



**Government of the Republic of Trinidad and Tobago
Ministry of Public Administration**

**TITLE: POLICY ON DEFERRAL OF OBLIGATORY SERVICE
FOR RECIPIENTS OF GOVERNMENT SCHOLARSHIPS**

Policy Summary	This document outlines the policy associated with deferrals of the commencement of obligatory service for recipients of Government scholarships (scholars) who have completed their studies.
Contact	Permanent Secretary, Ministry of Public Administration
Status	Final
Approved By	Cabinet
Date approved	Feb 06, 2014
Date last amended	Feb 06, 2014
Date for next review	

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POLICY ON DEFERRAL OF OBLIGATION FOR RECIPIENTS OF GOVERNMENT SCHOLARSHIPS

PART I

GENERAL POLICY GUIDELINES

1. POLICY STATEMENT

This Policy governs all deferrals of the commencement of, or continuation of obligatory service for recipients of scholarships, hereinafter referred to as scholars, offered by and through the Government of the Republic of Trinidad and Tobago (GoRTT) and administered by the Ministry with responsibility for the Scholarships and Advanced Training Division (SATD).

The granting of a request for deferral of obligatory service will be guided by:-

- (i) the country's need to harness areas of study which are considered to be a high priority and critical for national development; and
- (ii) the opportunity to increase the value of the scholar's contribution to national development.

The SATD is therefore committed to the application of this Policy in a fair, transparent and just manner.

The definitions of the terms used in this Policy are provided at Section 20.

2. POLICY OBJECTIVES

The objectives of this Policy are:-

- (i) To outline the standard procedures for managing requests for deferrals;
- (ii) To ensure that returning scholars can add significant value which will redound to the benefit of Trinidad and Tobago and the scholar's career advancement;
- (iii) To facilitate scholars who wish to pursue additional studies which are in alignment with the National Development Human Resource Needs of Trinidad and Tobago;

- (iv) To facilitate scholars who require additional time for completion of their course of study; and
- (v) To allow access to training opportunities and Internship programmes which are not available locally, but which will add value to the scholar's contribution when serving their obligation within Trinidad and Tobago.

3. SCOPE OF APPLICATION

The Policy on the Deferral of Obligation applies to recipients of Government Scholarships who:

- (i) have completed their course of study and wish to defer the commencement of their obligatory service;
- (ii) have been declined a request for an extension or continuation of their scholarship; or
- (iii) have commenced their obligatory service, but wish to defer the balance of service.

4. TARGET AUDIENCE

Recipients of all scholarships offered by and through the GoRTT, Guarantors; Permanent Secretaries, Ministries and Departments, Statutory Bodies and State Enterprises.

5. POLICY REQUIREMENTS

5.1 GROUNDS FOR DEFERRAL

To defer the commencement of, or continuation of obligatory service, at least one (1) of the following conditions must apply:-

- (i) The Scholar wishes to pursue postgraduate studies or postdoctoral research that is aligned to the National Development Human Resource Needs of Trinidad and Tobago;
- (ii) The Scholar wishes to pursue Internships abroad in the medical field, in areas which are necessary for practicing medicine in Trinidad and Tobago, including the Foundation Programme;
- (iii) The Scholar wishes to pursue other Internships abroad which will add significant value to the Scholar's ability to perform obligatory service within Trinidad and Tobago;

- (iv) The Scholar wishes to pursue residency programmes and postgraduate programmes in the medical field that are aligned to the needs of the health sector within Trinidad and Tobago;
- (v) The Scholar wishes to pursue short-term employment, of not more than two (2) years, in foreign jurisdictions, which will provide requisite skills, abilities and work experience in their particular field of study, enhance the scholar's competencies and allow him/her to perform at a higher level within Trinidad and Tobago;
- (vi) Certifiable reasons relating to the Scholar's medical fitness;
- (vii) The Scholar requires additional time to complete the programme of study, thesis or research and/or a request for an extension of scholarship has been declined.

5.2 CONDITIONS FOR DEFERRAL

5.2.1 DETERMINATION OF INTEREST DURING THE DEFERRAL PERIOD

Where approval has been granted to a scholar to defer his/her obligatory service, interest will not accrue during the period of deferral on the sum already expended on the scholarship. However, should the scholar be in breach of his/her Scholarship Agreement and/or Letters of Exchange, or choose to repay the GoRTT in lieu of service, interest shall accumulate during the period of deferral and on all monies already expended on the scholarship, including sums paid to and/or on behalf of the Scholar, at **the rate prescribed by the GoRTT** and will be included when determining the amount to be repaid based on the Scholarship Agreement.

5.2.2 CONDITIONS FOR APPROVALS OF DEFERRAL OF OBLIGATORY SERVICE

- 5.2.2.1 All applications for Deferral will be considered and approved by the Permanent Secretary, with responsibility for the SATD, in accordance with this Policy.
- 5.2.2.2 All required supporting documents must be submitted to the SATD for a request for a deferral and for any extension of the deferral period to be considered.
- 5.2.2.3 The scholar agrees to serve all obligatory service to the GoRTT in accordance with his/her Scholarship Agreement and/or Letter of Exchange, upon the expiration of an approved request for deferral.

5.2.3 CONDITIONS UNDER WHICH DEFERRALS WILL NOT BE GRANTED

5.2.3.1 Deferrals will not be granted where:

- (i) the request delays the ability of the scholar to meet his/her obligation to serve the GoRTT, beyond the maximum period of time identified in the various grounds for deferral as specified in Part II. (See sections 6.4.1, 7.3.1, 8.3.1, 9.3.1, 10.3.1, 11.4.1, 12.3.1);
- (iii) the scholar has previously breached his/her Scholarship Agreement;

5.3 APPLICATION FOR AND WITHDRAWAL OF A DEFERRAL

5.3.1 APPLICATIONS FROM SCHOLARS

All scholars may apply for a deferral of their obligatory service subject to the conditions outlined in the Policy. Public Officers who have been awarded scholarships are required to report to the SATD upon completion of their course of study. They will be required to resume duties in their substantive post and make an application for no pay leave on grounds of public policy. Deferrals for public officers based on the conditions outlined above, will be considered where favourable consideration is given from the substantive Agency for the grant of no pay leave on grounds of public policy.

5.3.2 WITHDRAWAL OF APPROVAL FOR DEFERRAL OF OBLIGATORY SERVICE

5.3.2.1 Scholars who have been granted approval to defer their obligatory service to GoRTT must immediately advise the SATD of any changes to the conditions under which the deferral was granted. Such conditions include, but are not limited to:

- (i) Change of Employer;
- (ii) Change of Course of Study;
- (iii) Change of Institution of Residency;
- (iv) Change of Institution for Postgraduate Studies;
- (v) Change of Citizenship, Residency or Immigration Status;
- (vi) Completion of a Course of Study, Residency or Internship in advance of the expected date of completion as indicated by the approved terms and conditions for deferral of obligatory service; and
- (vii) Termination of the Contract of Employment by either party, where approval was granted for the scholar to accept short term employment in a foreign jurisdiction.

5.3.2.2 Should the scholar fail to advise the SATD of any such change, the Ministry may immediately withdraw the approval for deferral of obligatory service, and the scholar will be required to immediately, but in any event no later than two (2) weeks

from notice of withdrawal, report to the SATD in person, failing which the scholar may be placed in breach of the Scholarship Agreement.

5.3.2.3 Any substantive change to the conditions under which the deferral was granted requires the scholar to re-apply for a deferral and submit all documents to support the new application, with no guaranteed approval.

5.3.2.4 The GoRTT may at any time, withdraw its approval for deferral of obligation where the scholar:

- (i) Changes his/her Citizenship, Residency or Immigration Status;
- (ii) Abandons his/her course of study, internship, residency or short term employment; and/or
- (iii) Violates any other terms or conditions of the deferral approval and/or their Scholarship Agreement.

5.3.3 REQUEST FOR TERMINATION OR WITHDRAWAL OF DEFERRAL BY THE SCHOLAR

5.3.3.1 A scholar may at any time during the period for which approval was granted request a termination or withdrawal of his/her deferral and approval to commence or continue his/her Obligatory Service with the GoRTT. To request same, the scholar must:

- (i) Submit, in writing, a letter to the SATD, giving notice of the termination/withdrawal of the deferral of obligatory service. This letter must indicate the reason for withdrawing or seeking termination of the deferral, as well as the date the scholar will be reporting to the SATD.
- (ii) Report in person to the SATD, within one (1) month of giving notice of such termination/withdrawal of the deferral of obligatory service.

PART II

GUIDELINES FOR CONSIDERING DEFERRAL OF OBLIGATORY SERVICE

6 REQUESTS FOR DEFERRAL TO PURSUE POSTGRADUATE STUDIES OR POSTDOCTORAL RESEARCH

6.1 Requests for deferral to pursue postgraduate studies or postdoctoral research will be considered where:

- (i) such studies are in alignment with the National Development Human Resource Needs of Trinidad and Tobago;
- (ii) the scholar is seeking to pursue a degree at a higher level than which he/she is already qualified.

6.2 The following documents are required for an application to defer obligatory service to pursue postgraduate studies or postdoctoral research:

- (i) The completed application form for a Deferment of Obligatory Service;
- (ii) A Plan of Study outlining the relevance of the postgraduate programme to the National Development Human Resource Needs of Trinidad and Tobago;
- (iii) Official evidence of completion of the approved course of study under the scholarship, such as an Official Academic Transcript or Letter of successful completion of course of study from the Academic Institution;
- (iv) Letter of Acceptance to pursue postgraduate studies from the relevant Accredited Academic Institution; this letter must indicate the course of study, date of commencement and the duration of the programme;
- (v) Where the postgraduate or post-doctoral studies is being funded by another agency, the scholar must provide a Letter from the relevant institution indicating the nature of funding and the obligations of the student thereunder;
- (vi) Official evidence of Trinidad and Tobago citizenship and immigration status in the proposed country of study; and
- (vii) Any other documents as required.

6.3 Deferrals will not be granted where funding for postgraduate studies carry an obligation to serve in a foreign jurisdiction and thereby delays or affects the ability of the scholar to meet his/her obligation to serve the GoRTT beyond the period for which approval is granted.

6.4 Length of Deferral

6.4.1 Deferrals to pursue postgraduate studies or postdoctoral research will be granted for a maximum period of six (6) years.

6.4.2 Scholars may be approved for a maximum of two (2) deferrals to pursue postgraduate studies or postdoctoral research, provided that the cumulated length of the deferred period remains within the maximum period of time identified at 6.6.1 above.

6.4.3 Where a scholar wishes to pursue more than one course of study at progressively higher levels, and the full duration of such programmes exceeds the maximum timeframe as identified in 6.4.1, the scholar will be required to serve his/her obligatory service prior to proceeding on any further course of study that goes beyond the maximum period allowed as specified at 6.4.1.

6.4.4 Where a scholar requires an extension of the deferral period to complete a course of study, such application will be considered provided that the scholar's total period of deferral is within the maximum period as identified in 6.4.1;

6.4.5 In the instance where the scholar has already been given approval for the maximum period, the scholar will no longer be eligible for a deferral of obligatory service.

6.5 Continuation of Studies

A scholar, who has received approval for deferral of obligatory service to pursue further studies, must submit evidence of continued enrolment and academic progress to the SATD, at the end of each semester and/or academic year.

7 REQUEST FOR DEFERRAL TO PURSUE RESIDENCY PROGRAMMES IN THE MEDICAL FIELD

7.1 Requests for deferral to pursue residency programmes in the medical field will be considered where;

- (i) the applicant is seeking to pursue a residency in an area aligned to the needs of the health sector of Trinidad and Tobago as determined by the Ministry of Health;
- (ii) the residency training is required for practicing in Trinidad and Tobago in the particular area of study;
- (iii) the applicant is seeking to pursue a residency in an area of speciality, in which they have not yet received such residency training before; and
- (iv) the residency is for training at a higher level than that which the person has already been trained.

7.2 The following documents are required for an application for deferral to pursue residency programmes in the medical field to be considered:

- (i) The completed request for a Deferment of Obligatory Service form;
- (ii) Official evidence of completion of the approved course of study under the scholarship, such as Official Academic Transcript or Letter of successful completion of course of study from the Academic Institution;
- (iii) Letter of Recommendation from the Ministry of Health indicating that:
 - (a) the residency programme is required for practising medicine in Trinidad and Tobago; and/or
 - (b) A Statement of Need from the Ministry of Health indicating that the particular area of study is critical to the development of the health sector within Trinidad and Tobago.
- (iv) Letter of offer to pursue the residency programme or postgraduate programme from the relevant institution; this letter must state the name of the programme, the duration of the programme and the obligations of the student where applicable;
- (v) Official evidence of Trinidad and Tobago citizenship and Immigration status in the proposed country of study; and
- (vi) Any other documents as required.

7.3 Length of Deferral

7.3.1 The length of a deferral under section 7 will be granted for a maximum period of six (6) years and will be guided by the standard requirements of the particular programme and the actual duration of the residency course of study.

7.3.2 Scholars will be allowed a maximum of two (2) deferrals under this section, provided that the cumulated request remains within the maximum period of time as identified in 7.3.1 and that the speciality areas of residency are different or at progressively higher levels.

7.3.3 Where a scholar wishes to pursue more than one residency and the full duration of such programmes exceed the maximum timeframe as identified in 7.3.1, the scholar will be required to serve his/her obligatory service prior to proceeding on any further residency that goes beyond the maximum allowed period as specified 7.3.1.

7.3.4 Where the period of time required to complete a particular residency exceeds the maximum duration allowed under this section, and the scholar chooses to proceed on such a programme, the GoRTT may initiate steps to recover any and all monies advanced to the scholar.

8 REQUEST FOR DEFERRAL TO PURSUE INTERNSHIPS ABROAD IN THE MEDICAL FIELD, INCLUDING THE FOUNDATION PROGRAMME

8.1 Request for deferral to pursue internships abroad in the medical field, including the Foundation Programme will be considered where:

- (i) the area in which the internship is being pursued is required for the development and enhancement of the Health Services of Trinidad and Tobago; and
- (ii) such internships add value to the scholar's ability to perform obligatory service within Trinidad and Tobago.

8.2 The following documents are required for an application for deferral to pursue internships abroad in the medical field to be considered:

- (i) The completed application form for a Deferment of Obligatory Service;
- (ii) Official evidence of completion of the approved course of study under the scholarship, such as Official Academic Transcript or Letter of successful completion of course of study from the Academic Institution;
- (iii) Letter of Recommendation from the Ministry of Health indicating that:
 - (a) the internship is required for practising medicine in Trinidad and Tobago and/or
 - (b) there is a need for the particular skills within the health sector;
- (iv) Letter of Offer to pursue internship from the relevant institution; this letter must state the name of the internship programme, the duration of the programme and the obligations of the student thereunder;
- (v) Official evidence of Trinidad and Tobago citizenship and immigration status in the proposed country of study; and
- (vi) Any other documents as required.

8.3 Length of Deferral

8.3.1 The length of a deferral under section 8 will be granted for a maximum period of two (2) years and will be guided by the actual duration of the internship programme.

8.3.2 Scholars will be allowed to apply for a maximum of two (2) deferrals under this section, provided that the cumulated request remains within the maximum period of time identified in 8.3.1 above.

9 REQUEST FOR DEFERRAL TO PURSUE OTHER INTERNSHIPS ABROAD

9.1 Requests for deferral of obligatory service to pursue internships abroad in fields other than Medicine will be considered where such internships:

- (i) add significant value to the scholar's ability to perform obligatory service within Trinidad and Tobago;
- (ii) are required for the scholar to practise in their particular field of study; and
- (iii) are in an area required for the development and enhancement of Trinidad and Tobago.

9.2 The following documents are required for an application to be considered:

- (i) The completed application form for a Deferment of Obligatory Service;
- (ii) Official evidence of completion of the approved course of study under the scholarship, such as Official Academic Transcript or Letter of successful completion of course of study from the Academic Institution;
- (iii) Letter of Recommendation from the relevant Ministry or Agency indicating that:
 - (a) the internship is required for practising in Trinidad and Tobago; and /or
 - (b) the internship will contribute to filling the need for the particular skill within Trinidad and Tobago.
- (iv) Letter of Offer to pursue internship from the relevant institution; this letter must state the name of the Internship programme, the duration of the programme and the obligations of the student thereunder;
- (v) Official evidence of Trinidad and Tobago citizenship and immigration status in the proposed country of study; and
- (vi) Any other documents as required.

9.3 Length of Deferral

9.3.1 The length of a deferral under section 9 will be granted for a **maximum period of two (2) years** and will be guided by the actual duration of the Internship programme.

9.3.2 Scholars will be allowed to apply for a **maximum of two (2) deferrals** under this section, provided that the cumulated request remains within the maximum period of time identified in 9.3.1 above.

10 REQUEST FOR DEFERRAL TO PURSUE SHORT-TERM EMPLOYMENT, ATTACHMENTS OF NOT MORE THAN TWO (2) YEARS IN FOREIGN JURISDICTIONS

10.1 Request for deferral to pursue short-term employment, of not more than two (2) years in foreign jurisdictions will be considered in cases where:

- (i) such employment, will enhance the scholar's competencies in his/her particular field of study to perform at a higher level when serving their obligation to the GoRTT;
- (ii) the proposed employment, is aligned to the scholar's area of study;
- (iii) the proposed employment, is in an area required for the development and enhancement of Trinidad and Tobago; and
- (iv) the scholar has completed the course of study approved in the Scholarship Agreement and submitted all relevant documents to confirm his/her completion, including the official Transcript and Certificates.

10.2 The following documents are required for an application for deferral to pursue short term employment/attachment/other training opportunities to be considered:

- (i) The completed request for a Deferment of Obligatory Service form;
- (ii) Proof of completion of the course of study approved in the scholarship Agreement;
- (iii) Official Academic Transcript;
- (iv) Official offer of employment, from relevant Agency/Employer abroad including the Job Description and duties to be performed. The period of engagement must be clearly stated;
- (v) A document from the scholar outlining that the job experience will contribute to the development needs of Trinidad and Tobago;
- (vi) A copy of the contract for employment, and the job description;
- (vii) Proof of permission to work from the relevant authorities of the country in which the scholar proposes to work;
- (viii) Proof that immigration status has not been varied during the period of the scholarship or thereafter; and
- (ix) Any other documents as required.

10.3 Length of Deferral

10.3.1 A deferral under Section 10 will be granted for a **maximum period of two (2) years**.

10.3.2 No extension of deferral will be considered under this Section.

11 REQUESTS FOR DEFERRAL OF OBLIGATORY SERVICE ON GROUNDS OF MEDICAL ILLNESS

11.1 Requests for deferrals of obligatory service on grounds of Medical Illness will be considered based on the nature of the scholar's medical condition and the medical certificates submitted.

11.2 The following documents are required for an application to be considered:

- (i) The completed request for a Deferment of Obligatory Service form;
- (ii) Proof of completion of the course of study approved in the Scholarship Agreement;
- (iii) Official Academic Transcript or Letter from the Academic Institution stating that the scholar has completed the programme;
- (iv) Official medical certificate from a Registered Medical Practitioner. Medical certificates provided by Medical Practitioners outside of Trinidad and Tobago must be certified by a Notary Public or the Trinidad and Tobago Overseas Mission or Consulate;
- (v) The medical certificates must state the nature of the condition, the duration of illness and treatment;
- (vi) Proof that immigration status has not been varied during the period of the scholarship or thereafter;
- (vii) Proof that course of study as approved in the Scholarship Agreement has been completed; and
- (viii) Any other documents as required.

11.3 A Medical Certificate of Fitness from a Registered Medical Practitioner must be provided in order to commence or continue obligatory service to the GoRTT.

11.4 Length of Deferral

11.4.1 The length of a deferral under Section 11 will be granted for the period as indicated by the Registered Medical Practitioner.

11.4.2 Requests for deferrals beyond the period indicated by the Medical Practitioner will be based on the submission of additional Medical Certificates.

11.4.3 The Ministry reserves the right to seek the advice of the Chief Medical Officer in the Ministry of Health in determining a request under Section 11.

12 REQUEST FOR DEFERRAL TO COMPLETE STUDIES

12.1 A request for deferral to complete studies will be considered in cases where:

- (i) a request for an extension of the scholarship has been declined, but the scholar requires additional time to complete the course of study for which the scholarship was awarded; and
- (ii) the scholar has obtained a deferral to commence postgraduate studies, but requires additional time to complete the course of study for which the deferral was granted.

12.2 The following documents are required for an application to be considered:

- (i) The completed request for a Deferment of Obligatory Service form;
- (ii) An official up-to-date Academic Transcript/Progress Report;
- (iii) An official letter from the Head or official in charge of the academic institution and the course of study clearly outlining:-
 - (a) The period required to complete the course of study, stating the exact completion date;
 - (b) The specific courses to be pursued during the Deferral; and

12.3 Length of Deferral

12.3.1 The length of a deferral under section 12 will be granted for a maximum period of two (2) years, and guided by the actual period required to complete the course of study.

12.3.2 Where a scholar requires an extension of the deferral period to complete a programme at 12.1 (ii), such application will be considered provided that the scholar's total period of deferral is within the maximum period as identified in section 6 - 'Request for Deferrals to Pursue Postgraduate Studies Or Postdoctoral Research'.

12.3.3 Where the Scholar requires an additional period of time to complete the course of study, for which the deferral was granted, and that period exceeds the maximum duration allowed under 12.3.1, the GoRTT may initiate steps to recover any and all loan monies advanced to the scholar.

PART III

GUIDELINES FOR ADMINISTERING DEFERRAL OF OBLIGATORY SERVICE

13 NUMBER OF DEFERRALS

A scholar may apply for deferral of obligatory service under no more than two (2) of the conditions/grounds identified in Section 5 of this policy, subject to the limits specified in the particular section(s).

14 TIMEFRAME

14.1 Applications for Deferral, with all required documents, must be submitted ONLINE via the scholar's SATIS profile, by the scholar at least three (3) months prior to the expected date for reporting to SATD.

14.2 This is not applicable to scholars who are requesting Deferrals for certifiable reasons relating to the scholar's medical fitness.

15 ADMINISTRATION

15.1 On receipt of ALL the required documents, the SATD will review the request and verify all the information. At all relevant times, scholars would be provided with feedback via telephone and/or email. All decisions regarding the request will be published to the Scholar's Profile on SATIS.

15.2 As part of the assessment and verification process, SATD may seek the advice of Ministries/Departments and other agencies external to the public sector and the country in order to arrive at a decision.

15.3 The scholar will be notified within one (1) month of the request, provided that all the necessary documents and conditions have been satisfied, including any subsequent request for information made by SATD to support the request being made.

15.4 All cases not covered in the conditions identified at Section 5 in this Policy will be referred to Cabinet for a decision.

16 ADMINISTRATIVE REQUIREMENTS

16.1 Scholars who have been granted a Deferral of obligation are required to sign a "Letters of Exchange", which details, inter alia, the amendments made to the existing Scholarship Agreement:-

- (i) The duration of the deferral;
- (ii) The date the scholars are expected to report, in person, upon completion of deferral period; and
- (iii) In the event that the scholar is found to be in breach of the Scholarship Agreement during or at the end of the deferral period, interest will be calculated from the commencement of the scholarship and will accumulate until such time that the scholar has agreed to liquidate the debt.

16.2 All the other terms and conditions of the Scholarship Agreement remain in force while on a deferral.

16.3 The Letter of Exchange must be signed in the presence of a witness such as a member of staff of the SATD or a member of staff of an Overseas Mission or Consulate or Notary Public, in the instance that the scholar is abroad. It must be returned to the Ministry with responsibility for Scholarships and Advanced Training Division within one (1) month of issue. Non-compliance would make the approval void.

16.4 Scholars requesting an extension to their period of deferral will be considered based on this Policy.

16.5 The GoRTT reserves the right to determine the Scholarship Agreement in the event that a request for deferral cannot be considered under this Policy.

17. COMPLIANCE AND REVIEW OF POLICY

17.1 Ministry will provide quarterly reports on the status of all applications for deferrals, including justifications for all determinations, to the Cabinet for noting.

17.2 This policy will be periodically reviewed and revised where necessary in order to ensure adherence to the policy objectives, its requirements and its overall administration.

18. REFERENCE DOCUMENTS

- (i) Scholarship Agreement
- (ii) Policies pertaining to Scholarships offered by the Government of Republic of Trinidad and Tobago

19. EFFECTIVE DATE OF THE POLICY

This policy will come into effect on February 6, 2014.

20. DEFINITIONS AND TERMS

A Deferral is a permission granted to delay the commencement date of a scholar's obligatory service or the continuation of such service where the scholar has commenced serving.

Obligatory service means service to the Government of the Republic of Trinidad and Tobago, in fulfilment of the scholar's contractual agreement.

The duration of obligatory service will be determined based on the policy of the GoRTT.

A Scholarship is defined as an award administered by the government for the purpose of pursuing a stated course of study for a specified duration at an accredited academic institution locally or abroad.

A scholar is defined as a recipient of a scholarship offered by or through the Government of Trinidad and Tobago and the primary party to the scholarship agreement who will perform the obligatory service in accordance with the service bond.

The cost of a scholarship is the total amount expended on a scholar for the purpose of pursuing a course of study and shall be calculated in total to determine the duration of the obligatory service to Government.

A scholarship agreement is a legally binding agreement between the Government of Trinidad and Tobago and the recipient of a scholarship offered by and through the Government of Trinidad and Tobago.

An Internship is a work-related learning experience for scholars who wish to develop hands on work experience in a certain occupational field and which will add value to the particular area of study.

A Foundation Programme (UK) is a two (2) year structured Internship programme for junior doctors that form a bridge between medical school and speciality training. Upon completion of this programme, students can be registered as medical practitioners.

A Letter of Exchange is a legally binding document between the Government of Trinidad and Tobago and the recipient of a scholarship which records the amendments to the existing Scholarship Agreement to reflect the changes in the Agreement.

The Permanent Secretary is the Accounting Officer at the Ministry with responsibility for the Scholarships and Advanced Training Division (SATD).

