

Undergraduate Graduate Assistantship Policy Document



Introduction

Undergraduate assistantship is a tuition assistantship program provided by Western Hospitality Institute, that aids student having financial challenges funding their education, an opportunity to earn quality education and certification. This program requests that the student to gives back to the school in return, 20 – 30 hours of meaningful service, without pay (a stipend is usually given to the selected students).

This is not a scholarship, the recipient receives tuition only assistance and this can be anywhere from 25% to 100% tuition assistance. However, the student is expected to pay an assistantship fee, which is separate from the application fee. The student is expected to meet the academic requirements for entry into the program, and upon successful completion of the application process the student will receive an acceptance letter before applying for undergraduate assistantship. The student must have in place the necessary financial resources whether or not they are accepted to the assistantship. It therefore means that the student should not treat the assistantship as a means of employment to offset additional expenses such as:

- Boarding
- Books
- Transportation and Miscellaneous.
- Lab fees, transcripts, graduation fees, all other fees associated with the school.

Students are expected to put in place the necessary measures to pay for all additional academic expenses.

Stipend

- ✓ The stipend given to each accepted student on Assistantship is allotted accordingly.
- ✓ \$15,000 Monthly – Bachelors Degree assistantship recipient not exceeding the minimum wage paid by the government of Jamaica for a 40 hours paid work week. The student must provide a minimum of 30 hours of service weekly to the institution.
- ✓ \$5,000 Monthly - Associate Degree and below, the student is required to provide a minimum of 20 Hours weekly.
- ✓ If the student has a fulltime job they can be given an assistantship without pay.
- ✓ If a student found full-time employment while receiving the stipend, then the student has a responsibility to inform the institution immediately to be removed from the stipend payment agreement. If the student is found to have breached this aspect of the agreement then the student will be asked to pay back the institution in full what was paid plus the portion of the assistantship tuition calculated and must be paid in full to the institution with a 10% interest applied.

It should also be noted that stipend is not a right but a privilege and therefore it may not be paid on time and has no set time for payment. The institution has the right to pay in lump sum, monthly or even as a late payment. It therefore means that student should not expect to use the stipend to meet monthly expenses.

Government & Statutory Deductions

Because this is not classified as employment, but an internal subvention to cover student's tuition in exchange for a stipend for services rendered, WHI does not assume any responsibility to pay over any taxes to the Government of Jamaica as we have not collected any taxes from the students. However, if there are taxes to be filed the student is totally responsible for doing such. As such, it becomes the student's responsibility to check with the Inland Revenue Department to verify.

Withdrawal

A student can withdraw from the assistantship program under the following conditions:

- ✓ Chronic illnesses – once a health certificate is provided then the student will not be required to repay the portion used
- ✓ If the student is terminated then the student is required to pay the full portion used with 15% interest in one lump sum payment
- ✓ If less than half way through the study the student decided to pay full the full tuition with the 15% interest in one lump sum payment
- ✓ IF the student decides to migrate, the student must pay full tuition including the 15% interest in one lump sum payment.
- ✓ IF the student decide to quit with or without notice and condition then the student is required to pay full tuition and 20% interest in one lump sum.
- ✓ Should the student decide to transfer credits to another institution, then the student is required to pay full tuition plus the 20% interest

All other conditions not mentioned excluding death requires the committee review and penalty assigned

Late submission

Undergraduate submission that is tendered after the due date will attract a fee of USD \$200 non-refundable and at the associate, diploma and certificate level late submission will attract JMD \$3,000 non-refundable

Bonding Term

Please be advised that the assistantship comes with a strict terms and conditions, and bonding limits.

- ✓ A student on a one year tuition assistantship (not exceeding 12 months) at the Diploma level are expected to serve the institution for institution for one full calendar year on assistantship, giving full 12 months of contact hours without break..
- ✓ A student serving on a full two calendar years assistantship at the Associate Degree level is expected to serve the institution for 24 months of contact hours without break.
- ✓ A student on assistantship at the Bachelors Degree level is expected to give back to the institution 27 months of contact hours without break.
- ✓ Please note that if a student is to break their contact hours of service, they must apply in writing to the Assistship Committee and copy the President and they must receive the approval in writing.
- ✓ Failing to provide the full service as is stipulated in this agreement will result in the student paying back to the institution the full tuition cost with a 10% interest. No prorating will be used, only full payment refund.
 - The assistantship is not transferrable to another person or another date and time that is stipulated in the offer letter, and it cannot be redeemable in cash.

Assistantship Administrative Local and International Fees

Associate Degree level and below

Each student accepted on an assistantship at this level from the Certificate, Diploma or Associate Degree, is required to pay over to Western Hospitality Institute a fee of JA\$50.000 (Fifty Thousand Jamaican dollars) that is subject to change without notice). Please check with the accounting office to set up payment plan.

Bachelors Degree Level

Each student accepted on an assistantship at the Bachelors Degree level is expected to pay accordingly. IF you are on the summer program you are required to pay the sum of CN\$1000

(One Thousand Canadian Dollars) per summer. If you are on the full Bachelors Degree program you are required to pay CN\$2000 (Thousand Canadian Dollars)

Students Financial Responsibility

The student on the assistantship is responsible for all other expenses including:

- ✓ Accommodation locally and internationally
- ✓ Air and ground transportation locally and internationally
- ✓ Meals locally and internationally
- ✓ Books locally and internationally
- ✓ Pocket money locally and internationally
- ✓ Incidental and miscellaneous cost locally and internationally
- ✓ Excursion locally and internationally

There is a financial agreement form provided for all courses and students are to pay strict attention to the cost outline.

Undergraduate Assistantship Management

Objectives:

- ✓ To provide education and certification for students.
- ✓ To engage to professional expertise of the students

Management & Procedures of Assistantship

- ✓ Interested student submit an application to the assistantship committee and copy the President. The following documents should be attached to the Application:
 - 1) Application
 - 2) A letter stating Reasons for applying for the assistantship
 - 3) A detailed resume
 - 4) An assistantship fee of US\$100 non refundable attached to the Application.
 - 5) A copy of the school's acceptance letter.

- ✓ All applications must arrive on or before the last date in the month of July
- ✓ The assistantship committee meets twice per year and reviews all application.
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- ✓ Once the applications are reviewed, based on the amount of assistantship spaces available the candidates are shortlisted.
- ✓ The candidates that make the short list, may be called in for an interview by the committee. The interview may be in person or on the telephone.
- ✓ The committee makes a final decision and the President who chairs the committee signs off on the selected persons' applications.
- ✓ The Registrar is then informed in writing by the President and the Registrar sends the successful applicant a congratulatory letter in writing along with the policy documents.
- ✓ The successful applicant usually has five (5) working days in which to respond and confirm acceptance and sign off all the relevant documents.

Management of the System

- ✓ The committee consisting of the President plus two other employees appointed by the President sits on the selection and review committee.
- ✓ The President assumes the position of Chair for the committee.
- ✓ The need to pass a bill or award an assistantship requires 2 of the three persons sitting on the committee to vote in agreement to award an assistantship.
- ✓ The President has the right to overturn the decisions and defer the matter to another hearing.
- ✓ The President in his absence may appoint a Vice President to chair the committee, however the decision of all assistantship must be recommended to the President for his approval.
- ✓ Each department/office makes recommendations for the number of persons they require for assistantship based on their budget.
- ✓ The committee reviews the recommendation and has the rights to reduce or increase the assistantship to each department.
- ✓ All assistantship recommendations must be made with strong recommendation and a job description as to the need for this person in the department.
- ✓ Each department must clearly outline the management of confidentiality matters in the office, as it relates to each student that will be placed in a department.
- ✓ Each semester an appraisal must be carried out by each department head on each trainee/assistantship student assigned to that department. A copy of the completed appraisal is attached to student's file and sent to the assistanceship committee. The committee decides if the student will continue on the assistantship.
- ✓ For the extension of assistanceship the following information must be forwarded to the committee with a recommended for extension or termination – The student's completed appraisal, the student's academic file including progress reports, etc.
- ✓ The committee votes on the extension of assistantship for a student.
- ✓ Each department must have within their budget the money to finance the assistantship.

Breach of the Assistantship Agreement

Should a student decide to breach the terms and conditions as is outlined, then the student will have to pay the institution the full tuition plus 10% interest on overall tuition.

I have read clearly and understand all the terms and conditions as is outlined and do plan to adhere to what is stipulated.

Student Name: _____

Student Signature: _____

Date: _____

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UNDERGRADUATE ASSISTANTSHIP APPLICATION

Name: _____
Address: _____
Contact # _____ E-mail: _____
Date of Birth: _____
Program Applying for: _____ Level: _____
Who will finance the fee for the assistantship? _____
Name of Sponsor: _____
Address of Sponsor: _____
Contact#: _____ E- mail: _____

I have read the terms and conditions of the graduate assistantship as per the policy document and clearly understand what is outlined and requested of me if I am selected. With this in mind I have accepted to abide by the terms and conditions outlined in the policy documents as is outlined on the school's website and the copy I receive via the internet. I have affixed my signature signifying full agreement with the terms and conditions if I am selected.

Student's Name: _____

Student's Signature: _____

Date: _____

Sponsor:

I Mr. /Ms. / Mrs. _____ have agreed in principle to be the sponsor for the student named _____ and therefore will take full responsibility for his/her assistantship fee payment. I am also fully aware of my responsibilities having read the policy document.

Sponsor's Signature: _____

_____ **Authorized personnel below this point** _____

Remarks: _____

_____ **Differ** _____ **Approved with conditions**

_____ fully approved _____ Refused