Instruction Sheet

- Please **read the instructions carefully** before completing this form and answer all relevant questions. **Incomplete applications will not be processed.**

- 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.

- Completed application forms should be submitted to the Financial Aid's Welfare Unit, Student Services Building.

- Applicants are required to attach a copy of their most recent Progress Report, School ID Card.

- Regular working hours on the Earn and Study Programme are between 8:00 a.m. – 4:00 p.m. - Mondays to Fridays. If you are earlier than 8:00 am, you should sign for 8:00 am.

- All Students are expected to complete 80 percent of the programme (18 weeks) to receive a Certificate of Participation and be eligible for a written recommendation from the Student Welfare Unit; except in extenuating circumstances, for which special consideration will be given.

- All students are allowed to work a maximum of twenty-five (25) hours per week, which will translate to fifty (50) hours per fortnight. This does not apply to the EXPANDED STUDENTS

- The programme runs for Twenty-two (22) weeks. Successful applicants will be engaged from Monday, September 25th to Friday, November 24th, 2023 and January 8th to April 5st, 2024.

- The rate of pay will be $250.00 per hour. The rates may be higher on the Expanded Earn and Study Programme, which is funded by individual budget holders.

- The students will be paid on a fortnightly basis in the Semester 1&2 Programme. **Payment will be made via bank transfer; to the prepaid NCB MasterCard provided by the Student Welfare Unit. Please note, you will NOT be paid without the NCB MasterCard. Please be reminded that:**

  - ❖ First (1st) year students are given priority to work in the summer of their first year.
  - ❖ Final (4th and 5th) year students are given priority to work in the summer of their final year.
  - ❖ Second (2nd) and third year (3rd) students are given priority to work in the Semester 1& 2 Programme.

The application period for Earn and Study is as follows: 1) Summer Semester - March 4 – March 29, 2024. 2) Semesters I & II - August 02 - August 31, 2024. Application forms can be emailed to studentwelfare@utech.edu.jm with attachments

UNIVERSITY OF TECHNOLOGY, JAMAICA
DEPARTMENT OF STUDENT FINANCING
STUDENT WELFARE UNIT
EARN & STUDY APPLICATION FORM
SEMESTER 1& 2

1.0 STUDENT INFORMATION

1. ID #: _____   2.TRN #: _____

3. Name: Mr., Miss, Mrs.

_____
        Surname   First   Middle

4. DOB: dd/mm/yyyy   5. Gender: Male ☐ Female ☐   6. Marital Status: _____

7. Country of Birth: _____ 8. Nationality: _____

9. Disability: Yes ☐ No ☐, If yes, state: _____ 10. Employed: Yes☐ No ☐

11.Employer Name: _____

12.Employer Address: _____

2.0 CONTACT INFORMATION

13. Permanent Address: _____ | 17. Term Address: _____

_____ | _____

14. Phone(H) (____)_____ | 18. Phone(H) (____)_____

15.Cellular: (____)_____ | 19.Cellular: (____)_____

16. Email Address:
_____

3.0 ACADEMIC PROFILE

20. Faculty: _____   21. School: _____

22. Enrollment Status: Fulltime ☐ Flexible ☐   22a. Year of Study: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

22 b. GPA: _____

23a. Transferred from a Community College? Yes☐ No ☐, If yes, state: _____

23b. Expected Date of Graduation: dd/mm/yyyy   24. Hall of Residence:

25a. Have you been previously awarded a Scholarship/Bursary tenable at UTech? Yes ☐ No ☐

25b. If yes, state:

Award Name _____ Value: $ _____ Academic Year _____

Award Name _____ Value: $ _____ Academic Year _____

Award Name _____ Value: $ _____ Academic Year _____

4.0 PARENTAL INFORMATION	
Please circle option that is applicable	
Mother/Stepmother/Caregiver	**Father/Stepfather/Caregiver**
26. Name:	32. Name:
27. Address:	33. Address:
28.Phone(C): Phone(W):	34. Phone(C): Phone(W):
29. Occupation:	35. Occupation:
30. Employer:	36. Employer:
31. Gross Monthly Salary:;	37. Gross Monthly Salary:

5.0 SPOUSAL INFORMATION	6.0 DEPENDENT(S)	
38. Name:	46a. Name	46b. Age:
39. Address (If different from Applicant's Permanent Address) _____ _____ _____ _____	47. School	
	48a. Name	48b. Age:
	49. School	
	50a. Name	50b. Age:
40. E-mail Address:	51. School	
41 Telephone (W):		
42. Telephone (H):		
43. Occupation:	52. Other Dependent(s)? Yes [ ] No [ ]	
44. Employer:	Please Specify_____	
45. Gross Monthly Salary $_____	_____ _____ _____ _____ _____	

7.0 EARN & STUDY WORK EXPERIENCE

53. Have you ever worked on the Earn & Study Programme before? Yes ☐ No ☐, If yes list below

Department	Period		Academic Year
	Semester 1and 2 ☐	Summer ☐	
	Semester 1and 2 ☐	Summer ☐	
	Semester 1and 2 ☐	Summer ☐	
	Semester 1and 2 ☐	Summer ☐	
	Semester 1and 2 ☐	Summer ☐	

8.0 WORK EXPERIENCE

54. Indicate jobs held within 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	

9.0 SLB/PATH BENEFICI ARY

55. Did you apply to the Student Loan Bureau (SLB) for the current academic year?   Yes ☐ No ☐

If Yes, Amount Received: Loan $_____SLB Grant $_____

If No, Why? _____

_____

Have you been a PATH Beneficiary?   Yes ☐ No ☐

Please State PATH Family Registration Number : _____

10.0 SKILLS INVENTORY

Name:

ID#:

Faculty:

Please Indicate any special skill that you possess by placing a tick (✓) in the appropriate section, which will indicate whether you are knowledgeable, have any certificates or work experience in the specific area.

	SKILL AREA	KNOWLEDGE	CERTIFICATE	WORK EXPERIENCE
1	Accounting			
2	Administration			
3	Customer Service			
4	Data Entry			
5	Computer Applications			
6	Programming			
7	Computer Networking			
8	Webpage Design			
9	Teaching			
10	Tutoring			
11	Researching			
12	Electrical Technician			
13	Mechanical Technician			
14	Carpentry			
15	Painting			
16	A/C Technician			
17	Refrigerator Technician			
18	Housekeeping			
19	Waitering			
20	Culinary			
21	Dancing			
22	Drama			
23	Life Guard			
24	First Aid			
25	Other Please Specify			
26	(a)			
27	(b)			
28	(c)			

11.0 SUPPORTING DOCUMENTS

Documents Submitted

57. Applicant must attach the following documents: **Regular [ ]   Expanded [ ]**
   o   A copy of your most recent **Progress Report**
   o   A copy of your **School ID** card

12.0 FOR OFFICIAL USE ONLY

Name:_____   **ID#:**_____

Programme_____   **Faculty**_____

Year of Study:_____   **Email:**_____

Phone (C):_____   **(H)** _____

Registration Status   [   ]   **Valid School ID Card   [   ]**

Progress Report   [   ]

Earn and Study Programme: Summer   [   ]   **Semester 1&2 [   ]**

Placement location_____   **Supervisor**_____

Employment Period:-   From (Date Start):- _____   **To (Date Ended):** _____

13.0 PLACEMENT RANKING

	Never Worked	Worked Once	Worked Twice	Worked Three Times	Worked Four Times
Rank	5 ☐	4 ☐	3 ☐	2 ☐	1 ☐

Comments:-

14.0 DATA SHEET FOR DIRECT DEPOSIT STUDENTS

GENERAL INFORMATION

NAME: _____

ADDRESS: _____

FACULTY: _____

ID #: _____

TELEPHONE #: (Cell)_____ (Other) _____

BANKING INFORMATION

BANK NAME: National Commercial Bank (MasterCard)

MASTERCARD CASH CARD #: _____

NB. If you do not have a MasterCard, please collect a "Prepaid MasterCard Application Form" at the Student Welfare Office. **MasterCards used for Lunch are eligible.**

E-MAIL INFORMATION
EMAIL ADDRESS: _____

DECLARATION

I declare that the information above is true and correct and accept responsibility for the validity of the information provided.

Signature: _____

Date : _____

Please attach a copy of your valid School ID and proof of banking information

Return form to:
Student Welfare Unit
Department of Student Financing
Financial Aid Office
University of Technology, Jamaica
237 Old Hope Road
Kingston 6