



# The Rupert McCoy Educational Grant Application Checklist

Applicant's Name:

Date:

	Eligibility Criteria & Conditions	Completed
1.	<b>I am a Credit Union member OR immediate family to a member.</b> <ul style="list-style-type: none"> <li>• I am a Credit Union member</li> <li>• I am a child of a member</li> <li>• I am a sibling (brother or sister) of a member</li> <li>• I am the spouse (husband or wife) of a member</li> </ul>	
2.	<b>All my, or my family member's, Credit Union accounts are in good standing.</b> <ul style="list-style-type: none"> <li>• ACTIVE, i.e. must have activity within the past 6 months</li> <li>• NOT DORMANT, i.e. accounts with no activity for the past 12 months</li> </ul>	
3.	<b>My, or my family member's, Credit Union membership is compliant.</b> <ul style="list-style-type: none"> <li>• I have on file, two (2) valid ID's (passport, driver's license, or voter's ID).</li> <li>• My, or my family member's personal information is up to date (mailing and email addresses, phone numbers, and employer name).</li> </ul>	
4.	<b>Any loans that I have, or my family member has, are not delinquent.</b> <ul style="list-style-type: none"> <li>• Loans are paid on time each month AND</li> <li>• Loans are up to date.</li> </ul>	
5.	<b>My application is complete according to instructions and ready to submit by the deadline.</b> <ul style="list-style-type: none"> <li>• I have typed, or electronically filled out the application. It is not handwritten.</li> <li>• The application is not missing any information.</li> <li>• The application is signed and dated.</li> <li>• I've attached a passport-sized photo with my application. (It can be submitted as a separate attachment in the email.)</li> </ul>	
6.	<b>I have my current school transcripts/grade reports AND can demonstrate that I've achieved a minimum level of grade scores.</b> <ul style="list-style-type: none"> <li>• 2.5 GPA for technical/vocational studies (or equivalent WITH a copy of the institution grading policy)</li> <li>• 3.0 GPA for tertiary or university studies (or equivalent WITH a copy of the institution grading policy)</li> </ul>	
7.	<b>I have receipts/documentation for my studies-related expenses (Previous grant recipients only).</b> <ul style="list-style-type: none"> <li>• Includes tuition, books, materials, laptops, plane tickets, room &amp; board, etc.</li> <li>• From the most recently completed school year/term.</li> </ul>	
8.	<b>I have documentation of acceptance at the university or registration in relevant courses.</b> <ul style="list-style-type: none"> <li>• Local, overseas, &amp; online courses</li> </ul>	
9.	<b>I have my latest educational certification document and latest exam results.</b> <ul style="list-style-type: none"> <li>• High school or university degree, diploma, GED or other certificate of completion (local, overseas, &amp; online courses)</li> </ul>	
10.	<b>I have proof of all other scholarships/grants for which I've applied and been approved.</b> <ul style="list-style-type: none"> <li>• Including amounts awarded</li> </ul>	
11.	<b>I have a breakdown of all school/studies-related expenses.</b> <ul style="list-style-type: none"> <li>• Tuition fees, book fees, accommodation</li> </ul>	
12.	<b>I have two (2) letters of reference.</b> <ul style="list-style-type: none"> <li>• One (1) character reference &amp; One (1) academic reference OR</li> <li>• Two (2) character references</li> </ul>	



The Cayman Islands Civil Service Association  
**Co-operative Credit Union Limited**

AFFILIATED TO THE WORLD COUNCIL OF CREDIT UNIONS  
AND  
THE CARIBBEAN CONFEDERATION OF CREDIT UNIONS

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**EDUCATIONAL GRANT  
ELIGIBILITY CRITERIA AND CONDITIONS**

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# EDUCATIONAL GRANT CRITERIA AND CONDITIONS

The following criteria and conditions are issued by CICSA Co-operative Credit Union Limited for the awarding of Educational Grants. These conditions are subject to revision as deemed necessary by the Board of Directors. If selected to receive a grant, the applicant agrees to abide and be bound by any or all of the conditions contained herein.

## 1. ELIGIBILITY REQUIREMENTS

All applicants **must** fall in one of the following categories to be eligible for the grant:

- Credit Union member
- Child of a member
- Sister or Brother of a member
- Spouse of a member

## 2. ACCOUNT STATUS

**Accounts of Applicant or Family member applying for Grant.**

- a) If you meet the first requirement and are eligible to apply, the member account **must be** in good standing. "Good standing" means the following:
- Account should not go inactive – no activity for 6 months
  - Account should not be dormant – no activity for 12 months

## LOANS

- b) Member can **not** be delinquent.
- Delinquent – member is not making payments on loans
  - Delinquent – member is late in making payment on loans

## MEMBER IS COMPLIANT

- c) Member **must be** compliant.
- Member information **must be** up to date; e.g. current postal address, employment, physical address, contact information (cell# and email) must be current
  - Member **must** have a copy of 2 valid ID's on file – Passport, Driver's License, Voter's Registration Card

## 3. GRADES

The applicant **must** attain:

- 2.5 GPA for Technical/Vocational studies
- 3.0 GPA or higher for all other types of studies

## 4. ACADEMIC HISTORY

The applicant **must** provide a copy the following; **if applicable**:

- High school diploma
- Associates degree
- Bachelor's degree
- Master's degree
- Doctorates degree
- Other certification – ACAMS, SHRM, etc.
- Exam Results, Current transcripts and/or Grade Reports

## 5. APPLICATION REQUIREMENTS

a) The applicant **must** submit:

- Letter of Acceptance or Proof of Registration
- Provide a breakdown of tuition fees, book fees, accommodation, etc.
- Students studying in European, Asian, and Latin American countries must submit the institution grading policy

- b) The applicant **must** provide:
- Proof of application for all other scholarships/grants awarded and applied for
- c) **Only** previous grant recipients **must** submit supporting documentation with receipts for most recently completed year. This includes receipts for:
- Tuition
  - Books/Course materials
  - Laptops/Desktop computers, I-pads, Tablets
  - Plane tickets or Transportation expenses
  - Room & Board
  - Meal Plans
  - Other education related expenses
- d) The applicant **must** provide one of the following:
- 1 Character reference and 1 Academic reference or
  - 2 Character references
- \*Immediate family members **cannot** give references.  
\*Both references **must** come from someone who has known the applicant for one year or more.  
\*The reference **must** be current; no older than 6 months.  
\*The reference **must** be signed and dated.
- e) The applicant **must** provide a **completed** application form which includes:
- No missing information on the application
  - Passport sized photo included
  - Signed and dated application

All applicants must submit the application via the **online form** and send the required documents by email to **edugrants@cicsacu.com.ky** by 11:59 pm, May 15, 2020.

## DISCLAIMER NOTES

- The Credit Union reserves the right to cancel this grant at any time if applicant conducts himself/herself in a manner that adversely affects the Credit Union or is verbally abusive or makes threats against the staff of the Credit Union.
- If the applicant fails to maintain academic standards, the applicant is automatically **ineligible** to apply for future grants.
- If selected, the applicant **must** account for all funds provided by the Credit Union, with supporting documentation and receipts for the most **recently completed year** of receiving the grant.
- If the applicant must withdraw from the programme before completion, the Credit Union must be advised in writing within 15 days of departing from the institution/course of study. Failure to do so will render the applicant **ineligible** for consideration for all future grants. The Credit Union reserves the right to seek restitution for failure to use funds as approved.
- It is the responsibility of the applicant to ensure all required documentation has been submitted to the Credit Union by 11:59 pm, May 15, 2020. **This will strictly be enforced.**
- Incomplete applications and/or missing documents will **NOT** be processed or considered for a grant.
- If any false representations are contained in this application, the Credit Union reserves the right to cancel the grant with immediate effect and demand the return of all funds which might have been given under that disbursement.
- Deadline for receipt of applications is May 15, 2020.
- Grants are disbursed in **August**.