



QATAR UNIVERSITY
POLICY AND PROCEDURES
FOR
STUDENT FINANCIAL AID - QATARI AND SCHOLARSHIP STUDENTS

Purpose

Qatar University makes admission decisions without regard to the ability of an individual to pay educational costs. Students whose financial conditions may prevent them from accessing or continuing their education at the University may be eligible for Student Financial Aid. The purpose of this policy is to increase access, choice and affordability to the University programs. This is accomplished through allocation of relevant types of financial aids to meet the educational expenses of admitted students. The Student Financial Aid is subject to the availability of funds. In addition, the number and value of aids made will be dependent upon a number of factors including demand on the funds available each year.

Definitions

<i>Academic year</i>	Begins at the start of the fall term and ends immediately after the summer term.
<i>Academic Dismissal</i>	A student who has been dismissed from Qatar University for failing to meet specific academic criteria such as the grade point average (GPA).
<i>Credit hour</i>	<p>An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:</p> <ol style="list-style-type: none">1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or the equivalent amount of work over a different amount of time, or2. At least an equivalent amount of work as required outlined in item 1 above or other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the aid of credit hours.

<i>Grade point average (GPA)</i>	Every letter grade has grade points corresponding to it. These constitute the basis for calculating the Grade Point Average (GPA). The total number of grade points earned for each course is calculated by multiplying the number of credit hours assigned to the course by the number of grade points corresponding to the letter grade received as shown above. The overall GPA is determined by dividing the total number of grade points accumulated for all courses by the number of credit hours attempted. The GPA is an indicator of the student's overall academic performance at QU. It is worth noting that each semester has a GPA, and all earned courses have another GPA known as the cumulative GPA.
<i>Leave of Absence</i>	A student is considered to be on leave of absence if an acceptable excuse is presented before the start of the semester before he/she is registered for any courses.
<i>No show</i>	A student is considered a no show if he/she does not register for any courses in the semester without providing an acceptable excuse.
<i>Undergraduate</i>	A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or a vocational or technical program below the baccalaureate level.
<i>Withdrawal</i>	A student is considered withdrawn from the semester if s/he provides an acceptable excuse after the semester has started, and his/her registration in all courses are cancelled.
<i>Academic Study plan</i>	The academic study plans for undergraduate students in each college are based on the student's completion of all minimum credit hour requirements for graduation and generally include Program requirements (Major/Minor) and Electives.
<i>International student</i>	A student who is not a citizen or national of the State of Qatar. International students who are in this country on a student visa issued by the University are considered to be Out of the Country International Students. [For the purpose of financial aid, only undergraduate level and Arabic for Non-Native speakers program students with full external

scholarships are eligible for monthly aid only.]

Scholarships

Grant-in-aid, trainee stipends, tuition and fee waivers.

1. Policy Statements

- 1.3 Satisfying the minimum means of assessment does not guarantee approval for receiving an aid.
- 1.4 When a recipient of an aid ceases to be eligible or an error in disbursement has been made, the Student Fund Office reserves the right to recoup the disbursements. It is the responsibility of the recipient to notify the Student Fund Office when he/she becomes aware of any errors.
- 1.5 Students are responsible for adhering to the principles and spirit of the Code of Academic Integrity and all other University policies and procedures, violations are subject to the disciplinary procedures of the University.
- 1.6 The Student Fund Office is responsible for maintaining the confidentiality of any information related to the Student Financial Aid record. The information is to be accessed and managed by authorized University staff only. Confidential information relating to applications will only be disclosed pursuant to a directive/order of a court or government authority as required by such order or directive. Otherwise, the release of any documents will be based on the applicant's consent.

2. Roles & Responsibilities

- 2.1 The Financial Aid Committee (FAC) appointed by the Vice President of Student Affairs, is responsible for administering the Student Financial Aid program. Generally, the roles and responsibilities of the FAC include, amongst others:
- i. To oversee the operation of Student Financial Aid program, including establishing and administering procedures, reviewing eligibility, applications, assessment, and recommending the annual budget;
 - ii. To recommend the combination and value of aids to the Vice President of Student Affairs;

- iii. To recommend, monitor and review the criteria regarding the assessment and disbursement process;
- iv. To approve extraordinary cases including those who fail to meet the eligibility criteria;
- v. To monitor the policy and procedures of the Student Financial Aid; and
- vi. To recommend modifications in order to better meet the needs of Qatar University and its students.

3. General Eligibility Requirements

- 3.1 Only registered undergraduate students may apply.
- 3.2 Students must not be placed on disciplinary probation during the period of eligibility to financial aid.
- 3.3 Qatari Students:
 - 3.3.1 The average household net income does not exceed 5,000 QR per family member per month.
 - 3.3.2 The student must not be placed on academic probation.
- 3.4 Scholarship students:
 - 3.4.1 The average household net income does not exceed 2,500 QR per family member per month.
 - 3.4.2 Student must maintain a minimum accumulated GPA of 2.5.
- 3.5 Scholarship students under the QU sponsorship may be exempted from these requirements.

4. Financial Aid Types

A Student Financial Aid may include a combination of the following types of aids.

- Qatari Students:
 - A monthly aid (amount does not exceed QR 1,500).
 - Full or partial exemption from the university fees.
 - Emergency Aid (amount does not exceed QR 5,000).
- Scholarship Students:
 - A monthly aid (amount does not exceed QR 1,000).

5. Duration

- 5.1 The Financial Aid is available for the maximum duration required to complete the *study plan* for the program enrolled. In addition to the Foundation year.
- 5.2 The financial aid period includes the summer semester even if the student is not registered during the summer; however, the student has to either be registered during the Spring or Fall semesters.
- 5.3 Students who exceed the duration may apply for an extension of Financial Aid for one or two semesters if the remaining credit hours required for graduation do not exceed 34.
- 5.4 Continuation of financial aid is contingent upon the availability of financial resources, making satisfactory academic progress and continuing to enroll in the semester unless the financial aid committee specifically states that recipients have to reapply. If a recipient reapplies, he/she may not receive the same type of aid or the same amount of funds awarded during the previous year.

6. Causes of Financial Aid Suspension

- 6.1 If the student is placed on academic probation for Qatari students.
- 6.2 If the student's cumulative GPA falls below 2.50/4.00 for Scholarship students.
- 6.3 If the student is dismissed, initiates a withdrawal, applies for leave of absence, or discontinues with his/her study plan.
- 6.4 If the student is placed on disciplinary probation.
- 6.5 If the student exceeds the allowed duration of his/her study plan.
- 6.6 If there are insufficient Financial Aid resources.