Financial Aid Application

YOUR UOWD STUDENT NUMBER:								

1. PERSONAL DETAILS

Family Name

First Name	Other Names

Gender ☐ Male ☐ Female	Date of Birth / / dd mm yyyy

Address

P.O Box	City	Country

Phone (Home)	Phone (Mobile)

Email Address:

Are you receiving any other financial assistance?   YES ☐   NO ☐   Provide details:

Are you in receipt of any other UOWD scholarship?   YES ☐   NO ☐

2. GUARDIAN DETAILS:

Family Name:

First Name:	Other Names:

Relationship to Applicant (e.g. father, mother):

Address (If different from applicant):

P.O Box:	City:	Emirate:

Email Address:

3. LIST THE DEGREE YOU HAVE APPLIED FOR OR ARE STUDYING

DEGREE NAME	
SPECIALISATION / MAJOR	

	Year

☐ Autumn (September)   ☐ Spring (January)

1. Certifying Documents:

When submitting an application, applicants are required to bring original documentation as listed under section 4 along with official English language translations and photocopies of the same. Registrar staff will certify each document against the original however; will not photocopy documents on behalf of an applicant.

2. Letter of Employment

The Letter of Employment from the employer of the guardian or applicant must contain the following information:
- Position held
- Salary and benefits e.g. accommodation, health insurance
- Must be on company letterhead
- Contain a contact person's name and contact details
- Must be issued one month prior to applying for aid

3. Renewal of Financial Aid

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 are maintained – see section 3.5 in the Financial Aid Policy (PP-FIN-DB-6.1).

Recipients of Financial Aid will be required to submit documentation as outlined in section 6.0 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 aid.

4. Financial Aid Required Documentation

If you are applying for financial aid please make sure you submit the following documents:
- ☐ Completed Scholarship and Financial Aid Application
- ☐ Rental/mortgage for accommodation and contact details of landlord/bank
- ☐ Water, electricity and air conditioning bills of residence of occupation for the previous 3 months;
- ☐ Documents in relation to loans or other commitments of the guardian or the applicant;
- ☐ Passport/s and/or national ID cards for family members for which the guardian or applicant is responsible;
- ☐ Other documentation in support of the application e.g. tuition fees for sibling/s of the applicant for which the applicant or guardian is responsible;
- ☐ 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;
- ☐ Evidence of the monthly income of the guardian (e.g. salary advice, bank statement);
- ☐ Guardian's or applicant's bank statements for the period 12 months prior to application;

The following are required if guardian or applicant is self employed:
- ☐ Certified copies of the company's Municipality/ADCCI License and tenancy contract of the enterprise;
- ☐ Certified copies of audited Profit and Loss statement of the enterprise for the previous three years.

Other Documents:
- ☐ Certified copy of death certificate of guardian, if applicable;
- ☐ Certified copy of divorce certificate of guardian or applicant, if applicable;
- ☐ Any other documentation as requested by the Scholarship Committee.

5. Your commitment to the University of Wollongong in Dubai:

Successful applicants will be required to provide a service to the University commensurate to the value of the aid, for example working as a research assistant, participating in marketing activities, performing administrative tasks or assisting Student Services. Students will be required to work between 1 – 5 hours per week (or equivalent) per semester . Staff supervising Financial Aid recipients will provide the Scholarship Committee with a report at the end of each semester.

6. PRIVACY, GENERAL CONSENT AND DISCLOSURE

Our Commitment to Privacy: The University of Wollongong in Dubai is committed to protecting your privacy. UOWD (including its controlled entities) will take all reasonable steps to ensure that the collection, use, disclosure and handling of your personal information complies with the University's Privacy and Confidentiality of Students Personal Information Policy (PP-COR-DB-21.1).

Consent: I understand that UOWD may need to verify the information I have supplied and thus it may exchange data with other institutions, organisations, employers, etc for this purpose. I further understand that UOWD deals with regulatory bodies and also includes a number of separate entities, any of which may be granted all or part of this information to assist students in their work at UOWD.

Disclosure: The information provided may be used for (but not limited to) the following purposes and/or reasonably related purposes:

- The Assessment of your scholarship application for suitability for the award of a scholarship.

7. DECLARATION

I declare I have read and accepted the above terms and conditions of this Financial Aid application and have read the Financial Aid Policy (PP-FIN-DB-6.1). The information I have submitted is correct and complete.

APPLICANT'S SIGNATURE	**DATE**

GUARDIAN'S SIGNATURE	**DATE**

8. APPLICATION CHECKLIST

Please ensure that your application includes only the required documentation as listed under section 5.

- ☐ Complete all parts of the Financial Aid Application
- ☐ Sign and date the application form (Applicant and Guardian)
- ☐ Attach all documents required as outlined above

Keep a copy of your application and attachments for your reference.

SEND YOUR ORIGINAL APPLICATION TO:

"Financial Aid Application"
University of Wollongong in Dubai
Registrar's Department
Block 15, Knowledge Village
Dubai UAE

P: (+971 4) 367 2400
E: Registrar@uowdubai.ac.ae
W: www.uowdubai.ac.ae

OFFICE USE ONLY

Family Name	Given Name	Student Number:						

Scholarships Committee Recommendations:

Financial Aid awarded: Yes ☐ No ☐

Value of Financial Aid: _____ %

Commencing year: ☐☐☐☐

Session: ☐ Autumn ☐ Spring

Student advised: ☐ Yes ☐ No

Comments

Approved: (Name, Position)	Signature:	Date: