

<b>Subject:</b>	<b>Financial Aid Policy</b>
<b>Policy No:</b>	PP-FIN-DB-6.1
<b>Version:</b>	V2 06 Jan 2011
<b>Effective Date:</b>	Immediately
<b>Contact:</b>	Registrar

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### 1.0 Scope

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

### 2.0 Eligibility Criteria

- 2.1 Meet the academic and admission criteria relevant to their program of study;
- 2.2 Evidence of financial need with supported documentation as outlined in the Scholarship Application form (F-DB-REG-5.14);
- 2.3 Confirmation of financial status by UOWD’s designated Registrar staff member;
- 2.4 For the first application of financial aid, the applicant must be enrolling in their first semester of study at UOWD, and be enrolled in the relevant number of subjects as listed in table (3.5) below;
- 2.5 Must commence studies as outlined in their Offer of Admission, and will not be permitted to defer the financial aid beyond one semester, after which they are awarded an aid.
- 2.6 Must enrol in at least one summer semester, that is, either Summer 1 or Summer 2. Failure to do so will result in the student’s aid being cancelled.
- 2.7 Must meet the financial aid requirements for renewal applications.

### 3.0 Review of Financial Aid

- 3.1 Students must meet the minimum levels of academic performance as listed in Table 3.6;
- 3.2 Financial aid holders failing to meet these requirements will no longer be entitled to retain their aid and will therefore have to pay the relevant tuition fees in order to continue their studies;
- 3.3 As per section 4.2 of this policy, students must complete their period of “service” satisfactorily as determined by their supervisor/s. A report will be presented to the Scholarship Committee at the end of each semester.
- 3.4 Students must re-submit documentation as outlined in section 6 of the Financial Aid Procedure (PP-REG-DB-6.1.1), prior to the commencement of their subsequent year of studies in support of receiving ongoing financial aid.
- 3.5 Renewal of financial aid may not be at the previous rate determined by the Scholarship Committee.

<b>Requirements to Maintain Financial Aid</b>
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3.6	Study Load	Enrolled in a minimum of 3 subjects (autumn and spring semesters) and 2 subjects in summer semester.
	Academic	Achieve academic results of a minimum of grade P (pass) in all subjects attempted on a full-time load (minimum of 3 subjects) in any semester except for summer.
	Conduct	Be in good academic and conduct standing that is, have not been the subject of any disciplinary action.

**4.0 Financial Aid Entitlements**

- 4.1 Financial Aid will cover part of the tuition fees only for each semester for a period of one academic year, so long as the required standards mentioned in section 3.6 are maintained;
- 4.2 Recipients of a Financial Aid will be required to provide a service to the University commensurate to the value of the aid e.g. teaching/research assistant, participation in marketing activities, performing administrative tasks, assisting student services.

**5.0 Applying for Financial Aid**

The procedure for applying for Financial Aid is outlined in the Financial Aid Procedure (PP-REG-DB-6.1.1).

**6.0 Confidentiality of Applications**

- 6.1 Verification of documentation submitted in support of an application will be undertaken by the designated Registrar staff member and kept confidential;
- 6.2 All applications will be treated in accordance with the University's Privacy Policy.
- 6.3 Registrar staff reserve the right to verify the authenticity of documents, as listed under section 6.0 of the Financial Aid Procedures.

**7.0 Related Documents**

Financial Aid Procedure – PP-REG-DB-6.1.1  
 Scholarship Application Form – F-DB-REG-5.14

**Modification History**

Version - No. and Date:	Modification Details:
V2 06 Jan 2011	Added a new clause (3.3) on “service” completion requirements expected of financial scholarship recipients.