



**INTERNATIONAL  
UNIVERSITY  
OF EAST AFRICA**  
*'Learning to Succeed'*

# **Scholarships, Bursaries and Financial Aid Policy**

1<sup>st</sup> Edition (2018)

# Scholarships, Bursaries and Financial Aid Policy

1<sup>st</sup> Edition (2018)

Version	Approval Date	Effective Date	Changes
1.0	December 2018	December 2018	NA
1.1			Clarified procedures and criteria for different types of scholarships

Approved by:

**INTERNATIONAL UNIVERSITY OF  
EAST AFRICA**

**Scholarships, Bursaries  
and Financial Aid Policy**

1<sup>st</sup> Edition (2018)

## CONTENTS

1.0 DEFINITIONS .....	5
1.1 Definitions .....	5
2.0 OBJECTIVES .....	5
3.0 SCOPE .....	6
4.0 GENERAL TYPES OF SCHOLARSHIP, BURSARIES, AND FINANCIAL AID .....	6
5.0 SCHOLARSHIP COORDINATION & RESPONSABILITIES .....	7
5.1 Scholarship Committee(s) .....	7
5.2 Setting of Scholarships, Bursaries and other Financial Aid criteria .....	8
5.3 The role of the Office of the Academic Registrar .....	8
5.4 Role of other University departments .....	8
5.5 Coordination of Scholarship Students .....	8
6.0 POLICIES AND GUIDELINES ON SCHOLARSHIPS .....	9
6.1 Justification .....	9
6.2 Scholarship Application Procedure .....	9
6.2.1 Application .....	9
6.2.2 Application review .....	10
6.2.3 Issuing of Approval or Rejection .....	10
6.3 Scholarships criteria .....	10
6.3.1 Academic Scholarship conditions and criteria .....	10
6.3.2 Sports Scholarship conditions and criteria .....	11
6.3.3 Community Scholarship conditions and criteria .....	11
6.3.4 IUEA Staff Scholarships .....	11
6.3.5 Continuing Scholarships and Financial Status .....	12
6.3.6 Conditions and criteria for other scholarships .....	12

6.4 Rejection of a scholarship .....	12
6.5 Notice of successful applicants .....	12
6.6 Discontinuation or forfeiture of a scholarship .....	12
6.7 Notices and advertisements of scholarships information.....	13
7.0 POLICIES AND GUIDELINES ON BURSARIES .....	13
7.1 Justification .....	13
7.1 Discontinuation or forfeiture of a bursary.....	13
8.0 POLICIES AND GUIDELINES ON FINANCIAL AID .....	13
8.1 Justification .....	13
8.2 Application Procedure.....	14
8.3 Application reviews .....	14
8.4 Conditions of any financial aid or tuition waver.....	14
8.5 Discontinuation or forfeiture of financial aid.....	15
9.0 OTHER FINANCING OPTIONS TO STUDENTS.....	15
10.0 POLICY REVIEW .....	15

## **1.0 DEFINITIONS**

### 1.1 Definitions

A ‘scholarship’ refers to financial aid that is given to a student on the basis of merit or other factors as determined by the agreed policies outlined in this and other applicable policies of the University.

A ‘bursary’ is a grant offered to a student, usually as a discount on their tuition, on the basis of factors as determined by the agreed policies outlined in this and other applicable policies of the University.

The term ‘financial aid’ refers to any other form of financial aid or ‘tuition waver’ given to a student against agreed upon terms and conditions as determined by the agreed policies outlined in this and other applicable policies of the University, and usually offered only in extenuating circumstances.

Other distinctions such as public or private grants, endowments, donations on behalf of a student or students, etc. may refer to established sources of funding to the University that fall outside of this policy but nonetheless may be called or defined as a ‘scholarships’, bursaries or financial aid if applied in relation to the guidelines stated in this policy.

## **2.0 OBJECTIVES**

The objectives of IUEA Scholarships, Bursaries and Financial Aid Policy are to synergise efforts to meet the following strategic objectives of the University.

1. Provide financial assistance opportunities to prospective and current students who show obvious talent and are deserving of support and recognition from IUEA towards the development and harnessing of these talents;
2. Make a quality and relevant education accessible to as many people as possible;
3. To assist affirmative action and mainstreaming activities;
4. To present the coherent and consistent policies, procedures and guidelines on IUEA’s various scholarships, bursaries and any other forms of financial support ;
5. To formalise the arrangements in which IUEA is committed to providing a quality education to all;

6. To establish the framework for identifying when and to whom Scholarships, Bursaries and Financial Aid should be offered so that any schemes are utilised correctly, with integrity and without being compromised;
7. To build a reputable and quality student body
8. To support professional and staff development planning and assist in human resource recruitment and retention strategies

### **3.0 SCOPE**

This policy establishes a framework to ensure the effective, relevant and purposeful planning and implementation of IUEA Scholarships, Bursaries and Financial Aid policies. It also ensures that the process of establishment, review and approval and coordination of scholarships is well managed and defined.

### **4.0 GENERAL TYPES OF SCHOLARSHIP, BURSARIES, AND FINANCIAL AID**

The following types of scholarships are considered by IUEA generally. From time to time, usually prior to a new semester, and at least annually, the criteria for these scholarships may be reviewed and changed. The terms of reference of students on these scholarships and expected contributions and output shall be designated accordingly.

- Academic scholarships – based on academic performance from a preceding period of study and usually tied to a cumulative grade point average (CGPA)
- Sports scholarships – based on a potential or current contribution to an IUEA sports team or activity
- Community Service Scholarships – based on a real or potential contribution to IUEA and the greater community
- IUEA Staff scholarships – given to staff or members of family of staff of IUEA in recognition of their contribution to IUEA
- University Bursaries – based on a select criteria being met and resulting in either a grant being offered or a percentage of fees or tuition being discounted
- Tuition Waivers or Financial Aid – based on extenuating circumstances of students who meet a particular compassionate or hardship profile. These cases should be managed through Student Affairs.

- Other scholarships – any and all other scholarships or bursaries as may be designated by the applicable offeror or sponsor of the scholarship through the applicable agreement with the University.

## **5.0 SCHOLARSHIP COORDINATION & RESPONSABILITIES**

To ensure the correct application and coordination of these guidelines and regulations, the following procedures, roles and responsibilities are to be followed:

### 5.1 Scholarship Committee(s)

The Scholarship Committee(s) may be made up of any members of IUEA staff who have been approved at the level of the Management Board to review and approve scholarship applications and submit resolutions affecting decisions on all Scholarship activities, including changes to these policies. The function of the Scholarship Committee is to provide independent and transparent decision making in the approvals process as well as guiding the scholarship policies as per the policy objectives.

The Scholarship Committee may be held in conjunction with the Management Board. The Chairperson of the Committee may be appointed ipso facto or through a formal democratic process. The duration of the Chairpersonship of the Committee may be reviewed annually or as determined by the Management Board. The Committee should have a representative of the Academic Registrar and the University Secretary and Bursar. In general, flexibility of the Committee is desired over and above rigidity. The following terms of reference outline the specific roles of this committee(s).

- To state or clarify the criteria for different scholarships;
- Review, recommend and/or change criteria for different types of scholarships and submitting these to the applicable authorising person or body (internal or external) for approval;
- Review, recommend and establish scholarships as frequently as required to meet institutional objectives
- Recommend, review and approve or reject scholarship applications against the given criteria and refer these back to the applicable offices (Academic Registrar, Marketing and Recruitment);



- Review, recommend and/or change this policy from time to time to ensure the objectives are being met and are aligned to other University policies and objectives.

### 5.2 Setting of Scholarships, Bursaries and other Financial Aid criteria

The Scholarship Committee shall review and confirm the types of scholarships, bursaries and other financial aid schemes and the criteria associated with these annually.

The recommendations of the Scholarship Committee shall include the interests of the Academic Registrar, the University Secretary and University Bursar, the Dean of Students, and the Director of Marketing and Public Relations, and any other applicable office, and shall be forwarded through the Vice Chancellor's office for approval from the University Council or any other applicable body as approved by the University Council or Vice Chancellor.

### 5.3 The role of the Office of the Academic Registrar

General oversight of all scholarships and scholarship students comes through the Office of the Academic Registrar and is essentially, the custodian of IUEA Scholarship students. The Academic Registrar however may (and should) delegate the responsibilities of various scholarship activities, including Chairpersonship, to other offices as directed by the Management Board. The Academic Registrar, through the applicable office, is responsible for issuing notification of Scholarship to applicants as a part of its responsibility in maintaining accurate student records.

### 5.4 Role of other University departments

Scholarships and the scholarship rules and regulations should be advertised by the University's marketing and public relations departments. This is to ensure that the University's scholarships are known and disseminated through as many channels and to as many targeted populations as possible. The management of Scholarship applications through to submission should be managed by this department who have the adequate and relevant resources to do so.

### 5.5 Coordination of Scholarship Students

Coordination of Scholarship students is essential to meeting the objectives of the policy and in managing scholarship students and their respective activities. The coordinator may be

designated by the Management Board and this is an informal position until determined otherwise or as growth warrants. Terms of Reference may include:

- Managing and updating the lists of Scholarship Students
- Coordinating Scholarship Students activities
- Ensuring that Scholarship Students are utilised according to their Scholarship status and requirements
- Compiling reports and reporting back on Scholarship activities and Scholarship Student performance
- Liaising with students who have applied for Hardship Tuition waivers and require sensitive and confidential support.

## **6.0 POLICIES AND GUIDELINES ON SCHOLARSHIPS**

### 6.1 Justification

Scholarships are awarded on the grounds of merit and exist to encourage talented prospective students to apply for and take advantage of IUEA's quality education and vision to be 'the technological University of Choice in Africa'.

### 6.2 Scholarship Application Procedure

The application procedure applies to the General Application for IUEA scholarships and does not apply to bursaries which are automatic discounts or to financial aid applications on tuition or fees as established by periodical decisions from other University organs. Other procedures that are unique to a particular scholarship may apply and advice any specific procedures should be sort from the applicable office or person offering the scholarship.

#### *6.2.1 Application*

Prospective students and continuing students should make their formal application for a scholarship using the Scholarship Application Form. This should be attached and submitted with the Student's Admission Letter and a copy of any supporting documentation such as evidence of previous results. For the purpose of accurate communication to scholarship applicants the following should apply:

- a) Prospective students should receive information on their scholarships through the admissions office and by extension, recruitment and communication officers of the Marketing and Public relations department.
- b) Continuing students should receive information on scholarships by viewing the applicable notice boards.
- c) All applicants should have been suitably advised on their applications prior to making a final submission

### *6.2.2 Application review*

Scholarship Applications shall be reviewed by the applicable parties with recommendations made on the Application Forms. These shall be returned to the Academic Registrar. In all cases, review of an application must be based on the consistent and accurate application of the Scholarship criteria as determined by the Scholarship Committee. This will ensure that this system is not abused and that there are no irregularities.

### *6.2.3 Issuing of Approval or Rejection*

The Academic Register or delegated person or office shall issue the approval or rejection letter or other adequate document notifying the applicant of scholarship application decisions. These should be distributed using the appropriate communication channels. Enough details should be contained in the letter or document to explain the grounds and basis of approval or rejection to allow the applicant to understand the decisions that have been made and warrant no further inquiry. Details should also explain requirements and conditions of the scholarship.

## 6.3 Scholarships criteria

The following presents the types and associated criteria of different IUEA scholarships

### *6.3.1 Academic Scholarship conditions and criteria*

Conditions and criteria for the continuous Academic Scholarship are:

- a) Minimum 10 hours of community service to the University
- b) Maintaining a CGPA of 4.50
- c) Meet all University regulations and showing good character

- d) For new students, the conditions for receiving a scholarship shall be advertised by the office of the Academic Registrar through the applicable communication channels.

#### *6.3.2 Sports Scholarship conditions and criteria*

Conditions and criteria for the continuous Sports Scholarship are:

- a) Represent the University in Sports activities
- b) Train and participate according the required standards as determined by the Sports Coordinator and Coaching Staff
- c) Meet all University regulations and showing good character
- d) For new students, the conditions for receiving a scholarship shall be advertised by the office of the Academic Registrar through the applicable communication channels.

#### *6.3.3 Community Scholarship conditions and criteria*

Conditions and criteria for the continuous Sports Scholarship are:

- a) Minimum 10 hours or more of community service to the University as determined by any unique conditions to the scholarship
- b) Meet a particular character profile that shall contribute positively to the University as evidenced by verifiable references from prominent persons
- c) Provide a clear plan of expected activities and contributions to the University
- d) Meet all University regulations and showing good character
- e) For new students, the conditions for receiving a scholarship shall be advertised by the office of the Academic Registrar through the applicable communication channels.

#### *6.3.4 IUEA Staff Scholarships*

Conditions and criteria for the continuous IUEA Staff Scholarship are:

- a) To be a current and full time IUEA employee or close family member of a current and full time IUEA employee as determined by the Scholarship Committee.
- b) Meet all University regulations and showing good character

- c) Have committed to employment at the University for a pre-determined amount of time as stated in an Memorandum of Understanding (MOU) to be signed between the University and the staff member

#### *6.3.5 Continuing Scholarships and Financial Status*

As a caveat to the above, applications for continuing scholarships shall only be applicable and valid to applicants who have no outstanding balances owed to the University at the time of their application.

#### *6.3.6 Conditions and criteria for other scholarships*

The conditions and criteria for other scholarships shall be provided by the sponsor through official means in writing through the relevant office of the University (whether the Vice Chancellor, the Chairperson of the University Council or Board of Directors, etc). The conditions and criteria of these scholarships shall be advertised independently from other scholarships and applicants who apply for them shall be reviewed on a case by case basis against these criteria.

#### 6.4 Rejection of a scholarship

Students whose application for a scholarship has been rejected shall have the reasons for the rejection stated on the application form. Students shall be entitled to reviewing the justification for rejection and this should be stated using the best means possible. The Office of the Academic Registrar is not obliged to issue any additional communication as to the reasons for a rejection.

#### 6.5 Notice of successful applicants

Lists of approved scholarship applicants shall be issued by the Office of the Academic Registrar and advertised through the various channels of communication.

#### 6.6 Discontinuation or forfeiture of a scholarship

Students or staff who are charged with any misconduct or have been found to contrive any University regulations shall be automatically discontinued from their scholarship and shall forfeit any financial grants or awards made and subsequently liable to pay any subsequent arrears as per the discretion of the University Bursar. They shall also be ineligible to apply for any future scholarship for as long as any sanction(s) remain against them.

### 6.7 Notices and advertisements of scholarships information

Notice of the types and conditions of scholarships applicable to a particular academic year or intake shall be issued in advance by the Office of the Academic Registrar and in consultation with the relevant organs of the University.

Scholarships shall be advertised through various channels of communication including digital networks and communication and inquiries related to scholarships shall be managed through the Marketing and Public Relations office.

## **7.0 POLICIES AND GUIDELINES ON BURSARIES**

### 7.1 Justification

The grant of a bursary is offered automatically to students who fit the eligibility criteria as defined by the Scholarship Committee and approved by the University Council. Students who meet this criteria do not have to apply for any bursary as it shall be automatically applied and reflected on the student's financial record and depending on the type and conditions of the bursary. The bursary shall be valid for a pre-determined amount of time.

### 7.1 Discontinuation or forfeiture of a bursary

Students who are charged with any misconduct or have been found to contrive any University regulations shall be automatically discontinued from their bursary and shall forfeit any financial grants or awards made and subsequently liable to pay any subsequent arrears at per the discretion of the University Bursar. They shall be ineligible for any future bursary for as long as any sanction(s) remain against them.

## **8.0 POLICIES AND GUIDELINES ON FINANCIAL AID**

### 8.1 Justification

IUEA is aware that students and their sponsors from time to time may fall upon hardships that prevent them from paying fees. In such cases, IUEA shall consider offering financial aid if students:

- a) Have a positive profile as determined by academic performance or real or potential contributions to the IUEA Community

- b) Have been meeting all University regulations and showing good character in the past
- c) Have justifiable and verifiable grounds on compassionate or extenuating circumstances to apply for hardship that include:
  - a. The loss of life or a serious health problem of a sponsor leading to inability for them to pay fees
  - b. The redundancy or loss of formal employment of a sponsor leading to inability for them to pay fees

Cases of student mismanagement of funds shall not be considered as hardship cases.

### 8.2 Application Procedure

Students seeking financial aid shall apply through the Office of the Dean of Students using the applicable application forms. All applications must be submitted prior to any stated and advertised University deadlines, including payment deadlines. Applications received after these deadlines will not be considered.

### 8.3 Application reviews

A financial aid committee established under the Dean of Students and consisting of members of relevant University management stakeholders as determined by the Dean of Students, shall meet and review Financial Aid applications. The Dean of Students shall be responsible for utilizing resources to verify applicant's grounds for hardship and submitting the findings of these activities to the committee. The committee's decision shall be final and communication of these decisions given to other relevant offices including the Academic Registrar and Marketing and Public Relations who may assist informing the students of the decision, if not already done so by the Dean of Students. There may be no appeals made on the Financial Aid Committee's decision.

### 8.4 Conditions of any financial aid or tuition waiver

Financial aid and tuition waivers shall be valid on a per semester basis only and on the provision that students adhere to all regulations of the University.

### 8.5 Discontinuation or forfeiture of financial aid

Students who are charged with any misconduct or have been found to contrive any University regulations shall be automatically discontinued from any financial aid agreements and shall forfeit any financial grants or awards made and subsequently liable to pay any subsequent arrears at per the discretion of the University Bursar. They shall be ineligible for any future bursary for as long as any sanction(s) remain against them.

### **9.0 OTHER FINANCING OPTIONS TO STUDENTS**

Due to market conditions, from time to time, other financing options may be availed to students as guided by the recommendations of the Scholarship Committee or other senior offices or the University Council. In these circumstances, any conditions or criteria shall be established and approved by the relevant offices, namely the Vice chancellor and the University Council, with correct documentation and due process followed.

### **10.0 POLICY REVIEW**

The policies, guidelines and procedures outlined in this document may be reviewed as frequently as needed according to the recommendations of the Scholarship Committee.