



THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS

OFFICE OF STUDENT FINANCING

APPLICATION FOR UWI MONA CAMPUS LAW BURSARY

2021/2022

INSTRUCTION SHEET

- Please **read the instructions carefully** before completing the application form.
 - ALL applicants **MUST** be Jamaican.
 - Answer all questions, incomplete applications will not be processed.
 - Completed application forms should be submitted to the **Office of Student Financing, UWI Mona Campus** by the stipulated deadlines
 - Where income figures are required, gross amounts (amounts before tax) must be stated.
 - All amounts stated in the budget planner (page 5) must be in Jamaican Dollars.
 - Students are allowed to have **one(1)** award of any value **or** multiple awards where the sum total of the awards does not exceed the value of **tuition**
 - **The Referee's Affidavit must be signed, stamped (or sealed) and submitted** with all application forms. Kindly note the following persons from whom references may be obtained:
 - Senior member of the UWI academic and professional staff (e.g. Lecturer, Student Services' Development Managers, Senior Assistant Registrars)
 - UWI Counsellors (Health Centre)
 - Justices of the Peace
 - Ministers of Religion
 - High School Principal/Vice Principal/ Guidance Counsellor
- ** Referee's must know the applicant for a minimum of two (2) years and should be able to attest to the information provided by the applicant*
- References are valid for six (6) months.
 - **Do not** affix this sheet to the application when submitting.



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UWI ID #:			
Title	Last Name/Surname	First Name	Middle Name(s)

NOTE:

- Applications will not be processed without the completed referee's affidavit-EMAIL ACCEPTED
- You are required to check your UWI (mymona) email for regular communication from OSF
- At the end of the application period students will receive an email acknowledging receipt of all applications

Applicable to Jamaicans without a first degree.
Completed application form must be submitted to the Office of Student Financing by August 31st.



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BIOGRAPHIC PROFILE					
1. UWI ID #:			2. TRN :		
3a. Title	3b. Last Name/Surname	3c. First Name		3d. Middle Name(s)	
Former NAME (If Applicable)	4a. Title	4b. Last Name/Surname	4c. First Name		4d. Middle Name(s)
5. Name Type of Former Name: Maiden <input type="checkbox"/> (Prior to) Deed Poll <input type="checkbox"/> Other <input type="checkbox"/> Please Specify _____					
6. Date of Birth dd / mm / yyyy			7. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>		8. Marital Status
9. Country of Birth			10. Nationality		
11. Are you a UWI Staff Member? Yes <input type="checkbox"/> No <input type="checkbox"/>			12. Are you a dependent of a UWI Staff Member? Yes <input type="checkbox"/> No <input type="checkbox"/>		
13a. Disability Yes <input type="checkbox"/> No <input type="checkbox"/>		13b. State Disability		13c. Are you registered with Jamaica Council for Persons with disabilities? Yes <input type="checkbox"/> No <input type="checkbox"/>	
14. Employment Status		15a. Employer Name (Company)		15b. Supervisor	
16. Employer's Address _____ _____					
17. Employer's Telephone _____			18. Employer's E-mail Address _____		
19. High School Attended:					
CONTACT INFORMATION					
20. Permanent Address Apt./Street/P.O. Box _____ _____			21. Term/Mailing Address (if you reside on Hall please provide full details) Apt./Street/P.O. Box _____ _____		
City/Town	Country	Home Phone	City/Town	Parish	Country
22. E-mail Address		23. Cellular Phone #	24. Contact #1		25. Contact #2

ACADEMIC PROFILE			
26. Enrolment Status Full Time [] Part Time []	27. Current Level/Year of study Year 1 [] Year 2 [] Year 3 []	28. Country of Responsibility	29. Expected Date of Graduation
30. Campus Location Mona Kingston [] Mona WJC []	31. Hall of Residence (<i>Residing</i>)	32. Hall of Residence (<i>Attachment</i>)	
33. Have you applied for the Student Exchange Programme? Yes [] No []			
34. Have you been awarded a Scholarship/Bursary tenable at UWI Yes [] No []			
34a. If Yes, state name of Award _____		34b. Value \$ _____	
PARENTAL INFORMATION			
35. Mother [] Stepmother []		44. Father [] Stepfather []	
36. Name _____		45. Name _____	
37. Address _____ _____ _____		46. Address _____ _____ _____	
38. Telephone (W)		47. Telephone (W)	
39. Telephone (H)		48. Telephone (H)	
40. Occupation		49. Occupation	
41. Employer		50. Employer	
42. Salary \$ _____ Weekly - [] Fortnightly - [] Monthly - [] Annually - []		51. Salary \$ _____ Weekly - [] Fortnightly - [] Monthly - [] Annually - []	
SPOUSAL INFORMATION		APPLICANT'S DEPENDENTS	
52. Name _____		60. Name _____	61. Age _____
53. Address (If Different from Applicant's Permanent Address) _____ _____ _____ _____		62. Name of Child's School _____	
		63. Name _____	64. Age _____
		65. Name of Child's School _____	
		66. Name _____	67. Age _____
54. E-mail Address _____		68. Name of Child's School _____	
55. Telephone (H)		69. Other Dependent Children? Yes [] No []	
56. Telephone (W)			
57. Occupation			
58. Employer			
59. Salary \$ _____ Weekly - [] Fortnightly - [] Monthly - [] Annually - []			

70. Work Experience

Indicate jobs held within last five years (including summer employment)

[illegible]

71. Co-Curricular Record (On Campus)	
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[illegible]

72. Co-Curricular Record (Off Campus- church & community organisations included)	
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[illegible]

BUDGET PLANNER (TO BE COMPLETED IN JMD)

73. Budget (projection of income & expenses) for academic year **2021/2022** – Use gross amounts for proceeds from employment

Expenses (\$)		Income/Resources (\$)	
78. Tuition Fees	_____	87. Present Bank Balance (student)	_____
79. Books and Supplies	_____	88. Spouse's Contribution	_____
80. Accommodation		89. Family Contribution	_____
Hall of Residence	_____	90. Contribution From Other Sources	_____
Off Campus	_____	91. Proceeds From Employment	_____
81. Food	_____	92. Awards (e.g. Scholarships, Bursaries)	
82. Clothing	_____	Name of Award	Value
83. Toiletries	_____	a. _____	(\$) _____
84. Transportation		b. _____	(\$) _____
To and From UWI	_____	c. _____	(\$) _____
Field Trip	_____	93. Tuition Loans (e.g. SLB etc.)	Value
85. Other school expenses (e.g. laptop)		a. _____	(\$) _____
Item	Cost (\$)	b. _____	(\$) _____
a. _____	_____	94. Grants	
b. _____	_____	a. _____	(\$) _____
c. _____	_____	b. _____	(\$) _____
d. _____	_____	95. Other Income/Resources	_____
86. Total Expenses	=====	96. Total Income/Resources	=====

97. Shortfall (Subtract Total Expenses from Total Income)

NB:

Gross amounts (amounts before tax) must be stated.

All amounts stated must be in Jamaican Dollars.

Assume nine months for the academic year (ie calculate one month's expense and multiply by 9 to complete the budget-except for tuition and miscellaneous fees. Use the actual UWI fees)

For Tuition fees at item 78 of the form please add the UWI tuition and miscellaneous fees and use that figure

98. Academic distinctions and/or prizes received:

_____	_____
_____	_____
_____	_____

99. State reasons for applying:

100. State your career goals and the contribution you intend to make towards the development of your community or country:

101. PREVIOUS ASSISTANCE RECEIVED FROM THIS OFFICE (IF APPLICABLE)

DONOR	YEAR	AMOUNT (\$)

102. I confirm that all information provided in this application is correct and acknowledge that any incorrect information provided will be grounds for the application to be rejected:

Applicant's Signature

Date (DD/MM/YYYY)

Assessment Committee's Decision

REFEREE'S AFFIDAVIT			
NAME	Last Name/Surname	First Name	Middle Initial(s)
Address 			
Telephone (H)		Telephone (W)	E-mail Address
In what capacity are you signing		Name of Employer/Business	
Name of STUDENT being recommended		Student ID #:	
Student Email Address:			
How long have you known him/her?		Year(s)	Month(s)
What do you know of the applicant's family? 			
What do you know about the co-curricular activities of the applicant? 			
To your knowledge, is this person experiencing financial difficulties? Yes [] No [] If 'yes' please explain: 			
Would you regard the student as someone with integrity? Yes [] No [] If 'yes' please explain: 			
Is there any other pertinent information that you think we should know? Yes [] No [] If 'yes' please explain: 			
I hereby declare that the information provided above and by the applicant is to the best of my knowledge true. Signed _____ Date dd / mm / yyyy			

N.B.

- This form should be completed by the following persons: Senior members of the UWI academic and professional staff (e.g. Lecturer), Student Services and Development Managers, UWI Counsellors (Health Centre), Justices of the Peace, Ministers of Religion, High School Principals/Vice Principals/Guidance Counsellors.
- NO OTHER REFERENCE WILL BE ACCEPTED
- Referees must know the applicant for at least two (2) years and should be able to attest to the information provided by the applicant. All referees must affix the official stamp of their office / department / organization. Justices of the Peace (JP's) must affix their official seal provided by the Government.