

Ministry of Tourism Scholarship Handbook



**CAYMAN
ISLANDS** 
GRAND CAYMAN / CAYMAN BRAC / LITTLE CAYMAN

Contents

Welcome	3
Guidelines for the Cayman Islands Ministry of Tourism Scholarship	4
Regulations Governing the Disbursement and Accounting Scholarship Funds	6
Scholar Profile	8
Scholarship Bond	9
Declaration of Funds	13
Disbursement & Accounting of Scholarship Funds	13
Projected Expenses Forms	13
How to submit a Projected Expense Form	13
How to submit an Expense Claim Form	15
Summer Funding	17
Grades	18
Release of Grades Form	18
Academic Probation	18
Dismissal or Withdrawal	18
Personal and Professional Development	19
Student Internship	19
Scholar Networking Event	19
Professional Development Sessions	19
Support	20
Academic	20
Requests for consideration by Scholarship Committee	20
Internship and Work Placements	20
Social Media	20
Things to Remember	21
Contact Information	21
Overseas contact Info:	21
Administrator Contact Info.	21
Forms	22

Welcome

Congratulations to our new Ministry of Tourism (MoT) Scholars!

The Scholarship Programme represents the Government's effort to facilitate more Caymanians involvement in the tourism industry, particularly at the managerial level.

Since its inception in 1996, over 150 Caymanian students have had the privilege of being the recipients of Ministry of Tourism (MoT) Scholarship.

Being a MoT Scholar is much more than receiving Government Funds to attend university. It is a privilege to be chosen to be a part of an industry that serves as a key driver of our economy.

MoT Scholars are poised, focused, and passionate about their discipline and knowledge about the Cayman Islands tourism industry. You are Ambassadors for your country at your University.

Being accepted into the Ministry of Tourism's Scholarship Programme carries with it benefits, responsibilities, and privileges.

This handbook is provided to assist you throughout the programme as a reference and guide. If you have any questions regarding the information provided here; or if you have a question that is not answered in this handbook, please contact the MoT Scholarship Administrator, Tunisia Barnes, at 244-1252 or tbarnes@caymanislands.ky.

Guidelines for the Cayman Islands Ministry of Tourism Scholarship

1. The Cayman Islands Ministry of Tourism Scholarship Programme is administered by the Department of Tourism (DoT).
2. The Scholarship is to be utilized for successful candidates to pursue the specific tourism or tourism-related course of study at an *accredited institution ranked competitive or higher* indicated in their award letter.
3. All institutions attended by scholarship awardees will be sent a letter signed by the Director of Tourism and the student authorizing the release of grade reports and any other pertinent information, to DoT representatives. However, scholarship awardees must also send a grade report to the Scholarship Administrator at the end of each school term prior to the release of the next term's funds.
4. Students must maintain at least a 2.5 cumulative grade point average, with no failures, in a minimum of 12 credit hours a term during the *first year of study*; and at least a 3.0 cumulative grade point average, with no failures, in a minimum of 15 credit hours thereafter. Failure to do this may result in the immediate termination of the scholarship.
5. Students enrolled in institutions that do not have a detailed reporting system, must have a satisfactory tutorial assessment. Failure to achieve this may result in the immediate termination of the scholarship.
6. The award of funding for each term will be authorized only if the previous term's grade report/progress report meets the minimum standards as set out in items (4: Minimum GPA Requirements), and (5: Institution's Reporting System) above.
7. Scholars may receive funds up to US\$7,000, for **one** summer during the course of the scholarship to continue in the approved course of study; providing study is a requirement of the institution, and not as a result of failures, loss of credit due to change of major or institution or reduction in course load to part-time enrollment. Requests for summer funding must be requested 4 months prior to the summer courses being taken. Applications for summer funds will be reviewed by the Scholarship Committee and decisions communicated by the Department of Tourism (DoT).
8. Scholars are required to gain practical experience in their proposed discipline by completing at least one eight (8) week-internship during their studies. The internship may be taken at any point during the completion of their program, and a summary report of the experience should be sent to the Department of Tourism.
9. Scholars must complete the course of study in the time stated in the scholarship award. Extensions caused by course failures, unapproved change of major, unapproved change of institution, or loss of course credit for any other reason unacceptable to the Ministry of District Administration, Tourism and Transportation will be at the student's expense.

10. The Ministry must approve transfers from one institution to another or from one major to another. All transfers must fall within the scholarship criteria term (2) listed above. Letters requesting the change must be submitted to the Scholarship Committee prior to making the change. Failure to achieve this will result in the funds being withheld, until a decision is made by the Scholarship Committee to approve the request.
11. Students are required, prior to receiving ANY scholarship funds, to sign a bond with two (2) sureties requiring them, upon completion of their studies, to return to work in the Tourism Industry in the Cayman Islands for the period of time equivalent to the duration of their scholarship. No two members of the same household will be accepted as sureties.
12. In the event that a student fails to complete the course of study due to non-compliance with any of the conditions of the bond or if the scholarship is withdrawn on the grounds of non-compliance; the Ministry shall call upon the student or his sureties to repay the sums, plus interest, expended by the Ministry on behalf of the student. Interest will be calculated based on the prevailing Cayman Islands prime rate on date repayment is demanded. The Ministry reserves the right to demand immediate payment of the full balance plus interest accrued thereon, or may elect to allow the said amount to be paid in monthly installments over an agreed period of time.
13. If upon completion of the course of study, should a student refuse an offer of employment in a tourism or tourism-related position in the Cayman Islands, or to return to the island to work for the period of time stated in the bond; the Ministry shall call upon the student or his sureties to repay the sums, expended by the Ministry on behalf of the student, under the same conditions outlined in (12) above.
14. The decision of the Scholarship Committee and Scholarship amounts awarded are final. Any requests for additional funding will be refused.
15. Students are not permitted to combine this scholarship with any other government scholarship programme such as scholarships issued by the Education Council.

Regulations Governing the Disbursement and Accounting Scholarship Funds

A FULL scholarship can be awarded for a maximum period of four (4) years, up to a monetary amount of US\$25,000 per Academic Year. Students may be awarded partial scholarships at the Committee's discretion. All funds will be disbursed by the Department of Tourism (DoT) and must be accounted for by **ALL** recipients as follows.

1. **Mandatory Fees**

Mandatory University expenses and fees will be covered under the scholarship. These include ***Tuition, Medical, Student Insurance and any other prescribed University fees.*** These will be paid on a term basis and students will be required to provide original invoices from the University to the Department of Tourism listing these amounts. **These invoices should be provided at least six weeks in advance of the due date to ensure the timely processing of fees.**

2. **Projected Expenses and Claim Forms**

Students **are required to** complete and sign the official **Projected Expense Form** prior to any funds being disbursed. Original receipts and invoices must be supplied and attached to the completed official **Expense Claim Form.**

All receipts must be affixed to a sheet of paper (using tape or a stapler) according to the related expense category (meals/ food, rent/ utilities, books, airfare. For each expense category, **students must show an itemized list** of amounts spent and the total of each category must be clearly indicated.

3. **Students Living On Campus**

Students are expected to live in campus provided accommodations and take up the meal plan offered by the University. In this instance, the University charges for these costs will be included in their invoices and these will be paid on a term basis, when the mandatory fees are being paid.

4. **Students Living Off Campus**

Where a student elects to live off campus in rented accommodation, they will be provided a fixed monthly living allowance of **US\$1,500 per month to cover off campus living costs** including Rent, Food and Utilities.

This allowance would be paid on a term basis and **recipients will need to account for the expenditure of these funds** with original receipts and invoices.

5. **Students – Online**

Where a student elects to do an online course the scholarship will cover only tuition and books. This allowance would be paid on a term basis and **recipients will need to account for the expenditure of these funds** with original receipts and invoices.

Postgraduate only:– Accommodation covered twice a year for on-campus required visits

6. **Book/Equipment Allowance/Advance**

An advance for books or equipment will be given based on the projected costs provided by the University. Equipment would cover items such as lab coats, lab equipment and other essential items required for the completion of lab-based or practical courses. Original receipts with details of books/equipment purchased would be required to account for this allowance, before any additional advances are given.

7. **Airfare**

Students will be allowed **one return airline ticket** to Cayman from the nearest gateway to their University per annum. You would be required to fly economy and by the most direct route.

Postgraduate online will be allowed two airline tickets per annum.

8. **Miscellaneous Expenses**

All students, whether staying on or off campus, will be given a **monthly incidental allowance of US\$120**, paid per term, to cover miscellaneous expenses including inter-alia, *Transportation Charges, Travel To and From the Airport, Stationery Purchases and Phone Calls*. **Receipts for these purchases must be provided with your expense claim.**

Scholar Profile

A Student Profile Form will be provided to each scholar. This form should be completed and handed into the Scholarship Administrator at the Orientation.

- The information provided gives a quick overview of the scholar and expected graduation.
- Easy access to important and urgent information on how to contact you or a family member in case of emergency.
- It also provides the Administrator with vital University information contact information for the Registrar and Bursar.
- Finally, it provides information on payment and banking details for scholarship fund disbursements.
- All Students must inform the Scholarship Administrator of any updates with regards to the following:
 - University residence address
 - Cayman and Overseas contact number
 - Alternative email
 - Emergency Information
 - University Information
 - Wire transfer details

Check with your University regarding banking details to ensure drafts are made out to the correct account name.

Scholarship Bond

All Ministry of Tourism Scholars are required to have Two (2) sureties to sign on their behalf, this is in the event the student does not comply with the terms and guidelines of the scholarship.

- **No two members of the same household will be accepted as sureties.**
- **Sureties must reside in the Cayman Islands.**
- Should a student fail to complete the course of study due to non-compliance with any of the conditions of the bond, or if the scholarship is withdrawn. **The student and or their sureties will be asked to repay the sums, plus interest, expended by the Ministry on behalf of the student.**
- In the event that a scholarship is rescinded, interest will be calculated based on the prevailing Cayman Islands prime rate on date repayment is demanded. The Ministry reserves the right to demand immediate payment of the full balance plus interest accrued thereon, or elects to allow the said amount to be paid in monthly installments over an agreed period of time.
- Students are required, upon completion of their studies, to return to work in the tourism industry in the Cayman Islands for the period of time equivalent to the duration of their scholarship.
- If upon successful completion of the course of study, should a student refuse an offer of employment in a tourism or tourism-related position in the Cayman Islands, or refuses to return to the islands to work for the period of time stated in the bond. The Ministry will call upon the student and or the sureties to repay the sums, expended by the Ministry on behalf of the student, under the same conditions outlined above.
- Ensure that the Surety Bond is completed with the correct information. An example is included in this handbook, highlighting the areas that need to be completed.
- Read through the Bond carefully.

Scholarship Bond Page 1

BY THIS BOND

We John Doe of Box 16, Grand Cayman, KY1-1110 Cayman Islands
(hereinafter referred to as *the Student*)

AND Jane Doe of Box 123, Grand Cayman, KY1-1001 Cayman Islands

AND Jeff John of Box 123, Grand Cayman, KY1-1001 Cayman Islands

(Referred to as "*the Sureties*") are held firmly bound unto the Government of the Cayman Islands – Ministry of Tourism, (hereinafter referred to as "*the Government*") in the sum of \$ 84,000.00 (Total Scholarship Amount in US\$ x .84) Cayman Islands currency with interest, such sum being the fair estimate of the cost to be met by *the Government* on behalf of the student to enable *the Student* to undertake the course of instruction and training (which course is hereinafter referred to as "*the Course*" and is more fully described in Part B of the schedule hereto) and as liquidated damages and not as a penalty and for the payment of the said sum *the Student* and *the Sureties* bind themselves their successors and assigns jointly and severally by these presents.

Scholarship Bond Page 2

NOW THE ABOVE WRITTEN OBLIGATION IS CONDITIONED TO BE VOID if *the Student* shall:

1. abide by, observe, and perform all terms, provisions, conditions and stipulations made by *the Student* hereinbefore set out to be performed and observed according to the true purport, intent and meaning thereof and;
2. provide proof if required that he/she has completed *the Course* to the satisfaction in all respects of *the Government*; and
3. without prejudice to the foregoing but more particularly if so required by *the Government*, for a period of one (1) calendar year for each academic year for which *the Course* was funded immediately following such completion as aforesaid; or, at the further option of *the Government* in the event *the Course* is not completed as aforesaid, for a period not exceeding 4 (Total Years Scholarship Granted) year/s aforesaid immediately following the time during which *the Course* ought to be have been successfully completed as set out in Part C of the Schedule, faithfully and diligently return to work in the Cayman Islands tourism industry.

Scholarship Bond Page 3

SCHEDULE

PART A:

MONIES TO BE PROVIDED BY **THE GOVERNMENT** UNDER THE MINISTRY OF TOURISM SCHOLARSHIP PROGRAM

The total sum of Eighty Four Thousand Dollars in Cayman Islands currency (KYD\$ 84,000.00), which **the Government**, subject to the provisions of this Bond may provide for **the Student** may be applied to the following costs where applicable as set out in Part D of the Schedule –

Scholarship Bond Page 4

SCHEDULE

PART B:

Name of **the Course**: Bachelors in Business Administration

Time covered by **the Course**: 4 Years

SIGNED, SEALED AND DELIVERED BY

Student's Name: John Doe Signature: _____

Presence of (witness): Mary Smith Signature: _____

Address & Telephone: Box 68, Grand Cayman, KY1-1105, Cayman Islands 826-1234

SIGNED, SEALED AND DELIVERED BY

#1 Surety's Name: Jane Doe Signature: _____

Presence of (witness): Mary Smith Signature: _____

Address & Telephone: Box 68, Grand Cayman, KY1-1105, Cayman Islands 826-1234

SIGNED, SEALED AND DELIVERED BY

#2 Surety's Name: Jeff John Signature: _____

Presence of (witness): Mary Smith Signature: _____

Address & Telephone: Box 68, Grand Cayman, KY1-1105, Cayman Islands 826-1234

Scholarship Bond Page 5

SCHEDULE

PART C:

BE IT REMEMBERED that on the 17 day of July two thousand and 13 before me the undersigned one of Her Majesty's Justices of the Peace in and for the Cayman Islands, personally came and appeared (**NAME OF WITNESS**) Mary Smith of (address) Box 68, Grand Cayman, KY1-1105, Cayman Islands an attesting witness to the due execution of the foregoing written Bond and who being by me duly sworn made oath said that he/she was present and did see (**NAME OF STUDENT**) John Doe therein named signed, and as for his/her proper act and deed execute and deliver the said Bond for the purpose therein mentioned.

(MUST BE A JUSTICE OF THE PEACE **NOT** NOTARY PUBLIC)

Justice of the Peace

BE IT REMEMBERED that on the 17 day of July two thousand and 13 before me the undersigned one of Her Majesty's Justices of the Peace in and for the Cayman Islands, personally came and appeared (**NAME OF WITNESS**) Mary Smith of (address) Box 68, Grand Cayman, KY1-1105, Cayman Islands an attesting witness to the due execution of the foregoing written Bond and who being by me duly sworn made oath said that he/she was present and did see (**NAME OF STUDENT**) Jane Doe therein named signed, and as for his/her proper act and deed execute and deliver the said Bond for the purpose therein mentioned.

(MUST BE A JUSTICE OF THE PEACE **NOT** NOTARY PUBLIC)

Justice of the Peace

BE IT REMEMBERED that on the 17 day of July two thousand and 13 before me the undersigned one of Her Majesty's Justices of the Peace in and for the Cayman Islands, personally came and appeared (**NAME OF WITNESS**) Mary Smith of (address) Box 68, Grand Cayman, KY1-1105, Cayman Islands an attesting witness to the due execution of the foregoing written Bond and who being by me duly sworn made oath said that he/she was present and did see (**NAME OF STUDENT**) Jeff John therein named signed, and as for his/her proper act and deed execute and deliver the said Bond for the purpose therein mentioned.

(MUST BE A JUSTICE OF THE PEACE **NOT** NOTARY PUBLIC)

Justice of the Peace

Declaration of Funds

Students are required to sign a Declaration of Funds, confirming that in addition to the funds granted through the Ministry of Tourism Scholarship, that they are able to meet the financial obligation required to complete their degree.

Disbursement & Accounting of Scholarship Funds

Projected Expenses Forms

There are three forms depending on your status:

SCH007: Off-campus, SCH008: On-Campus and SCH009: Online.

These forms can be located online at www.caymanislands.ky/motscholarship

- Forms to be completed at the **beginning** of each term:
 - Tuition and mandatory fees supported with invoices (*Medical, Student Insurance & any other prescribed University Fees*)
 - Off Campus – apartment lease
 - Airfare- only one ticket per annum
 - Miscellaneous Expenses
 - Monthly allowance of \$120.00 for items such as transportation.
 - Provide Invoices
 - Does not include music, laptop...

Scholarship Applicants are required to complete the projected Expense Form that is relevant to their intended or actual living status at university.

- A snapshot of your anticipated expenses for each term.
- Provide the list and estimate of expenses for ONE TERM, indicate which are single payments (one off payments).
- This will form the basis of an advance payment to the scholarship recipients.

How to submit a Projected Expense Form

1. Complete Projected Expense Form
2. Tuition and other mandatory fees must be support by an invoice from the university
3. A copy of your apartment's lease apartment, or an accommodation invoice from the University.
4. Include your Airline Itinerary
5. Sign, Scan and email to the Scholarship Administrator

Example:



**ANNUAL MINISTRY OF TOURISM
SCHOLARSHIP
PROJECTED EXPENSES FORM**



ON CAMPUS

Name of Recipient: [Redacted] Year Awarded Scholarship: 2010

Projected Expense From: Aug. 2013 to: Dec. 2013 University's academic term: Fall 2013 (in Spring, Summer, Fall)

Name & Location of University: Univ. of Tampa, 401 W. Kennedy Blvd, Tampa, Fla. 33606

On Campus		
Expense Item	Projected Amounts Needed (US\$)	Supporting Document Must be Provided
Mandatory University Fees (Tuition, Orientation, Medical etc.)	<u>13,902.08</u>	<input type="checkbox"/>
University Charges (Campus Accommodation, Meal Plan*)	<u>(included above)</u>	<input type="checkbox"/>
Books	—	<input type="checkbox"/>
Airfare (1 Roundtrip Fare per annum)	—	<input type="checkbox"/>
Miscellaneous (US\$ 120.00 per month paid at the start of each term. Receipts must be provided)	—	<input type="checkbox"/>
Total Projected Expenses	<u>\$13,902.08</u>	

Projected Expenses: Scholarship Applicants are required to complete the Projected Expense Form that is relevant to their intended or actual living status at university.

- This form provides the Scholarship Committee with a snapshot of your anticipated expenses for each term.
- Applicants are asked to only provide the list and estimate of expenses for ONE TERM, while fully indicating which expenses are single payments (e.g. matriculation fees).
- If your institution uses trimesters instead of distinct academic semesters, please indicate this on the form also.
- This will form the basis of an advance payment to the Scholarship recipient.
- Tuition and other mandatory fees must be supported by an invoice from the university.
- For On Campus Students, you must provide a copy of your apartment's lease agreement.

I have read, understand and accept the above terms.
 Date: June 25, 2013 Signature of student: [Redacted]

Date: _____ DOT authorized: _____

* May be listed with University Charges -Tuition/Medical etc.

Official Use ONLY: Annual Scholarship Awarded: US\$ _____ Semester Disbursement: US\$ _____

Semester Disbursement Breakdown:
 University: _____ Cheque #: _____

Student: _____ Cheque #: _____

Entered on: _____ By: _____ Balance Remaining: _____

Expense Claim Forms:

There are three forms depending on your status:

SCH010: Off-campus,

SCH011: On campus and

SCH012: Online

These forms can be located online at www.caymanislands.ky/motscholarship



- **Must** be completed at the end of each term.
- Is used to reconcile how the funds that were advanced were spent and important for Audit of scholarship files.

On Campus Living		
Expense Item	Amount Spent (US\$)	Supporting Document Must be Provided
Mandatory University Fees (Tuition, Orientation, Medical etc.)	8000	Receipt
University Charges (Campus Accommodation /Meal Plan*)	4000	Receipt
Books	350	Receipt
Airfare (Roundtrip Fare)	300	Receipt
Miscellaneous (US\$ 120.00 per month paid at the start of each term. Receipts must be provided)	565	
Total Amount Spent	13715	
Funds Disbursed	10000	
Balance	3715	

How to submit an Expense Claim Form

1. Complete Expense Claim Form
2. **All receipts must be affixed to a sheet of paper** (tape or staples) according to the related expense category (meals/food, rent/utilities, books, and airfare).
3. For each expense category, **students must show an itemized list** of amount spent and clearly indicate the total.
4. Submit with appropriate Expense Claim Form.
5. Attach Grade Report.
 - Grades must be received before funds distributed.
 - Snapshot of online grades acceptable. I.e. Propeller.
6. Sign, Scan and email to the Scholarship Administrator

Example:

 **ANNUAL MINISTRY OF TOURISM
SCHOLARSHIP
EXPENSES CLAIM FORM** 

ON CAMPUS

Name of Recipient: [REDACTED] Year Awarded Scholarship: 2010

Expense Claim Period: Jan 2013 to May 2013 University's academic term: Spring Semester (or Spring, Summer, Fall)

Name & Location of University: Univ. of Tampa, 401 W. Kennedy Blvd., Tampa, Fla. 33606

On Campus Living		
Expense Item	Amount Spent (US\$)	Supporting Document Must be Provided
Mandatory University Fees (Tuition, Orientation, Medical, etc.)	14,691.00	
University Charges (Campus Accommodation Meal Plan)	(included above)	
Books	-	
Airfare (Roundtrip Fare)	-	
Miscellaneous (US\$ 120.00 per month paid at the start of each term. Receipts must be provided)	-	
Total Amount Spent	14,691.00	
Funds Disbursed	10,758.92	
Balance	3,932.08	

Expense Claims: The Expense Claim Form is used to reconcile how the funds that were advanced were spent. It is imperative that you provide all original receipts properly affixed to sheets of paper as stated in the Scholarship Regulations and outlined below for your convenience.

- Original receipts and invoices must be supplied and attached to the completed official Expense Claim Form.
- All receipts must be affixed to a sheet of paper (tape or staples) according to the related expense category (meals/food, rent/utilities, books, airfare).
- For each expense category, students must show an itemized list of amounts spent and clearly indicate the total.
- Prior to further funds being disbursed, students must provide a current receipt.

I have read, understood and accept the above terms.

Date: June 25, 2013 Signature of student: [REDACTED]

Official Use ONLY:

Transcript attached: _____ SEM GPA: _____ CUM GPA: _____

Comments: _____

Date: _____ DOT authorized: _____

IMPORTANT

Requests for standard disbursement of funds must be made at least 4 to 6 weeks prior to the date funds are required.

Monthly cut-off date for submissions is the 15th of every month.

The Government Fiscal Year ends in June and submissions for this period must be made by the May deadline.

Summer Funding

1. Scholarship students may be considered to receive summer funding up to US\$7,000 for one summer during the course of the scholarship.
2. To be eligible scholars **must** have a GPA of 3.0
3. Summer study **must** be a requirement of the institution and not as a result of failures, or loss of credit due to change of major or institution, or reducing course load due to part-time enrollment.
4. Send request in writing **four (4) months** prior the summer courses being taken and include the following:
 - a. Cover letter outlining your request (Address to Scholarship Administrator)
 - b. Letter from the School/Student Advisor confirming the summer classes are a requirement.
 - c. A copy of your grades
 - d. Associated costs of attending the summer courses.
5. Applications for summer funds will be reviews by the Scholarship Committee and decisions communicated by the Cayman Islands Department of Tourism (CIDoT)
6. **DEADLINE FOR ALL SUMMER FUNDING REQUESTS IS THE LAST FRIDAY OF FEBRUARY.** Requests received after this date will **NOT** be considered.

Grades

Scholarship awardees must also send a grade report to the Scholarship Administrator, at the end of each school term prior to the release of the next term's funds.

- Students must maintain at least a 2.5 cumulative grade point average in the first year of study.
- At least a 3.0 cumulative grade point average thereafter.
 - If you are already attending University when granted a scholarship you must maintain a 3.0
- Failure to meet the set GPA may result in academic probation or the immediate termination of the scholarship.

Release of Grades Form

- Scholars will be asked to sign the Release of Grades form, authorizing the release of grade reports and any other pertinent information, to the CIDOT representatives.

Academic Probation

1. First Warning - Verbal notice given to student.
2. Second Warning – Written warning and probation terms outlined.
3. Any further non-compliance with scholarship terms and conditions as outlined will result in the recommendation for immediate termination of scholarship and reimbursement of funds disbursed to student to date.

If warranted, a scholar can be recommended for immediate termination depending on the circumstances and based on the seriousness of concern or incidents

Dismissal or Withdrawal

In accordance with the Regulations and Bond, should a student fail to complete the course of study due to non-compliance with any of the conditions of the bond; or if the scholarship is withdrawn on the grounds of non-compliance, the Ministry shall call upon the student or sureties to repay the sums, plus interest spent on behalf of the student.

Personal and Professional Development

Student Internship

- Scholars are required to gain practical experience in their proposed discipline by completing at least one eight (8) week-internship during their studies.
- The internship may be taken at any point during the completion of their program.
- A summary report of the experience should be sent to the Department of Tourism.

Scholar Networking Event

- The Scholar Networking Event provides the opportunity for scholars to make contact with the Tourism Partners.
- It also provides the opportunity for scholars to indicate interest in interning or for permanent positions on completion of University.
- Students are advised to have resume's on hand to share with Industry partners.
- **Scholar Networking Event takes place in July every year. All new scholars must attend.**

Professional Development Sessions

Training will be given to all scholars in

- PRIDE
- Preparing for the Workforce
- Budgeting

Support

It is our goal to be active partner in your development as you pursue your education and professional development.

Students are encouraged to contact the Scholarship Administrator immediately should the experience any difficulties in meeting the regulations and guidelines set out by the Ministry of Tourism Scholarship Programme.

Academic

- The Scholarship Administrator is available to assist you in school related matters, research assistance, industry liaison.
- Reference Library available to MoT Scholars at the Department of Tourism.

Requests for consideration by Scholarship Committee

- Request for consideration by the Scholarship Committee must be made in writing and sent to the Scholarship Administrator with any supporting documents, these include:
 - Extension of Scholarship
 - Time off due to Medical Reasons

Internship and Work Placements

- Students seeking assistance with Summer Internship and Work Placements must inform the Scholarship Administrator by March via email and attach their resume.
- This networking assistance is provided to Scholars to introduce them to potential employers. It is the responsibility of the Scholar to make further contact with the Industry partners.

Social Media

MoT Scholars Facebook is available. This is a private group only for MoT Scholars

- Share ideas and school pictures
- Scholar events will be posted on this site
- Recognitions
- Job opportunities
- Internship opportunities

Things to Remember

- Keep all your receipts in a safe place- Receipts cases have been given to each of you
- Familiarize yourself with the location you will be studying
- Be careful how you spend your time and money
- Join a Caribbean Society Club
- Make friends
- Enjoy your time at University!

Contact Information

Overseas contact Info:

Europe Office:

6 Arlington Street, London SW1A 1RE, United Kingdom
P:+44 (0) 20 7491 7771 F:+44 (0) 20 7491 7773

Canada Office:

2 Bloor Street, West, Suite 700, Toronto, ON M4W 3R1
Toll Free:1-800-263-5805 P:1-416-485-1550 F:1-416-972-5071

New York Office:

Empire State Building, Suite 2720, 350 Fifth Avenue, New York, New York 10118
P: 1-212-889-9009 F: 1-212-889-9125

Administrator Contact Info.

Tunisia Barnes
Coordinator Tourism Training and Development
Cayman Islands Department of Tourism

P: 345-244-1252 M: 345-526-1252 F: 345-949-4053
EMAIL: tbarnes@caymanislands.ky or motscholarships@caymanislands.ky
WEBSITE: www.caymanislands.ky/motscholarship

Forms

- 1. Scholar Profile**
- 2. Scholar Bond**
- 3. Declaration of Funds**
- 4. Projected Expense Forms**
 - SCH007: Off-campus
 - SCH008: On-Campus
 - SCH009: Online.
- 5. Expense Claim Forms**
 - SCH010: Off-campus,
 - SCH011: On campus and
 - SCH012: Online
- 6. Release of Grades Form**