



## NATIONAL TRAINING BOARD APPLICATION FOR FUNDING AWARD APPLICATION 2012

Application deadline: 31 May 2012

INCOMPLETE APPLICATIONS *WILL NOT* BE CONSIDERED

**Consideration for funding will not be given if the area of concentration is offered at the Bermuda College.**

### CONDITIONS FOR FUNDING

- The programme/course of study must be accredited and at an approved institution.
- The award is for tuition purposes only, and will only be provided for the initial length of the programme. (The award does not cover books, incidentals or room/board). The award is paid directly to the training provider (College/University).
- The applicant must demonstrate the ability to balance their source of support with available funds/income with expenses. Therefore, a credit bank reference for education is required.
- Payment of the award occurs at the beginning of the school year upon receipt of proof of enrolment.
- For continued funding, students must maintain a minimum GPA of 2.7 or B- equivalent .
- It is not the responsibility of the NTB to provide additional funding beyond what has originally been agreed in the award letter.
- The student agrees to reimburse the NTB under the following conditions:
  - If the student decides to discontinue their educational training in the absence of extenuating circumstances (to be determined by the Executive Officer of the NTB).
  - If the student refuses a reasonable offer of employment in his/her area of qualification after completion of studies.
- The NTB will not provide funding for 'resits' or 'retakes' of coursework or examinations.
- Student agrees to supply information pertaining to overseas address within 30 days (if applicable).
- Students entering their freshman year shall sit a college placement test at the Bermuda College prior to approval of an award by the NTB.
- Students must have adequate medical coverage and provide proof of good health.
- Students must inform the NTB immediately of any changes in address, telephone numbers, e-mail, etc.
- Students must take a minimum of 12 credit hours per semester.
- NTB conditions are subject to change at any time.
- Upon successful completion of studies, students are expected to provide the NTB with a copy of their graduation certificate(s) and/or professional designation.

100 Reid Street, Hamilton HM 12, Bermuda | Tel: 441 292-3700 | Fax: 292-5984

## FUNDING AND SCHOLARSHIP APPLICATION FORM

I wish to be considered for:

- |   |          |
|---|----------|
| <input type="checkbox"/> Permit - to attend Bermuda College   | Column 1 |
| <input type="checkbox"/> TVET II Professional Development/Technical courses, not exceeding \$5,000 and no longer than 12 months | Column 2 |
| <input type="checkbox"/> Sponsored Trainee Award (For Employer) - apprenticeship/traineeship                                    | Column 3 |
| <input type="checkbox"/> NTVT - National Technical Vocational Training Award  | Column 4 |
| <input type="checkbox"/> ITEC India Programme <a href="http://www.itec.mea.gov.in">www.itec.mea.gov.in</a>                      | Column 4 |
| <input type="checkbox"/> Holland College Maritime Cadet Programme, July-Septe each year   | Column 4 |
| <input type="checkbox"/> The Dame Jennifer M. Smith Performing Arts Scholarship   | Column 4 |

### ABSOLUTE DEADLINE FOR SUBMISSIONS (NO EXCEPTIONS) IS 31 May 2012 AT 5.00 PM. SHARP

I understand that this application is incomplete and void unless all the required documents are attached and received in the office of the National Training Board by Thursday, 31 May 2012. (Please verify with a check mark by each item).

	1	2	3	4
1. Programme of study/Course Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Letter of Acceptance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Personal Statement (typed with min. 500 words)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Official Grade Transcripts (from last institution of study)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Proof that applicant is registered as a Bermudian <i>official letter from immigration, passport with 'registered as a Bermudian stamp' or Voter ID card. Only the items listed above will be accepted and must be brought to office for copying. <b>No photocopies will be accepted.</b></i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Confidentiality Waiver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Two written references (from school teacher, employer, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Sponsor Letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Credit bank reference for education from your banking institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Medical Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Completed NTB Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ALL LATE AND INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NATIONAL TRAINING BOARD APPLICATION FOR FUNDING  
AWARD APPLICATION 2012  
Application deadline: 31 May 2012  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**INFORMATION CONCERNING THE APPLICANT**

Social Insurance No. \_\_\_\_\_

1. Applicant Name: \_\_\_\_\_

DoB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M/F: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Do you possess dual citizenship?    Yes                       No

If yes, please specify \_\_\_\_\_

*Permanent Address*

House Name/Apt #/ \_\_\_\_\_

Street: \_\_\_\_\_

Parish: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. Contact:    Home \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

*Mailing Address*

House Name/Apt #/P.O. Box: \_\_\_\_\_

Street: \_\_\_\_\_

Parish: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Number of dependants \_\_\_\_\_

*Parent/Guardian/Spouse Contact Information*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_

Email: \_\_\_\_\_

**INFORMATION CONCERNING THE APPLICANT WHILE OVERSEAS**

1. *Overseas Address*

House Name/Apt #/P.O. Box: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

2. *Applicant Overseas Contact Information:*

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Overseas: \_\_\_\_\_

E-mail Local: \_\_\_\_\_

E-mail Overseas: \_\_\_\_\_

3. *Employment Details*

Position held: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

4. *Last Educational Institution attended*

1. High School/College/University (Circle as appropriate) N/A \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Educational qualifications achieved (BSSC, GED, etc.):

\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION CONCERNING THE COLLEGE AND PROGRAMME OF STUDY**

Name of College/University \_\_\_\_\_

Address of College/University Business Office: \_\_\_\_\_

\_\_\_\_\_

Name of Business Manager: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Identification Number (if known): \_\_\_\_\_

Programme of Study: \_\_\_\_\_

Total Programme Credit Hours: \_\_\_\_\_

**PLEASE NOTE THAT WE DO NOT SUPPORT ON-LINE TECHNICAL EDUCATION.**

**DECLARATION OF OTHER AWARDS**

Have you applied for or do you intend to apply for any other scholarships or awards? Yes  No

If yes, state award \_\_\_\_\_ and the amount: \$ \_\_\_\_\_

Are you currently in receipt of any other scholarships or awards? Yes  No

If yes, state award \_\_\_\_\_ and the amount: \$ \_\_\_\_\_

How did you find out about the National Training Board?

- Through CITV
- NTB Website
- Employer
- I was referred by a person or agent. Please specify who \_\_\_\_\_
- Through my school. Please specify which school \_\_\_\_\_
- Other. Please specify \_\_\_\_\_

**\*INFORMATION CONCERNING FINANCES (not applicable to sponsored trainees)**

Source of Support		Expenses (One Year)	
Personal savings (to be used towards schooling)	\$ _____	Tuition	\$ _____
Family Contributions	\$ _____	Fee	\$ _____
Government (e.g. NTB)	\$ _____	Books/Tools	\$ _____
Private	\$ _____	Room/Board	\$ _____
Other Awards	\$ _____	Loans/Personal Expenses	\$ _____
<b>Total</b>	\$ _____	<b>Total</b>	\$ _____

I understand that all Awards are contingent upon full time enrollment in a minimum of 12 semester hours on the school campus with a maintained minimum GPA of 2.7 or a B- equivalent. I also understand that failure to meet the conditions of funding during the first two consecutive semesters voids the remainder of this offer. Students who drop a course may be liable for the expenses incurred. Award money credited to the payment of dropped courses may be removed and the student may be billed for any cost incurred if the course is dropped after the deadline for receiving a full refund. The terms and conditions of such award will be outlined in an Award letter if application is successful.

Print Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*This is a mandatory field, failure to complete this section may result in your application being denied.**

**DO NOT WRITE BELOW THIS LINE - For office use only.**

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Application:      Approved                  Not Approved      (Please circle accordingly)

If not approved, please give reason: \_\_\_\_\_

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Authorised Signature

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Date

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Authorised Signature

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Date

## REFERENCE REQUEST

This is a request for a reference for the person named below who is applying to study in an undergraduate or post-graduate or a professional development programme listed below.

We understand you have agreed to be a referee for this applicant and would be grateful if you could give us, as far as you are able, your opinion on their suitability for the programme they have applied for.

**Please prepare a reference letter on official company letterhead paper or if you would like to use this reference sheet, please turn over and complete your reference in the space provided. Just remember to authenticate the document with your company stamp.**

The candidate's application cannot be considered until we have received your reference, so we will be pleased to have your reply as soon as possible.

Thank you in advance for supplying this reference.

Name of Applicant \_\_\_\_\_

Programme applied for \_\_\_\_\_

Name of Referee \_\_\_\_\_

Email of Referee \_\_\_\_\_

Telephone of referee (w) \_\_\_\_\_ (m) \_\_\_\_\_

Capacity in which you provide this reference (tutor, employer, coach, head of department etc)

\_\_\_\_\_

Referee's Signature \_\_\_\_\_ Date \_\_\_\_\_





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Thank you in advance for supplying this reference.

Name of Applicant \_\_\_\_\_

Programme applied for \_\_\_\_\_

Name of Referee \_\_\_\_\_

Email of Referee \_\_\_\_\_

Telephone of referee (w) \_\_\_\_\_ (m) \_\_\_\_\_

Capacity in which you provide this reference (tutor, employer, coach, head of department etc)

\_\_\_\_\_

Referee's Signature \_\_\_\_\_ Date \_\_\_\_\_



