



The Step-by-Step Guide to transfer/change your Financial Aid type application

Student Financial Services Section



To apply for transferring financial aid type from Tuition Fees Aid to Monthly Aid and the opposite, please follow the below steps:

1. Go to Banner Self-Service link:

https://mybanner.qu.edu.qa/PROD/twbkwbis.P_GenMenu?name=homepage

2. Log in with your username and password.

3. Click “Student Services”.

4. Click “Financial Aid Services” and sign in again.



5. You be directed to the below dashboard that contains all financial aid application related information (e.g. announcements, application periods, ... etc.):

The dashboard is titled "Student Financial Aid" and includes a "Student Service" dropdown menu. The main navigation area on the left contains "Quick Access" with links for "Apply Application" and "Transfer Financial Aid Application", and "Section Announcement" with a date of "01-JUN-22" and an "Important Announcement" stating "The application period started for Fall 2021".

The "Calendar" section displays a table of application periods:

Service ↑=	Application Type	Start Date	End Date
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Apply Application - NEW/RENEW	31-MAY-22	12-JAN-23
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Incomplete - Returned to student	31-MAY-22	12-JAN-23
COMPUTER LAPTOP LOAN	Apply Application - NEW/RENEW	31-MAY-22	12-JAN-23
	Incomplete - Returned	24-	12-

The "Notification" section shows a message from "26-OCT-22" stating "Your MONTHLY AIDRequest is ELIGIBLE".

The "Your Requested Application" section shows a "MONTHLY AID" application from "Spring 2019 TO : Fall 2020". Below this is a table with application details:

Status / حالة الطلب	Support Amount / مقدار المساعدة	Percentage / النسبة	Reason of Rejection or Suspension / سبب الرفض او الايقاف
ELIGIBLE	500	-	Exceed Period

Callout boxes provide additional context:

- Financial Aid Application calendar:** It contains the periods to apply new/renew applications, change financial aid service type, and complete missing documents.
- Notifications:** Related to your application (e.g. change application status, Financial Aid Section comments).
- Apply Application:** Here you can apply for changing from one financial aid type to another (e.g. from tuition aid to monthly aid).
- Section Announcement:** Section's general announcements for all students (e.g. the start of Application period for Student Financial Aids).
- Your Requested Application:** Information related to the financial aid application that is still active.

6. After you click “Transfer Financial Aid Application”, you will be directed to the below page. Please answer the two questions, then press “Next”:

Student Financial Aid Log Out العربية

Student Service

Transfer Financial Aid Application

1 * Select a Financial Aid Service to be transferred:

TUITION FEES AID

2 * Select a Financial Aid Service:

MONTHLY AID

Next

Select the Financial Aid Type you want to change it

Select the Financial Aid Type you want to benefit from it

After you answer the two questions, please click here to move forward

7. After that, You will be directed to the below page. Please select the bank name and write the IBAN number for the student's bank account and click "Next":

The screenshot shows a web form titled "Student Financial Aid" with a "Student Service" dropdown menu. A blue instruction bar reads: "Please select your bank name since you enter the IBAN." Below this, there are two input fields: "* Bank Name:" (a dropdown menu) and "IBAN:" (a text box). A blue "Next" button is located at the bottom right. Three yellow callout boxes with purple arrows provide instructions: the first points to the "Bank Name" dropdown, the second points to the "IBAN" text box, and the third points to the "Next" button.

Note: this page only appears if you transfer/change your application type from Tuition Fees Aid to Monthly Aid. It will not appear if you transfer from Monthly Aid to Tuition Fees Aid.

8. After that, You will be directed to the below page. Please read it carefully and refer to the available links in this page to know the required documents to be submitted with the application, then select “I know the required documents” and click “Next”:

Student Financial Aid Log Out English

Student Service

Apply for Financial Aid Services

3 Read to know what Is requierd Document?/المستندات المطلوبة للتقديم ?

Please visit the [Required Documents Webpage](#) to know the documents you need to upload while applying for Tuition Fees Aid, Housing Fees Aid, Monthly Financial Aid, Transportation Fees Aid, or Emergency Aid. In addition, you can visit the [External Funding Aids Webpage](#) to know the documents you need to upload while applying for a program provided by external funding institution, after reading the conditions for the intended program. Also, you can contact us for more inquires through the communication channels available at [CONTACT US](#)

يرجى التكرم بزيارة [صفحة المستندات المطلوبة](#) لمعرفة المستندات المطلوبة عند التقديم على خدمات تسديد الرسوم الدراسية و/أو رسوم السكن الجامعي عن طريق الجامعة أو المساعدة المالية الشهرية أو الإعفاء من رسوم المواصلات أو المساعدات الطارئة، أو زيارة [صفحة مساعدات الدعم الخارجي](#) لمعرفة المستندات المطلوبة للتقديم على أحد البرامج التي توفرها الجهات الخارجية الداعمة بعد أن تقرأ الشروط الخاصة بهذا البرامج، كما يمكنك التواصل معنا لمزيد من الاستفسارات عبر وسائل التواصل الموضحة في [صفحة إتصل بنا](#).

لدي علم بالمستندات المطلوبة للتقديم
- I know the required document

Next

9. After that, You will be directed to the below page. In case of transferring from Tuition Fees Aid to Monthly Aid, please **make sure that you uploaded “To Whom It May Concern” letter that states the student’s bank account number** before moving forward, by following the below steps, then click “Submit The Application”:

The screenshot shows the 'Apply for Financial Aid Services' page. It includes a 'Document' dropdown menu, a 'Choose File' button, a 'File Related Comment' text area, an 'Upload document' button, a table of 'Your Uploaded Documents', a 'Delete Selected Document' button, and a 'Submit The Application' button. Seven yellow callout boxes with purple arrows provide step-by-step instructions for each part of the process.

1. Select the document type

2. Select the file that you need to upload from your device

3. You can write any clarifying comment related to the file that you want to upload

4. Click here to upload the selected file

5. You will see here the uploaded file (In case you need, you can select the file to be deleted and upload a replacement file before submitting the application)

6. This button can be used to delete the file you selected using the “Delete” column

7. After you uploaded the required document, please click here to move forward

10. After that, You will be directed to the below acknowledgment page.
Please read it and click “Agree” to complete the application:

إقرار صحة البيانات - Acknowledgment

×



'I hereby certify that the mentioned data is true and accurate and I bear the whole responsibility in case it proves false. I undertake to inform Student Financial Aid Section in case of any change. I understand that it is my responsibility to inform Student Fund and Financial Aid Section at Qatar University in the event I gain employment, start getting fixed remuneration from any organization or obtain financial aid from a third-party. I also agree to have the amount equivalent to the financial aid granted by Qatar University to be deducted from my account if it was proven that I am ineligible for financial aid based on the financial aid policies and procedures during any semester.
In addition, I acknowledge that I have read and agreed on the [financial aids Policies](#) and receipt mechanism provided for herein.

أقر بأن جميع البيانات المذكورة في هذا الطلب صحيحة وكاملة، وأنحمل المسؤولية الكاملة في حال ثبت أنها غير صحيحة، وأنعهد بإبلاغكم بأية تغييرات تطرأ عليها. وأنحمل مسؤولية إعلام قسم المساعدات المالية الطلابية بجامعة قطر في حالة حصولي على عمل منتظم أو أجر ثابت من أي جهة أو الحصول على مساعدات مالية من جهة خارجية، كما أنني أوافق أيضاً بأن يتم الخصم من حسابي ما يعادل مقدار المساعدات المالية الممنوحة من جامعة قطر في حال ثبت عدم استحقاقي للحصول على المساعدة المالية وفق السياسات والإجراءات المنظمة خلال أي فصل دراسي استفتدت فيه من الخدمة. وبالإضافة إلى ذلك، أقر بأنني قد قرأت السياسات المنظمة للمساعدات المالية ، وأوافق عليها كما وردت.

موافق/Agree

11. After submitting the application, you will be redirected to the main dashboard where you can follow up the application status, duration (From-To), support amount, and reason of rejection or suspension. Also, you can apply her for other additional financial aid service according to what is available during the application period:

Calendar

Service	Application Type	Start Date	End Date
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Apply Application - NEW/RENEW	31-MAY-22	12-JAN-23
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Incomplete - Returned to student	31-MAY-22	12-JAN-23
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	Incomplete - Returned	24-	12-

Notification

26-OCT-22
Your MONTHLY AID Request is ELIGIBLE

Your Requested Application

1 MONTHLY AID
From : Spring 2019 TO : Fall 2020

Status / حالة الطلب	Support Amount / مقدار المساعدة	Percentage / النسبة	Reason of Rejection or Suspension / سبب الرفض أو الايقاف
ELIGIBLE	500	-	Exceed Period

The financial aid service that you applied to get it

Application duration (Form-To) appears in green color below the financial aid service you for it

This table shows all application related details: status – support amount in case of QU fees aids and monthly aid – percentage of tuition/housing aids that are financed by QU – reason or rejection/suspension (the support amount and percentage will NOT be shown for the external funding financial aid applications)