



Jamaica Values and Attitude Project For Tertiary Students (JAMVAT)

Ministry of Education

1st Floor, Building One, 2 – 4 Heroes Circle, Kingston 4

Telephone: 502-5718/5709 Fax: 948-5767



July 5, 2010

JAMVAT WELCOME LETTER

Congratulations! You have been provisionally approved as a JAMVAT participant for the academic year 2010/2011.

Your final approval will be granted, pending the review of your matriculation record and other relevant information.

The Start Up package that accompanies this letter includes:

- (1) The Introduction letter to be printed and completed and presented to the Placement supervisor at your work site;
- (2) The Work/Study Agreement, which is the students' contract with JAMVAT for the given period;
- (3) The Timecard, which is your daily record to be completed by yourself and supervisor as indicated;
- (4) The Bank Return Form, to be taken to any commercial bank island-wide for verification of account details for the payment of stipend;
- (5) The Student Performance Evaluation, to be completed in consultation with the Placement supervisor; and
- (6) The Work/Study Review; the programme evaluation to be completed by each students.

Read carefully ALL the contents of this package before you commence the voluntary service.

A copy of the **JAMVAT Introduction Letter**, is to be presented to prospective employers.

All hours of voluntary service must be performed at a government, non profit or community - based organization. Work done at placement sites that do not meet this criterion will be deemed invalid.

Upon your **successful** completion of the programme, JAMVAT will pay your learning institution 30% of your tuition cost. **Please note that the maximum benefit per participant in any given year will not exceed Three Hundred and Fifty Thousand Dollars (\$350,000.00).**

A stipend of **Ten Thousand Dollars (\$10,000.00)** will be paid to the account of each student who successfully completes the required 200 hours. The account details must be verified on the Bank Return Form.

The deadline for completion of voluntary hours is December 31, 2010

In order to facilitate payments, you are required to submit the following after you have completed 200 hours of voluntary service.

- i. **Completed time card**
- ii. **Completed JAMVAT Work/study Agreement Contract**
- iii. **Bank account form, affixed with the bank's stamp/seal**
- iv. **Student-employee Performance Review form**
- v. **Work study student evaluation form**

All the above items should be submitted together, in the number order listed.

Incomplete submissions may delay the processing of either the tuition or stipend payment.

Submissions for payment must be made no later than **5th of each month for payments to be made by the following month.** Payments will only be made on original (and **not** faxed) documents. For auditing purposes, kindly refrain from the use of correction fluid in the completion of these official documents.

Workshops for JAMVAT participants will be conducted once per semester. Your attendance at these sessions is **mandatory**.

In the event of problems or queries you may contact any JAMVAT representative at (876) 502-5718/5709 or visit our website at www.moe.gov.jm for frequent updates on the programme.

We wish you the best in your endeavours.

Yours truly,

