



FINANCIAL AID POLICY

Approved By:	President	Date:	23 June 2020
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Custodian:	Director, Student Services and Academic Registrar		
Supporting Documents, Procedures & Forms:	Financial Aid Procedure Scholarship Application Form – F-DB-REG-5.14		
References & Legislation:			

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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. Financial Aid is awarded for one year, and a student can apply to renew Financial Aid at the completion of the year. Applicants and their guardian/s must be UAE residents. Independent applicants must be employed in the UAE.

2.0 Eligibility Criteria

- 2.0 Meet the academic and admission criteria relevant to their program of study;
- 2.1 Evidence of financial need with supported documentation as outlined in the Scholarship Application form (F-DB-REG-5.14);
- 2.2 Confirmation of financial status by UOWD's designated Registrar staff member;
- 2.3 For the first application of financial aid, the applicant must have an Offer of Admission to study an undergraduate program at UOWD, or be currently enrolled in an undergraduate program at UOWD.
- 2.4 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 financial aid.
- 2.5 Must meet the financial aid requirements for renewal applications.

3.0 Review of Financial Aid

- 3.0 Students must meet the minimum levels of academic performance as listed in Table 3.6;
- 3.1 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;
- 3.2 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.
- 3.3 Students must re-submit documentation as outlined in section 6 of the Financial Aid Procedure, prior to the commencement of their subsequent year of studies in support of receiving ongoing financial aid.
- 3.4 Renewal of financial aid may not be at the previous rate determined by the Scholarship Committee.
- 3.5 Requirements to maintain Financial Aid

Study Load	Enroll in a minimum of 3 subjects (mandatory only for students on a UOWD sponsored visa)
Academic	Achieve academic results of a minimum of grade P (pass) in all subjects attempted in any semester.
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 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. For every 10% of discounted tuition fees per semester, the student is expected work for 13 hours in that semester.

5.0 Applying for Financial Aid

The procedure for applying for Financial Aid is outlined in the Financial Aid Procedure .

6.0 Confidentiality of Applications

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

7.0 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	Information Unavailable	Information Unavailable	Information Unavailable
2	06 Jan 2011	President	Added a new clause (3.3) on "service" completion requirements expected of financial scholarship recipients.
3	23 May 2017	President	Clarified Study load requirements. Clarified that existing students can apply. Clarified expectations of assistance expected of Financial Aid recipients. Change document to new UOWD Official document template
4	08/02/2018	UOWE Policy Officer	Administrative update – new document number issued
5	23 June 2020	Executive Committee	Renewed as per the renew cycle without any modifications