



EMPLOYEES' TRUST FUND BOARD

சேலா விடுதலையின் லார் அர்ஜுனல் லதீபலக  
஁஁ழியர் ந஁பிக்஁கைபு ஁றாறுபுபு நிதியசு சபை



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

We would like to inform you that the financial assistance programme awarded to the children of members of the Employees' Trust Fund Board who have passed G.E.C. (Advanced Level) will be implemented in a new appearance since the year 2023. Accordingly, provision of financial assistance under this new benefit Scheme will be made subject to a maximum of Rs.25,000.00 to follow a recognized Vocational Training Course (NVQ) for children who sat for G.C.E. (Advanced Level) Examination in January 2023 in relation to the year 2022. The details of the approved courses and the details of the approved institutions conduct the courses are given below.

**Basic Qualifications**

- Shall be a student who sat for the G.C.E (Advanced level) examination in the year 2023. (Passing is not essential)
- Children who have sat for the Advanced Level examination as school applicants as well as the private candidates not more than 23 years of age can apply for obtaining the benefit.
- The mother / father / guardian shall be an active member of this Fund at the event of sitting the student for the Advanced Level examination (January 2023). Accordingly, in order to submit applications for the year 2022, payment of contributions shall have been made continuously on behalf of the member from February 2022 to January 2023.
- In making the payment of this benefit for children of active members enrolled under self-employment, contributions shall continuously be made approximately for a period of 36 months prior to sitting for this examination.

- If both parents are members of the Employees' Trust Fund then only one shall submit the application. Furthermore, one student is only eligible for the granting of this financial assistance once.

### Method of application and selection of courses

If the basic qualifications mentioned herein above have been fulfilled,

1. Each section of the application may be completed correctly as per the instructions given below.

### Instructions

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

After filling all the above parts correctly, the application which shall be completed by the employer shall be downloaded. It shall correctly be completed by the employer and certified with the official seal and the same shall be re-uploaded through the link.

It is not necessary to complete the contribution details, if the employer makes the payment of contributions through 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.
  - If the application is submitted by the guardian (at the event of not submitting it by the mother/ father), necessary documents shall be submitted to prove the legal guardianship.
  - The above mentioned documents shall be attested by the present employer or by the Grama Niladhari or by an Attorney at law or by a Justice of the Peace and copies of the said documents shall be uploaded along with the application form.
  - If there is any difference 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 are denoted by a same person.
  - If there is any difference 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 are denoted by a same person.
2. The information mentioned in the application submitted by the applicants and details of making payment of contributions will be scrutinized with our records and you will be informed through an email and an SMS whether they are eligible to obtain these benefits.
  3. After the confirmation of your application as an application with qualifications by our Board, a recognized vocational course (NVQ) mentioned herein shall be selected and register with an approved institution where you wish to follow the course. After submitting the documents related to registration, our Board will issue a Guarantee Letter in respect to the payment of course fees to the relevant institution.

### Payment of course fees

After submitting us the relevant certificates/ documents in proof of successful completion of the course, payment of course fees will be made under the following methods.

1. Payment of course fees directly to the Vocational Training Institute  
You shall 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**

If the course fee has been paid to the training institute by the relevant student, such amount will be reimbursed on the submission of documents for the proof of payments. The bank account details of the student shall be provided us in submitting the application for the purpose.

For **further** details,  
Phone No. : **0117747200 / 0112503917**  
**0117747281 / 0117747282 (Scholarships Section)**