

Date: 15/02/2021

Decree of the President of the University

No. (6) - 2021

Concerning the Regulation of Student Financial Aid

After reviewing:

- The decree No. (34) of 2004 on regulating Qatar University;
- the decree of the Board of Trustees' approval on the allocation of a percentage from the University's revenues to financial aid, issued in its second session of AY 2017/2018 held on 08/01/2018;
- The financial aid policies and procedures approved on 25/03/2015;
- The university president's decree on treating students who hold Qatari travel documents as nationals with regards to financial aid on 18/10/2015;
- The decrees of the executive management committee regarding the regulation and decisions of scholarships issued during its sixteenth meeting for AY 2018/2019 held on 06/05/2019 and its eleventh meeting that was held during the AY 2019/2020 on 17/12/2019;
- And the Student Code of Conduct and Catalogs;

QU President has hereby decreed the following:

Article 1

In the implementation of this decree, the following terms have the meanings explained opposite each of them:

- **The Competent Section:** Student Financial Aid Section
- **Committee:** Financial Aid Committee.
- **Monthly Aid:** A sum of money paid monthly to eligible students based on the regulations, decisions and procedures regulating them.
- **Fees:** student's fees for services not including courses' tuition fees.
- **Housing Fees:** fees paid by a student residing in the QU campus housing provided by the University for the cost of living and transporting (from and to the university.)
- **Emergency Aid:** lump sum, paid one time during the semester, for eligible students meeting the financial aid conditions and who are exposed to sudden unforeseen financial circumstances such as medical emergencies, fire, traffic accidents or other accidents.

- **Incentive Aid:** a lump sum paid once during the Semester for Qatari students who are eligible for financial aid, and who are listed on the Vice President for academic affairs list.
- **The average household net income:** the monthly salary of the family guardian or any fixed income received from other sources after taking away any basic deductions and liabilities, for example: monthly housing rent, monthly retirement payment, monthly payment of the government housing loan, and any debts due on the basis of a court decision, divided by the number of family members of the applicant, noting that family members, not entitled to custody, are not counted.
- **Family Guardian/Sponsor:** the person in charge of the family, who is legally obliged to provide the financial needs for his family members; this person may differ from one family to another depending on the structure of the family.
- **Supporting Party:** any institution or organization that concludes an agreement, partnership or memorandum of understanding with Qatar University for the purposes of cooperating and providing financial aid to support the financial aid services provided to QU students.
- **Qatari Students and Students of Similar Status:** this category includes Qatari, Qatari Travel Document Holder, students whose parents are Qataris, or female students married to Qataris, or any other categories of students who are treated as Qatari students at the University on the basis of law or an official decision issued by the competent authorities.
- **Non-Qatari students:** as far as financial aid is concerned, they are non-Qatari students residing in Qatar.
- **International Students:** Students admitted to the University from outside or inside the State of Qatar, who have a residence permit under the sponsorship of Qatar University.
- **Students of Teams Representing the University:** Qatar university students enrolled in one of the university sports teams and registered in the records of the Department of Sports Affairs.
- **Scholarship:** free university education and other benefits provided to students depending on the type and terms of the scholarship.
- **The Cumulative GPA:** the overall accumulative grades of Qatar University courses within a specific level of study.
- **Co-curricular Student Awards:** Student life awards, Distinguished Students Contributions Awards and any other student awards the University may adopt in the future.

Article 2

The Financial Aid Service targets the following categories of students:

- a) Qatari students and students of similar status.
- b) Non-Qatari students.
- c) International students.

Article 3

Student Financial Aid is provided from the following sources:

- a) University annual budget.
- b) 20% of the University's annual revenue from tuition fees.
- c) Donations, grants provided by organizations and individuals for Qatar University in accordance with the official procedures established at the University and the State for the purpose of being used to support financial aid students.

Article 4

Financial aid applications can be transferred to the supporting party/fund upon the consent of the student.

Article 5

The student must inform the competent section if any change occurs in his financial situation or any error resulting the disbursement of financial aid without entitlement as soon as he/she becomes aware of it; the university, through the competent section, has the right to recover the financial aid disbursed to the student in either case.

Article 6

The competent Section may request an update of data from the student during the period of benefiting from the financial aid.

Article 7

The competent Section is responsible for maintaining the confidentiality of information concerning student financial aid records; and only authorized staff of the University can access and manage such information.

Confidential information concerning the student may be disclosed in the following cases:

- By judgment, verdict/decision, or official order of the judicial or competent authorities.
- Upon the consent of the applicant.

Article 8

Conditions for benefiting from financial aid by students categories as follows:

1. Qatari students and students of similar status:

- a) The student must be regular in his/her study at the Bachelor's level.
- b) The student must not be on an academic probation.
- c) The student must not be on disciplinary probation requiring him/her to be denied the benefit of a financial aid service.
- d) The average household net income does not exceed 5,000 QR per family member per month.
- e) Availability of sufficient financial resources to provide the service.

2. Non-Qatari students:

- a) The student must be regular in his/her study at the Bachelor's level.
- b) Student must maintain a minimum accumulated GPA of 2.5
- c) The student must not be on disciplinary probation requiring him/her to be denied the benefit of a financial aid service.
- d) The average household net income does not exceed 2,500 QR per family member per month.
- e) Availability of sufficient financial resources to provide the service.

3. International students:

- a) The student must be a regular in his/her study at the bachelor's level, or in the Arabic for non-native speakers program.
- b) The student must not be on disciplinary probation requiring him/her to be denied the benefit of a financial aid service.
- c) The student must have scholarship that includes, among other benefits, financial aid.
- d) Availability of sufficient financial resources to provide the service.

Article 9

Priority and amount of financial aid is given based on criteria related to financial status, GPA, and when there is a need to differentiate and choose between eligible students with equal GPA. Student's participation in student life and Co-curricular awards are used as a means of differentiating/comparing among the students involved.

Article 10

The conditions for financial aid for Qatari students and students of similar status apply to the student of the teams that represent the university.

Article 11

The financial aid, depending on the students' categories, can be one or more of the following types:

1. Qatari students and students of similar status: the student may benefit from one or more of the following financial aid:
 - a) A monthly aid amount that does not exceed QR 1,500.
 - b) Full or partial payment of fees.
 - c) Emergency Aid amount that shall not exceed QR 5,000 per semester.
 - d) An incentive aid can be granted to Qatari students, not exceeding QR 5,000 per semester.
2. Non-Qatari students: the student may benefit from one or more of the following financial aid, provided that he/she doesn't receive both the types of aid mentioned in items (a) and (b). The student is not also entitled to receive monthly financial aid in the event that the tuition fees are not fully paid.
 - a) A monthly aid amount that does not exceed QR 1,000.
 - b) Full or partial payment of tuition fees.
 - c) Full or partial payment of university housing fees.
3. International Students:
 - a) A monthly aid amount that does not exceed QR 1,000.

Article 12

In calculating the duration for the continued disbursement of financial aid, the competent section must observe the following controls:

1. Financial aid must be paid for a period not exceeding the time required to complete the study according to the approved study plan of the program in which the student is enrolled, in addition to the foundation year.
2. If the financial resources are available, the monthly financial aid may be disbursed for the Summer Semester even if the student does not register during that semester, on condition that the student was registered in the previous Spring Semester or is registered in the next Fall Semester.
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.

Article 13

A student's financial aid shall be suspended in the following cases:

1. Qatari students and students of similar status:

- a) If the student is placed on academic probation.
- b) If the student is dismissed, initiates a withdrawal, applies for leave of absence, or discontinues with his study plan.
- c) If the student is subjected to a penalty stipulating that he/she is denied the financial aid services.
- d) If the student exceeds the period allowed for his study program as per the study plan.
- e) Unavailability of sufficient financial resources to provide aid.

2. Non-Qatari Students:

- a) If the student's cumulative GPA falls below 2.50/4.00.
- b) If the student is dismissed, initiates a withdrawal, applies for leave of absence, or discontinues with his study plan.
- f) If the student is subjected to a penalty stipulating that he/she is denied the financial aid services.
- c) If the student exceeds the period allowed for his study program as per the study plan.
- d) Unavailability of sufficient financial resources to provide aid.

3. International Students:

- a) In the event, the scholarship is suspended for the international students.
- b) If the student is dismissed, initiates a withdrawal, applies for leave of absence, or discontinues with his study plan.
- g) If the student is subjected to a penalty stipulating that he/she is denied the financial aid services.
- c) If the student exceeds the period allowed for his study program as per the study plan.
- d) Unavailability of sufficient financial resources to provide assistance.

Article 14

A committee called "Financial Aid Committee" is formed to consider and review financial aid applications submitted by students; then, the committee writes its recommendation in this respect to the vice president for student affairs for approval.

Article 15

The financial aid committee must consist of six members, four of them from student affairs, one faculty member, and one member from the finance department. The committee must have a secretary who takes notes, without the right to vote. The committee's members and secretary appointed by a decision taken by the vice president for student affairs upon the proposal of the associate vice president for student life and services.

Article 16

Committee membership is for two years, renewable for a similar period.

Article 17

The committee's meeting shall not be valid unless attended by at least four members. The committee issues its recommendations by a majority of the attendees' votes; in case of equal (tie) votes, the votes of members with the chairperson shall prevail.

If a member of the committee is exempt or is requested to be excluded, the chairperson shall notify the vice president for student affairs to nominate an alternative member.

Article 18

The student has the right to appeal against the committee's decisions within a period not exceeding 10 days from the date of being notified of the decision; and the vice president for student affairs must make the final decision on the appeal request within a period not exceeding 10 days from the date of the appeal is submitted.

Article 19

These policies will be effective as of the upcoming Fall Semester of 2021.

Article 20

The 2015 financial aid policies and procedures must be canceled; any provision that contradicts the provisions of this resolution must be cancelled.

(Signature of the President, and the Official Seal of Qatar University)