



## 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

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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.

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**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 **5<sup>th</sup> 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](http://www.moe.gov.jm) for frequent updates on the programme.

We wish you the best in your endeavours.

Yours truly,

