

ZIAUDDIN UNIVERSITY
GUIDELINES, POLICIES AND PROCEDURES

Policy Title	ZU Financial Assistance + Scholarship scheme
Policy Number	005
Date of Original Approval	September 19, 2020
Approved By	293rd meeting of Academic Council
Date of Revisions	November 28, 2020
Contact	Registrar Office

INTRODUCTION:

Ziauddin University offers financial assistance and merit scholarships to deserving students in the form of various Financial Assistance schemes. Ziauddin University has a dedicated Financial Assistance Committee who administers all students' financial need related affairs. A Financial Assistance committee, composed of college principals, Deans and CFO headed by the Vice Chancellor, scrutinizes applications of students seeking financial aid and sanctions assistance for those who demonstrate need.

PURPOSE:

This Policy aims to enable an environment in Ziauddin University which not only facilitates students with financial needs to undertake higher education without worrying about the financial burden, but also motivates high performers to enjoy merit scholarships as reward for their brilliant academic performance on an annual basis.

SCOPE:

1. This policy covers all new applicants and current undergraduate and postgraduate students.
2. All Scholarships / financial assistance shall be offered to full-time students and no part-time and executive students shall be eligible for it.
3. All scholarships / financial assistance shall be offered to students who are taking full academic load during the semester.
4. Students with "F" grades, repetition and improvement courses, during the tenure in consideration, are not eligible for scholarships / financial assistance.

5. A student can be facilitated through only one scheme of Merit scholarship or financial assistance during a specific tenure and shall not be consider for any other scheme during the same tenure.
6. All merit scholarships and financial assistance shall be offered on annual basis.
7. The university reserves the right to alter or call off any/all financial assistance schemes without assigning any reason.

POLICY STATEMENT:

Ziauddin University provides financial assistance to deserving students and scholarships to brilliant students who fulfill the criteria under policy of ZU.

ZIAUDDIN UNIVERSITY

FINANCIAL ASSISTANCE POLICY 2020

1. Financial Assistance schemes:

1.1 Undergraduate Merit Scholarships

All existing students who have secured top (first) position /highest CGPA in their classes with full workload as prescribed by faculty/college/department at the end of each year may be considered for a scholarship of 25% of tuition fees. The college / department will maintain the record of such scholarships and the scholars do not need to apply for the subject. Batch of students having more than 10 enrolments will be considered for this scholarship. Only top position holders having CGPA 3.0 and above (or 65% and above in colleges and faculties where annual system is applicable) will be considered for this scholarship. In case of larger groups (having more than 100 enrolments), 2% of the batch will be considered for scholarship with division of 20%, 15% and 10% respectively. These scholarships are applicable at the end of first year onwards. Students with partial workload, 'F' grades and disciplinary action shall not be considered for this scholarship. Merit scholarship shall not be awarded on results of summer semester. Graduating batch will not be awarded a Merit Scholarship. When a student is not awarded a Merit scholarship because of benefitting from another Financial Assistance Scheme, the scholarship will be transferred to the next student on merit.

1.2 Need Based Tuition Fee assistance

There are a number of scholarships available which are awarded to needy students only and are based on the assessed need level. Those students who need financial assistance will have to apply for

it through student portal or prescribed form. All students/applicants seeking financial assistance shall be facilitated on the basis of assessed need level, The Financial Assistance Committee scrutinizes the application along with supporting documents submitted by the students seeking financial assistance and scores their need level against laid down criteria; compares it to the need level of other applicants to assess the level of assistance that can be made available on the basis of available funds. The range of the amount of financial assistance varies between 10 % to 50% of tuition fees. This need-based tuition fee assistance shall be available only after the first year of education for those students whose financial situation has been changed after admission in university will be given preference.

1.3 Scholarships to new admissions in selected programs

Scholarships are available to support the academic aspirations of prospective undergraduate students based on the Ziauddin admission evaluation ranking in selected programs as approved by higher authorities. Scholarship awards cover partial tuition fee for the first year and may be continued in subsequent years subject to satisfactory performance of students and approval from university authorities. There is no separate application for this scholarship. Students are automatically considered for the award when they apply for admission in selected programs. Students admitted under this category shall not be considered for any other financial assistance scheme

1.4 Alumni enrolment financial assistance in Postgraduate diploma /Masters/ M. Phil / PhD Program

All graduates of Ziauddin university, who want to pursue their higher studies from the university may be considered for enrolment fees assistance ship on submission of documentary proof. The College / Department of any such enrolled student(s), after verification, will intimate the finance directorate. Short course, certificate course, diploma and continuous professional development (CPD) course pass outs may not be considered for such alumni waiver. Similarly, Graduates of other institutes who complete their house jobs from Ziauddin University do not fall under this category.

1.5 Financial Assistance in postgraduate studies tuition fees for Ziauddin employees

All regular employees of Ziauddin University, who want to pursue their postgraduate studies on part-time basis may be considered for financial assistance in tuition fees subject to submission of bond (Annex -A) and a NOC from their college principal/HoD and faculty Dean. No Ad-hoc/contractual employees fall under this category. Only tuition fees will be paid off by the university and the employee needs to pay all other fees as prescribed by the university for the degree program. Such employees shall not benefit from any other financial assistance scheme for the same course of study. In case of failure, repetition or improvement of course (s); the employee will be charged full fees of the course (s). This tuition fees assistance is only available on programs that are offered locally by Ziauddin University. International programs administered by the university or programs that are offered under any consortium shall not fall under this category. The clause

pertaining to serving the university after completion of degree may be relaxed on recommendation of respective college principal and dean of faculty and approval of Vice Chancellor.

Grievance:

Any grievances pertaining to Merit scholarships / Financial Assistance shall be submitted to the Registrar Office within 15 days after announcement of outcome. The matter may be referred to the Vice Chancellor if the issue is not appropriately resolved by the Registrar office + Financial Assistance committee. In all such matters the decision of the Vice Chancellor will be final.

**UNDERTAKING/BOND FOR FINANCIAL ASSISTANCE IN TUITION FEES TO
ZIAUDDIN EMPLOYEE**

1. I, Mr/Miss/Mrs [_____] son/daughter/wife of [_____] bearing CNIC No.: _____ resident of [present and permanent address] have been granted admission in Masters/PhD in [Discipline] at [Faculty] Ziauddin University, at my request and for my benefit after qualifying all the admission requirements of the program, I do hereby undertake as under:-
- a. That I will complete my Masters/M. Phil/PhD studies in the [discipline] with full devotion. I will also make efforts to complete the said course within prescribed On-Campus duration, for which I have been given full tuition fee financial assistance, without any failure on my part. Beside tuition fees assistance, I will not be entitled for waiver/ financial assistance of any other charges pertaining to this degree program.
 - b. I will serve Ziauddin University for a minimum period of 01 (One) year after qualifying Masters/ M. Phil [02 (two) years after qualifying PhD Degree] or reimburse the waived off tuition fee and other expenditure incurred on my studies, failing which Ziauddin University will be at liberty to take legal action against me for recovery of the spent amount.
 - c. If I, fail to qualify the said course within the time prescribed by the HEC and Ziauddin University or leave the degree program incomplete, I will reimburse the tuition fee and other incurred expenditure to Ziauddin University, failing which Ziauddin University will be at liberty to take legal action against me for recovery of spent amount.
 - d. I also undertake to take full faculty/office load during Masters/ M. Phil/PhD studies as directed by the department.

Employee ID:- _____ College /Department/faculty

Name:- _____

Father's Name:- _____

_____ CNIC# _____

Present & Permanent Addresses: - _____

Telephone # Landline:- _____ Mobile: _____

Email:- _____

Signatures of Employee

Signature of Employee's HOD

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Notwithstanding any provision of this undertaking to the contrary, employee covenants and agrees that employee will not file any claim, lawsuit, demand for arbitration, or other proceeding challenging the validity or enforceability of any provision of this undertaking.

Signatures of Employee

Date (DD/MM/YYYY)

WITNESSES:

Witness # 1

Signatures: - _____

Name: - _____

Father's Name: - _____

CNIC #

Present & Permanent Addresses: - _____

Telephone # _____

Witness # 2

Signatures: - _____

Name: - _____

Father's Name: - _____

CNIC #

Present & Permanent Addresses: - _____

Telephone # _____

COUNTERSIGNED ATTESTED BY

Director/Principal

Dean

Registrar