



MINISTRY OF TOURISM  
SCHOLARSHIP  
CRITERIA, GUIDELINES & REGULATIONS



## CRITERIA, GUIDELINES AND REGULATIONS

This Scholarship represents an effort on the part of the Ministry of Tourism to get more Caymanian involvement in the tourism sector, particularly at the managerial level. It is designed in particular for students who demonstrate a **financial need**, and who wish to pursue a Bachelor's Degree in **an approved tourism or tourism-related discipline**. Consideration will also be given to students who wish to pursue a Masters degree in an approved tourism or tourism-related discipline.

### SCHOLARSHIP CRITERIA

#### Criteria for the Grant of the Cayman Islands Ministry of Tourism Scholarship

In awarding this scholarship, the following criteria will be taken into account. Candidates must:

- 1) *Be Caymanian.*
- 2) *Have proof of having resided in the Cayman Islands for 5 years prior to application for a scholarship. They should present a letter from their most recent school or from parent's employer.*
- 3) *Produce proof of acceptance at an accredited institution ranked competitive or higher.*
- 4) *Be at least 17 years of age.*
- 5) *Be studying a program in a tourism or tourism related field.*
- 6) *Be in good health and of good character. Two character references are required: one academic and one from a non-relative should be attached to the application.*

### SCHOLARSHIP COMMITTEE DECISIONS

All decisions of the Ministry of Tourism Scholarship Committee are final.

The Scholarship Committee may review awards and special requests from time to time based on its own individual facts, and therefore the decision in a particular case may not be applicable to another that may involve a different factual situation.

Any changes to awards or special requests must be submitted in written format with the appropriate documentation to

MoT Scholarship Committee  
c/o Scholarship Administrator  
Box 67, Grand Cayman, KY1-1102  
Cayman Islands

Or via email to [dconolly@caymanislands.ky](mailto:dconolly@caymanislands.ky)

[www.caymanislands.ky/motscholarship](http://www.caymanislands.ky/motscholarship)



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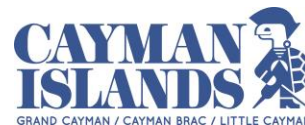


**GUIDELINES FOR THE MANAGEMENT OF THE CAYMAN ISLANDS MINISTRY OF TOURISM SCHOLARSHIP**

1. The Scholarship is offered annually for eligible candidates (See Scholarship Criteria) to pursue an approved tourism or tourism-related course of study at an accredited institution ranked competitive or higher.
2. All institutions attended by scholarship awardees will be sent a letter signed by the Deputy Director, Product Development and the student authorizing the release of grade reports and any other pertinent information, to the CIDOT. However, scholarship awardees must also send a grade report to the Deputy Director, Product Development at the end of each school term prior to the release of the next term's funds.
3. Students must maintain at least a 2.5 cumulative grade point average, with no failures, in a minimum of 12 credit hours in one term in 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.
4. Students 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.
5. 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 (3: Minimum GPA Requirements), and (4: Institution's Reporting System) above.
6. Scholarship students may receive funds up to US\$7,000 for one summer during the course of the scholarship to continue the approved course of study, provided study is 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 to part-time. 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 (CIDOT).
7. 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.
8. Students 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 Tourism, will be at the student's expense.
9. 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 (1) 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.
10. 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.
11. If 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 will 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.
12. 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 instalments over an agreed period of time.
13. If upon successful completion of the course of study, a student refuses 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 will 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 (11) above.
14. Students are not permitted to combine this scholarship with any other government scholarship programme such as scholarships issued by the Education Council.



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**REGULATIONS GOVERNING THE DISBURSEMENT AND ACCOUNTING OF 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 CIDOT 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 (4) 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 (tape or staple) 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\$1,000 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. Please note that only bills for land lines will be paid, cellular bills are not to be included.

**5. Students Living – 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.

Notwithstanding the above, total disbursements per annum to any student shall not exceed their stated award or the standard annual scholarship figure of US\$25,000 per academic year.