

# Elfarouq Foundation Policy

Decisions for all forms of Financial Assistance are made by the Board of Trustees of Elfarouq Foundation, a charitable organisation, (hereinafter will be called *The Foundation*) who may ask the Advisory Committee for its recommendation in certain cases.

Financial Assistance provided by *The Foundation* is on the basis of Grant/Scholarship. However, the foundation emphasises that there is a moral obligation towards each beneficiary to pay back the amount received or part of it when s/he graduates and secures a job. Any amount paid back will increase the opportunity of helping other needy and deserved students.

## Criteria for Selection

In order to provide fair and equitable selection of the most deserving application for support, *The Foundation* has established criteria for its review and evaluation. These criteria are applied to all applications in a balance and judicious manner.

Three criteria for the selection of applicants are listed below with the elements that constitute each criterion.

1. The applicant's (need and financial ability; academic performance; achievements and character; commitment, past activities and references).
2. The Proposed Study/Research (appropriateness and conformity with Islamic values; relevance to applicant's country or community; effect and potential to contribute to the betterment of the person and the advancement of his/her community).
3. The Institution (academic standing; location and amount of fees or tuition and other expenses).

## Category of beneficiaries

The Financial Assistance is intended for Muslim postgraduate individuals. This category is not exhaustive.

### Muslim Postgraduate Individuals

Financial Assistance for educational purposes may be provided to Muslim students seeking further education or training, and whether at a university, college, or other educational institution.

The circumstances of each case shall be carefully considered by *The Foundation* in determining whether to provide financial support.

Financial Assistance is offered to those students who cannot, through their own and their families' reasonable efforts, meet the full costs of required higher education.

Students and /or their families are expected to contribute to the cost of their own education before assistance can be provided from *The Foundation*. This contribution is determined by financial resources available and financial situation of applicant and/or families.

*The Foundation's* funds cannot be used as a substitute for expenditure, which a public body is under legal obligation to provide.

*The Foundation* reserves its right to ask for documentary evidence and make its own investigation.

## Methodology governing Financial Assistance

The maximum amount of assistance a student can receive will be the difference between the expenses and the amount that the student and families can reasonably be expected to pay towards those expenses.

## Application Procedures

1. All applicants for Financial Assistance must file the application. **Copies will not be accepted.**
2. The applicant must be accepted for admission or be in good standing at his/her college or university. (*Application procedures and eligibility criteria are subject to change without notice*).

## Dates of Submissions and Deadlines

Applications are processed quarterly. Completed Applications should be sent by mail to the address of

***The Foundation.*** Applications made by fax or email will not be considered. However messages and inquiries may be communicated either by fax or email.

## **Use of Funds**

In all cases assistance given to beneficiaries or other bodies are to be used for the *purposes for which they were intended*. ***The Foundation*** may require a written agreement from the beneficiaries that the funds will be used for the agreed purpose; request regular progress reports from individual beneficiaries; or regular contact with the organizations receiving the money, goods or services.

If the money is not used *appropriately* and for the intended purpose, the recipient may have to repay it. If ***The Foundation*** finds that the terms of the grant/scholarship have not been adhered to; the recipient shall be requested to provide written explanation for his/her noncompliance. If ***The Foundation*** is not satisfied with the explanation, it may demand the recipient to repay the grant/scholarship in full and/or it may refuse to consider any further requests for assistance from the recipient. ***The Foundation*** reserves the right to take legal action to recover the funds, or obtain damages for its misuse.

## **Disclosure**

Names of recipients and amounts made to them directly or indirectly could be disclosed to any authority or entity that entitled by law to request this information. In this case the recipient shall be advised of the disclosed information and the requesting party.

## **Refund/Repayment**

If a student receiving Financial Assistance becomes eligible for a pro-rata refund of fees, that refund shall be either repaid to ***The Foundation*** or deducted from the next installment to be paid for the institution or the beneficiary.

## **Awards/Support from other sources**

Recipients of Financial Assistance, including spouse if married, must report any scholarships, long-term educational loans, gifts, etc. in excess of £100.00 received during the academic year that was not reported in the recipient's application for Financial Assistance. Failure to inform ***The Foundation*** of such additional income can result in cancellation of any Financial Assistance has been awarded.

## **Excellent Academic Progress**

Students receiving or applying for Financial Assistance must be judged capable of maintaining excellent academic progress at the college/university in order to qualify for the funds.

A student is deemed to be making "excellent academic progress" (for Financial Assistance purposes) towards the completion of an academic programme if that student is earning a number of credits each semester at a grade point level adequate to assure graduation at the time specified by the college/university with high grades.

## **Transfers**

Students receiving funds from ***The Foundation*** to cover fees, tuition and other expenses shall not transfer to another college or university without the prior written notification and approval of ***The Foundation***

## **Review**

***The Foundation*** reserves the right to review, amend and cancel funds at any time because of changes in financial, marital or academic status; or because of the recipient's failure to observe applicable laws and regulations of the country of residence/studies, reasonable standards of behavior and excellent educational status.

## **Renewal**

All Financial Assistance commitments are made for one year or less. Where a long-term funding commitment is required, ***The Foundation*** will review regularly the support it gives to the student throughout his or her period of study. The annual renewal is subject to review of academic progress and high academic achievement for Financial Assistance purposes.