

**APPLICATION FORM  
EXTENSION OF THE DURATION OF SCHOLARSHIP**

*Instructions Sheet*

- I. The extension of a scholarship is governed by the Policy on '*EXTENSION OF THE DURATION OF SCHOLARSHIPS FOR RECIPIENTS OF GOVERNMENT SCHOLARSHIPS.*' Before completing this form, please carefully review the Policy to ensure that you satisfy all the requirements for an extension.
- II. Extensions may be granted on the following grounds:
- i. There is an official change in the course of study or course schedule by the academic institution and there is no remedy available for the enrolled scholarship recipient, except for an extension of the duration of the course of study
  - ii. The occurrence of a natural disaster or civil unrest which affects the scheduled operations of the academic institution and/or the scholar; and prevents the scholar from completing the course of study as scheduled.
  - iii. The scholar is required to continue his/her enrolment for a period not exceeding six (6) months, solely for the purpose of:
    - a) defending his/her thesis, where the defence of the thesis is not within the control of the scholar;
    - b) writing certification examinations necessary for completion of studies which are not available during or by the end of the normal academic year. Such an extension shall not exceed TT\$50,000.00.
- III. The following documents are required for an application to be considered, all documents required for the grounds under which the application is being processed must be scanned and uploaded as part of the application form:

<b>REQUIRED DOCUMENTS</b>	<b>Grounds for which required</b>
a) A statement from scholar which includes details on the circumstances which were out of the control of the student and led to the need for the extension and supporting schedules.	ALL
b) Official letter of recommendation from the Academic Institution, including the; <ul style="list-style-type: none"> <li>• Reasons for the extension.</li> <li>• Minimum period required for completion.</li> <li>• Any additional cost (tuition and compulsory fees)</li> </ul>	ALL
c) Official evidence of Citizenship and or residency status: (Copy of relevant passport page(s), visa, Green Card, CSME Certificate, other)	ALL
d) An Official up-to-date transcript/progress report	ALL
e) Copy of application and /or approval for the extension of No-pay Leave on grounds of public policy <b>PUBLIC OFFICERS ONLY</b>	ALL
f) Guarantor Consent Form Amending Contract Terms and Conditions	ALL
g) List of the specific course/s to be pursued during the extension, where changes were made in the schedule.	i.
h) Application/response from the academic institution for the wavier of fees.	i.
i) Statement on the official change/s in the course of study.	i.
j) Public/Official information indicating the effects of the natural disaster/civil unrest which resulted in the delay in the schedule course of study.	ii.
k) The exact date for defending the thesis and the exact completion date.	iii. a)
l) The exact date for the certification examinations necessary for completion of course of study	iii. b)
m) Any other relevant documentation requested by the SATD for the purpose of clarifying or substantiating the request.	ALL

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Name:	First Name	Last Name
Academic Institution:		
Course of Study:		
Degree Level: <i>(Please tick the appropriate box)</i>	<input type="checkbox"/> Certificate <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> Other: Please state _____	
Current Academic Year:		
Scholarship Awarded:		
Ground for Extension: <i>(Please tick the appropriate box)</i>	<input type="checkbox"/> (i) <input type="checkbox"/> (ii) <input type="checkbox"/> (iii a) <input type="checkbox"/> (iii b)	
Period of Extension :	Start Date:	End Date:

**SECTION A - SCHOLAR INFORMATION**

**Date received:** \_\_\_\_\_ **Date completed:** \_\_\_\_\_

**Scholar Support Officer (PRINT NAME):** \_\_\_\_\_

**Scholar Support Officer Signature:** \_\_\_\_\_

**SECTION B – DECLARATION**

I \_\_\_\_\_ hereby request an extension to the scholarship awarded to me by the Government of the Republic of Trinidad and Tobago on the following Ground (s).

No.	grounds for extension	Please Tick
i)	There is an official change in the course of study or course schedule by the academic institution and there is no remedy available for the enrolled scholarship recipient, except for an extension of the duration of the course of study	
ii)	The occurrence of a natural disaster or civil unrest which: affects the scheduled operations of the academic institution and/or the scholar; and prevents the scholar from completing the course of study as scheduled.	
iii)	a) The scholar is required to continue his/her enrolment for a period not exceeding six (6) months, solely for the purpose of defending his/her thesis, where the defense of the thesis is not within the control of the scholar;	
	b) The scholar is required to continue his/her enrolment for a period not exceeding six (6) months, solely for the purpose of writing certification examinations necessary for completion of studies which are not available during or by the end of the normal academic year. Such an extension shall not exceed TT\$50,000.00.	

I understand that the additional cost of the extension will be compounded to determine my period of obligatory service.

I confirm that the information provided above and all the attachments are true and correct. I acknowledge that any false information provided or any relevant information deliberately withheld, may result in the immediate termination of my extension.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NB: Please note that you must complete Sections A and B and scan and upload all the required documents before your application can be submitted for processing.**