



EMPLOYEES' TRUST FUND BOARD

செலி விடுதலையின் ஊர் அர்ப்புடல் மிதமிருட
ஊழியர் நம்பிக்கைப் பொறுப்பு நிதியச் சபை



Scheme of Benefits to grant financial assistance required for the children who have sat for the G.C.E. Advanced Level Examination, to follow a recognized vocational training course - 2023

We would like to inform you that the financial assistance programme extended to the children of the members of the Employees' Trust Fund Board, who have passed the G.E.C. (Advanced Level) Examination will be implemented in a new outlook from the year 2023 onwards. Accordingly, the provision of financial assistance under this new Benefits Scheme will be made available subject to a maximum of Rs. 25,000.00 to follow a recognized Vocational Training Course (leading to NVQ) for children who sat for G.C.E. (Advanced Level) Examination in relation to the year 2022 in January 2023.

The details of the approved courses and the details of the approved institutions conducting the courses are given below.

Basic Qualifications

- Should be a student who sat for the G.C.E. (Advanced level) Examination in the year 2023. (Passing the examination is not essential.)
- Children who have sat for the G.C.E. (Advanced Level) Examination in both categories as school and private candidates not more than 23 years of age can apply for availing of the benefit.
- The mother / father / guardian should be an active member of this Fund at the time of the sitting of the respective student for the G.C.E. (Advanced Level) Examination (January 2023). Accordingly, in order to be eligible for submitting applications for the year 2022, payment of contributions on behalf of the member should have been continuously made from the month of February 2022 to January 2023.
- In making the payment of this benefit for children of active members enrolled under self-employment, contributions may continuously be made over for a period of 36 months approximately prior to the sitting for this examination.

- Where both the parents are members of the Employees' Trust Fund, only one of the parents may submit the application. Furthermore, only one student is eligible for the grant of this financial assistance at a time.

Method of application and selection of courses

If the basic qualifications referred to above have been fulfilled,

1. All sections of the application should duly be completed as per the instructions given below :

Instructions

- First part of the application form :
Should be completed by furnishing the information of the student on behalf of whom the benefits are applied for.
- Second part of the application form :
Should be filled by furnishing the personal details of the mother / father / guardian.
- Third part of the application form :
Should be completed by furnishing the information on the employment of the mother / father / guardian.

Upon filling up of all parts referred to above correctly, the application to be perfected by the employer should be downloaded. It should be duly perfected by the employer having certified it with the relevant official seal and the same shall be uploaded through the link provided.

It is not necessary to complete the contribution details, if the employer makes the payment of contributions via electronic payment (E-payment) method.

Documents to be submitted with the application.

- A clear photocopy of the Student's National Identity Card
- A clear photocopy of the birth certificate of the student
- A clear photocopy of the Result Sheet (to be downloaded from the official website of the Department of Examinations)
- A clear photocopy of the Member's National Identity Card

- Where the application is submitted by the guardian (in the cases of non-submission by the mother / father), necessary documents may be submitted to prove the legal guardianship concerned.
 - The aforesaid documents may be attested by the present employer or Grama Niladhari or an Attorney at Law or a Justice of the Peace and copies of the said documents shall be uploaded along with the application form.
 - If there is any variation between the name of the mother / father / guardian in the student's birth certificate and the name in the member's National Identity Card, a letter from the employer certifying that all of such names refer to one and the same person should be provided.
 - If there is any variation between the name in the Member's National Identity Card and the name in the reports on Form II, a letter from the employer certifying that all of such names refer to one and the same person should be provided.
2. The information stated in the application submitted by the applicants and the details of making payments of contributions will be scrutinized with our records and you will be informed through an email and an SMS whether the students concerned are eligible for availing the benefits.
 3. Upon confirmation of your application as one with required qualifications by our Board, a recognized vocational course (leading to NVQ) stated herein will be selected and register the respective student with an approved institution where he / she may wish to follow the course. After submitting the documents related to registration, our Board will issue a Guarantee Letter with regard to the payment of course fees to the relevant institution.

Payment of course fees

Upon submission of the relevant certificates / documents in proof of the successful completion of the course to us, payment of course fees will be made in the manner as stated below :

1. Payment of course fees will be made directly to the Vocational Training Institute; You should pay the Course registration fee. The course fee subject to a maximum limit of Rs. 25,000.00 will be paid by our Board to the relevant Vocational Training Institute.

2. Reimbursement of course fees to the student;

Where the course fee has been paid to the training institute by the relevant student, such amount of money will be reimbursed to the student on the submission of documents with the proof of its payment. The bank account details of the student should be provided to us when submitting the application for the purpose of availing benefits.

For further details :

Phone No. : **0117747200 / 0112503917**

0117747281 / 0117747282 (Scholarships Section)