

# **SCHOLARSHIP / FEE WAIVER POLICY** **AY 2012 – 2013**

## **BBA (PROSPECTIVE STUDENTS)**

The decision to invest in a quality education may be one of the most important decisions the students and the parents will have to make. At Skyline University College, we believe that the choice should be based on the quality of academic programs and opportunities available to the students. By reaching out to motivated and deserving students who have limited financial resources, Skyline University College scholarship funds helps to provide the means to attend University College and the opportunity to realize their dreams.

<b>MEMBERS OF THE COMMITTEE</b>	The chair of the scholarship committee will be appointed by the COEC on approval of Founder President and BOG. Four other members of the Academic Support Service staff will be appointed on the basis of the recommendations by the chair of the Scholarship committee. Members are appointed to the committee for a term of three years. It has been the policy of the University College to involve students in such vital decision where the students are concerned and the scholarship committee will take a broader view to induct one or two students to the committee on an ad hoc basis to view, suggest and make broader recommendations to the committee as to how the fund can be better promoted and the service utilization aspect of the fund be improved.
<b>DUTIES OF THE COMMITTEE</b>	The committee will extend support to graduate students who exhibit financial need, as well as academic excellence. The Members of the committee should be socially committed and possess a sympathetic attitude towards genuine cases while at the same time be fair and consistent in their decision making.
<b>FUND MAINTENANCE AND APPROPRIATION</b>	The COEC on approval of the Founder President of the SUC will certify the funds available for the scholarship fund on an annual basis. The fund is to be separated from the general operating fund of the University College. The fund is not to be used other than for generating further funds for giving scholarships. The fund may be held within the same account, but a separate accounting must be kept to distinguish it from the other heads. The head of finance will submit periodic reports to the COEC who will further submit the report to the Founder President stating the usage of funds and make suitable suggestions and recommendations needed for further enhancing the service given by the committee.
<b>PROSPECTIVE STUDENTS</b>	Students who intend to join Skyline University College for a full time Undergraduate Program are termed as prospective students, a prospective student becomes eligible for the above scholarships only once the registration fee is cleared and students joins the program. Prospective students can avail scholarships in the under mentioned categories: → Merit based scholarship

	→ Educational establishment waiver (Recommendation received from schools) → Industry fee waiver → Sibling fee waiver → Outstanding in extra curricular activities (At school level only) → Government/Bank fee waiver → Need based scholarship
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MERIT BASED SCHOLARSHIP	
INDIAN BOARD	
GRADES	SCHOLARSHIP AWARDED
Topper of the School	20% of the total tuition fees (1 girl & 1 boy each)
90% and above	AED 10,000/-
85% to 89%	AED 5,000/-
PAKISTAN BOARD	
GRADES	SCHOLARSHIP AWARDED
Topper of the School	20% of the total tuition fees (1 girl & 1 boy each)
90% and above	AED 10,000/-
85% to 89%	AED 5,000/-
ARAB CURRICULUM / UAE BOARD	
GRADES	SCHOLARSHIP AWARDED
Topper of the School	20% of the total tuition fees (1 girl & 1 boy each)
85% to 90%	AED 10,000/-
IGCSE CURRICULUM	
GRADES	SCHOLARSHIP AWARDED
Topper of the School	20% of the total tuition fees (1 girl & 1 boy each)
5A's & 2 B's	AED 10,000/-
4A's & 3 B's	AED 5,000/-
AMERICAN CURRICULUM	
GRADES	SCHOLARSHIP AWARDED
Topper of the School	20% of the total tuition fees (1 girl & 1 boy each)
A Grade	AED 10,000/-
B Grade	AED 5,000/-
<b>EDUCATIONAL ESTABLISHMENT FEE WAIVER (RECOMMENDATION RECEIVED FROM SCHOOLS)</b>	Skyline acknowledges the importance of close association with school principals and counselors. Every year Skyline issues four scholarships to each school (2 Principal recommendations & 2 counselor recommendations) which a prospective student can avail at the time of admission only if he/ she carry a letter of recommendation from either of the authorities. The fee waiver applicable is AED 7,500/-. The same is forwarded by the Marketing & Registration Department with evidence to DASS for approval before the same is recorded in student file.
	<b>Documents required</b>

	A recommendation letter from the Principal/Counselor is to be submitted to the Marketing & Registration Department.
<b>INDUSTRY FEE WAIVER</b>	Skyline acknowledges the importance of close association with industry and corporate and promotes involvement for encouraging staff from industries to upgrade their academic knowledge. The fee waiver applicable is AED 3,000/-. This waiver can be granted to maximum of two staff from the same company. However the same needs a recommendation letter from the corporate head. The same is forwarded by the Marketing & Registration Department with evidence to DASS for approval before the same is recorded in student file.
	<b>Documents required</b>
	A recommendation letter from the Corporate Head is to be submitted to the Marketing & Registration Department.
<b>SIBLING FEE WAIVER</b>	Students joining the University College from the same family can request for special fee waiver. The fee waiver is offered to the one who applies most recently from the family and the maximum amount the scholarship fund authorizes is AED 7,500/- as a onetime grant. If both the siblings take admission at the same time for the same intake both are eligible for a fee waiver for AED 5,000/- each (only granted to direct brothers and sisters). The same is forwarded by the Marketing & Registration Department with evidence to DASS for approval before the same is recorded in student file.
	<b>Documents required</b>
	<ul style="list-style-type: none"> <li>* Passport copies of the students proving the relationship <b>(Only applicable to direct relations only)</b></li> <li>* Any other document to prove the relationship.</li> </ul>
<b>OUTSTANDING EFFORTS IN EXTRA CURRICULAR ACTIVITIES</b>	The scholarship fund is a reward to the students who show exemplary skills in various activities and those who contribute in various other fields at their school level. Please note this waiver is applicable only at the time of admission. The fee waiver applicable is AED 7,500/-. The same is forwarded by the Marketing & Registration Department with evidence to DASS for approval before file is sent to administration.
	<b>Documents required</b>
	Original participation certificates with copies to assessment and grant of scholarship
<b>GOVERNMENT/BANK FEE WAIVER</b>	Skyline acknowledges the importance of close association with government/bank and promotes involvement for encouraging employees from the same to upgrade their academic knowledge. The fee waiver awards AED 12,000/- for UAE Locals

	and AED 9,600/- for Expatriates The same is forwarded by the Marketing & Registration Department with evidence to DASS for approval before file is sent to administration.
	<b>Documents required</b>
	Valid copy of Employment certificate
<b>NEED BASED SCHOLARSHIPS</b>	<p>Need based scholarships are awarded to students, who are from educationally, socially disadvantaged backgrounds. In addition, an applicant must show financial need and must produce adequate and supporting evidence to claim the same. Need based scholarship awards range from AED 3,500/- to AED 5,000/- [working scholarships] and AED 2,500/- to AED 3,500/- for non working scholarship on yearly basis scholarships and is applicable only for one academic year. The award should be renewed every academic year as long as the student is in good academic standing and continues to demonstrate financial need and is subject to the approval of the committee. Only students who are admitted to the University College doing a full time degree course will be considered for this type of scholarship. This will not apply to student if they have been awarded any fee waivers in the freshman level; however they can apply for the same from the Sophomore Level, subject to approval.</p>
	<b>Criteria for awarding scholarships</b> <ul style="list-style-type: none"> <li>* Duly filled form (<b>which needs to be taken from Finance Dept after the start of classes, i.e. Fall every year {May &amp; Sept intakes}, Spring every year {Jan intake}</b>)</li> <li>* A request letter detailing the need to avail the scholarship fund.</li> <li>* Marks/Grades of the last exam undertaken.</li> <li>* Recommendation letter from the Principal/Counselor of the last school/institution attended.</li> <li>* Salary certificate of the parent/guardian who is to support the student.</li> <li>* Bank statement of the parent/guardian showing the accounts of the last six months.</li> </ul>

**NOTE:**

- 1) Undertaking (Form #: **MKTG/ON-029**) must be completed & all the documents mentioned in the checklist.
- 2) Student is eligible only for one type of fee waiver.