  New Student  Continuing Student

*Continuing students: Attach Result Slip(s) for previous year and copy of completed Continuing Registration Form.  
New Students: Attach copy of Acceptance Letter and copy of completed Registration Form (stamped by TLI).*

## SECTION 3—Tertiary Expenses

3.1 Fill in Table 3.1 below.

**Total Cost:**

*All expenses related to the programme must be listed below in the Total Cost column to enable an assessment of the overall cost of studying for the period indicated in question 2.12.*

**Amount Already Covered:**

*Indicate the amount for which you have already determined/sourced coverage in the Amount Already Covered column.*

**Source of Coverage:**

*Indicate using the appropriate letter from the following list in the Source of Coverage column in table 3.1 below:-*

- A Bank Loan
- B USGLF or SRLF
- C Parents/Guardian
- D Personal Funds from savings or salary
- E Awards, Scholarships, Grants
- F Other (please state) \_\_\_\_\_
- G GATE

*Table 3.1*

Item	Total Cost TTS	Amount Already Covered TTS	Source Of Coverage A–G	Help Assistance Sought TTS	For Official Use Amount Approved TTS
Annual Tuition					
Books					
Accommodation					
Airfare					
Other Materials					
Administrative Expenses					
Living Expenses					
Other					
Totals					

*Each entry must be accompanied with supporting documentation that is to be firmly attached to this application.*

Where foreign currencies apply, indicate the foreign currency amount and the exchange rate used to determine the TTS amount entered in the table in the space under the item.

## SECTION 4—Household Expenses

4.1 Number of persons in household: \_\_\_\_\_

4.1.1 Household Income Contributors (*residing in the same location as applicant*)

*Table 4.1.1*

Name	Age	Occupation	Relationship to Applicant

4.1.2 Other Household Members

*List in Table 4.1.2 below any members of the applicant's household who are not employed, such as minors or disabled household members.*

*Table 4.1.2*

Name	Age	Status	Relationship to Applicant

4.1.3 Household Members excluding applicant pursuing tertiary education  
 List in Table 4.1.3 below any relevant member from Table 4.1.1 and/or 4.1.2.

Table 4.1.3

Name	Institution	Programme	Receiving Scholarship/ Bursary/Grant? Y/N

4.2 Household Income  
 This includes salary, scholarship or award funds, benefit payments e.g. disability, welfare etc., child support, alimony, rental income, other investment income etc. List these in Table 4.2 below.

Table 4.2

Name/Source	Type of Income	Annual Gross	Annual Net of PAYE, NIS and HSc	For Official Use
<b>Total:</b>				

Each entry must be accompanied by supporting documentation in the form of a pay slip, TD4, cheque stub, receipt, bank statement etc.

4.3 Household Expenditure  
 This includes utility payments, loans, living expenses, pension plan deductions, health plan deductions, school fees, land & building taxes, medical supplies etc. List these in Table 4.3 below.

Table 4.3

Item	Average Monthly Cost	Annual Cost	For Official Use
<b>Total:</b>			

4.4 Household Assets  
 These include property, motor vehicles, furniture, saving accounts, stocks, life insurance policies etc.  
 List these in Table 4.4 below.

Table 4.4

Item	Approximate Current Value	For Official Use
<b>Total:</b>		

4.5 Household Liabilities

These include mortgage loans, other loans etc. List these in Table 4.5 below.

Table 4.5

Item	Approximate Balance Owning	For Official Use
<b>Total:</b>		

4.6 Do you/did you have any contractual obligations with respect to Scholarships/Bursaries/Loans?  
 \_\_\_\_\_

4.7 If yes, describe the contractual obligations?  
 \_\_\_\_\_

4.8 What arrangements have you made/will you make to fulfil existing contractual obligations?  
 \_\_\_\_\_

4.9 References:  
 Name two responsible persons by whom confidential references about you can be obtained.

4.9 (i) Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Contacts: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

4.9 (ii) Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Contacts: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

4.10 Are you willing to personally guarantee repayment of the approved loan in accordance with the repayment provision of HELP?  Yes  No

4.11 Reference (a parent, legal guardian or sponsor):  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone Contacts: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Relationship to Applicant: \_\_\_\_\_

**SECTION 5—Declaration**

- I declare that the information provided on this application is true and correct
- I am aware that this application will be subject to a thorough review and may be selected for a detailed audit by the Funding and Grants Administration Unit of the Ministry of Science, Technology and Tertiary Education
- If selected for a detailed audit, I am committed to cooperating fully with the officers assigned to perform the audit
- I am aware that on application my credit or other information provided may be used, given to, obtained, verified, shared and exchanged with others, including credit bureaus, mortgage insurers, registries, other approved companies and other persons with whom I have financial dealings as well as any other person, as may be permitted or required by law. I authorize any person contacted in this regard to provide such information
- I am aware that a false declaration can be subject to a fine or summary conviction.

Student’s Signature: \_\_\_\_\_ Date (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

*(If the student is under 18 years this agreement must be signed by the Parent, Guardian or other responsible person over age 18. In signing below the Parent, Guardian or other responsible person approves all the Student’s obligations stated herein and constitutes a guarantee of the Student’s obligations.*

Parent  Guardian Signature: \_\_\_\_\_ Date (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

**GUARANTEE**

The Ministry of Science, Technology and Tertiary Education is committed to treating the above information with strict confidence.