

Subject:	Financial Aid Procedures
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Contact:	Vice President (Administration)

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1.0 Preamble

Financial aid is available for undergraduate students with limited access to financial resources to fund their higher education. Financial aid will be awarded in the autumn and spring semester of each academic year. Applicants and their guardian/s must be UAE residents. Independent applicants must be employed in the UAE.

2.0 Purpose

This document outlines the procedures for managing Financial Aid at the University of Wollongong in Dubai.

3.0 Abbreviations

For the purpose of this procedure the following abbreviations wherever used herein shall mean:

UOWD: University of Wollongong in Dubai

SC: Scholarship Committee

4.0 Scholarship Committee

The University's Financial Aid is administered through the Scholarship Committee. Membership of the SC consists of Faculty and Administrative staff of the University.

5.0 Application Deadlines

5.1 The application closing date is 1 July for autumn and 1 November for spring semester.

5.2 All documentation and applications must be received by the Registrar's department by close of business on the nominated closing date.

5.3 No late applications will be considered.

6.0 Applying for Financial Aid

6.1 Students wishing to apply for a Financial Aid must lodge the following documentation by the specified closing dates as listed in the application form:

6.1.1 Complete a Scholarship (Financial Aid) application form;

6.1.2 Certified copy of rental/mortgage for accommodation and contact details of landlord/bank;

- 6.1.3 Certified copy of water, electricity and air conditioning bills of residence of occupation for the previous 3 months;
- 6.1.4 Certified copy of documents in relation to loans or other commitments of the guardian or the applicant;
- 6.1.5 Certified copies of passport/s and/or national ID cards for family members for which the guardian or applicant is responsible;
- 6.1.6 Other documentation in support of the application eg. tuition fees for sibling/s of the applicant for which the applicant or guardian is responsible;
- 6.1.7 Letter of employment from the employer of the guardian or applicant outlining position, salary (including benefits and break-up of same) issued within one month prior to application;
- 6.1.8 Certified copy of evidence of the monthly income of the guardian (eg. salary advice, bank statement);
- 6.1.9 Certified copies of guardian's or applicant's bank statements for the period 12 months prior to application;
- 6.2 If Guardian or Applicant is Self Employed:
 - 6.2.1 Certified copies of the company's Municipality/ADCCI License and tenancy contract of the enterprise;
 - 6.2.2 Certified copies of audited Profit and Loss statement of the enterprise for the previous three years.
 - 6.2.3 Certified copy of death certificate of guardian, if applicable;
 - 6.2.4 Certified copy of divorce certificate of guardian or applicant, if applicable;
 - 6.2.5 Any other documentation as requested by the Scholarship Committee.

7.0 Certifying Documents

- 7.1 When submitting applications, applicants are required to bring original documentation as listed in section 6.0 along with official English language translations and photocopies of the same. Registrar staff will certify each document against the original. Registrar staff will not photocopy documents on behalf of an applicant.
- 7.2 Registrar staff reserve the right to verify the authenticity of documents with relevant authorities.

8.0 Determination of Financial Aid

- 8.1 The final determination of the award of financial aid in all cases will be administered by the SC in accordance with the relevant eligibility and selection criteria.
- 8.2 The awarding of financial aid is dependent upon the availability of funds, and it may not be possible to offer aid to all qualifying applicants.
- 8.3 The SC will determine the level of financial aid to be awarded.

9.0 Notification to Students

All students will be notified by the Registrar's department on the outcome of their application.

10.0 Appeal Process

The SC's decision is final and no appeal process exists for those applying for Financial Aid.

11.0 Meeting Schedule of the SC

- 11.1 The SC will meet in August (for autumn) and December (for spring) to determine the successful candidates of the scholarships.
- 11.2 The SC will meet at the end of every semester to review the academic performance and conduct of financial aid holders (see 3.5 of the Financial Aid policy).
- 11.3 The Registrar's department will maintain committee records and minutes of such meetings.
- 11.4 All students will be notified by the Registrar's department of their continuation or cancellation of financial aid prior to the commencement of each session.

12.0 Related Documents

- Financial Aid Policy – PP-FIN-DB-6.1
- Scholarship Application Form – F-DB-REG-5.14

Modification History

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