


<b>Policy Group</b>	Student Affairs	<b>Policy Number</b>	ACA-STU-07	 جامعة زايد ZAYED UNIVERSITY
<b>Responsible Office</b>	Office of the Provost	<b>Distribution</b>	External	
<b>Date Approved</b>	17 June 2021	<b>Effective Date</b>	17 June 2021	
<b>Date Last Reviewed</b>	8 June 2021	<b>Due Date for Next Review</b>	8 June 2024	

## **POLICY**

### **Undergraduate Student Financial Aid Services**

#### **1. Purpose**

This policy aims to ensure that optimal services are provided to students whose financial conditions might inhibit their ability to continue their academic studies.

#### **2. Application**

This policy is applicable to all eligible Zayed University undergraduate students.

#### **3. Policy**

**3.1** Zayed University strives to support eligible undergraduate students with low income capabilities by providing opportunities for financial assistance (monthly stipend and/or educational device) through a financial aid program.

**3.2** All funds for the financial aid program are audited in compliance with UAE laws and regulations.

#### **4. Eligibility**

**4.1** The applicant must either:

- a) have a UAE passport and family book; or
- b) be a child of an Emirati mother.

**4.2** For continuing ZU students, the applicant is expected to meet the university's attendance requirements and to maintain a minimum CGPA of 2.0 to be eligible to apply for a monthly stipend.

**4.3** The applicant's parents/guardians must be aware of the financial support application prior to any support being provided.

**4.4** The average income per family member should not exceed AED 1500 per month in order to receive a monthly stipend.

**4.5** The average income per family member should not exceed AED 3000 per month in order to receive an educational device.

**4.6** Any student whose family's sole source of income is from the Ministry of Community Development will receive the requested aid regardless of Articles 4.4 and 4.5.

**4.7** The approval of the monthly aid is valid from the date of approval until the end of the academic year in which the approval is given.

- 4.8 Students of Determination are eligible to receive ZU financial aid even if they or their families are registered in the Ministry of Community Development.
- 4.9 An application for financial aid does not automatically guarantee the applicant the right to receive aid. That decision rests with the ZU Students Financial Aid Fund Board.

## **5. Role and Responsibilities**

- 5.1 All applications for financial support must be submitted within the appropriate timeframe announced by the Student Support Unit in accordance with the university's Academic Calendar.
  - 5.1.1 Newly enrolled and continuing students must apply at the beginning of the Fall and Spring semesters.
  - 5.1.2 Renewal applications of existing aid must be submitted at the beginning of the Fall semester.
- 5.2 The applicant must not be receiving financial support or regular assistance from any other association.
- 5.3 The Student Support Unit processes applications in a timely manner and ensures that any support given is in compliance with the statutes of the ZU Student Financial Aid Fund.
- 5.4 The ZU Students Financial Aid Fund Board ensures that any application received is in compliance with the university's policies and procedures and takes the availability of resources into consideration before making its decision on whether or not to grant financial aid.
- 5.5 The decision of the ZU Students Financial Aid Fund Board is final and is not subject to appeal.

## **6. ZU Students Financial Aid Fund Board**

- 6.1 The Fund Board of Directors is formed under a decision issued by the university Vice-President at the beginning of each academic year.
- 6.2 The Board manages the administrative and financial affairs of the ZU Student Financial Aid Fund.
- 6.3 The chairperson of the Board is authorized to represent the Fund before all authorities, and to sign all contracts and agreements concluded by the Fund.
- 6.4 The Board membership will include a representative from the university's Financial Resources Department who shall act as the Fund Trustee. The Fund Trustee is responsible for the financial affairs of the Fund.

## **7. Extenuating Circumstances**

- 7.1 Special cases (students who do not meet the eligibility criteria mentioned above but whose financial condition/situation is critical) may be considered on a case-by-case basis given the availability of resources.
- 7.2 In the event of an emergency situation, such as a pandemic or other force majeure, a Risk and Crisis Management Plan will be developed and implemented in coordination with the Financial Aid Fund Board.

## 8. Confidentiality

The Student Support Unit is committed to maintaining the confidentiality of students' personal information.

## 9. Related Policies and Laws

President's Decision No.36 of 2000 Establishment of Zayed University Student Financial Aid Fund

President's Decision No.37 of 2019 Amendment Relevant to ZU Student Financial Aid Fund

ACA-STU-02 Code of Student Conduct

## 10. Administration

This policy is administered by the Student Support Unit, Student Affairs Deanship.

## 11. Revision History

Date	Revision
17 June 2021	President's Decision issued (PD#31 of 2021).
8 June 2021	Approved by the University Council.
2 June 2021	Reviewed by the UC Academic Affairs Committee with the following recommendations: <ul style="list-style-type: none"><li>• Clarify "special cases" (7.1);</li><li>• Clarify "emergency situation" (7.2). (<i>Actions completed</i>)</li></ul>
25 May 2021	Endorsed by the Academic Council.
28 March 2021	Endorsed by a joint session of the Deans' Council and Provost's Council.
22 February 2021	<ul style="list-style-type: none"><li>• Added Section 6. ZU Students Financial Aid Fund Board;</li><li>• Reorganized and edited for the sake of clarity and easier reference.</li></ul>
28 October 2020	<ul style="list-style-type: none"><li>• Added 3.3 about eligibility requirements;</li><li>• Added 3.4 about attendance and CGPA requirements;</li><li>• Added 3.5 about awareness of parents/guardians;</li><li>• Added 3.6 about average monthly income for monthly stipends;</li><li>• Added 3.7 about family's source of income;</li><li>• Added 3.8 about validity of monthly aid;</li><li>• Added 3.9 about Students of Determination;</li><li>• Added 3.10 about time frame of applications;</li><li>• Added 3.14 about compliance of applications;</li><li>• Added 3.19 about confidentiality.</li></ul>
16 September 2020	<ul style="list-style-type: none"><li>• Added 3.17 about a Risk and Crisis Management Plan;</li><li>• Added 3.18 about availability of resources.</li></ul>
13 May 2020	Non-substantive change: added External Distribution.
4 November 2019	Updated the policy number (from STU-ADM-12) and the related policy number.
17 October 2019	President's Decision issued (PD#52 of 2019).
7 October 2019	Approved by the University Council.
16 June 2015	New policy required by CAA, approved by UC.