

**GRADUATE SCHOLARSHIP, FINANCIAL AID AND TUITION FEE DISCOUNT POLICY**  
**OF IUB-SUMMER 2020**  
**07 JUNE 2020**

**Introduction**

1. IUB needs a common financial aid policy for the graduate students. BOT Committee formed for the purpose of reviewing undergraduate financial aid also looked at this issue and recommended the undermentioned policy. Sources of fund for this policy will generally remain similar to undergraduate financial aid policy. The details are in the subsequent paragraphs.

**Aim**

2. The aim of this policy is to lay-down guidelines for ascertaining the deserving graduate students for Financial Aid and Tuition Fee Discount in IUB.

**Purposes of IUB Scholarship and Financial Aid**

3. The very purpose of this policy is to serve the following university objectives:
- a. To draw to IUB those meritorious students who have demonstrated their extraordinary performance in their earlier college and University-years and retain them in the University.
  - b. To allow opportunities to have **access to quality education** to the financially disadvantaged students, those who have otherwise fulfilled the minimum criteria for admissions.
  - c. To provide educational opportunities to members who have demonstrated exceptional commitment to and/or excellence in the field of education, sports, leadership, and extra and co-curricular activities.
  - d. To allow incentives to IUB employees, their spouses and dependents.

**Categories of Graduate Scholarship, Financial Aid and Tuition Fee Discount**

4. IUB shall offer Merit Scholarship, Financial Aid and Tuition Fee Discount in the following categories as per the percentages mentioned against each:

- a. **Merit Scholarship.**
  - 1) Based on Admissions Test/Interview and Undergraduate Result : 20-50%
- b. **Financial Aid.**
  - 1) Need Based Financial Aid NBFA : 20-50%
  - 2) Children of Freedom Fighters. : 50/100%
- c. **Tuition Fee Discounts.**
  - 1) IUB graduates : 15%
  - 2) **Extra-curricular Activities** : **Up to 50%**
  - 3) Physically challenged Students : Up to 100%
  - 4) **Students from Small Tribal Community** : **Up to 50%**
  - 5) **Female Students** : **10%**
  - 6) Sibling Discount : 50%
  - 7) IUB Employee and Dependent : 50% -100%
  - 8) Corporate Discount : 10-30%

**Guidelines for Merit Scholarship/Financial Aid/Tuition Fee Discount**

**5. General Rules.**

- a. **Applicability of the Policy.** This policy will be applicable for students enrolled in Summer 2020. **The previous rules/policy will remain in-vogue for the students registered till Spring 2020.**

- b. Scholarship/discount will be granted only on tuition fees unless specifically mentioned under the category.
- c. Once a student qualifies for two Scholarship/Discount, s/he be eligible to enjoy only one and the one carries the higher amount, except Female Discount and IUB Graduate, which will be added up with other discount/waiver/scholarship.
- d. If a student is awarded Scholarship/Discount after he/she has already registered and paid for the current semester, the amount equivalent to the remission of the discount shall be adjusted against the dues of the discount recipients from the next semester.
- e. Scholarship/Tuition Fee Discount/Waivers will be applicable for Internship and Senior Project. This will also continue with less credit registered if required numbered of courses are not offered.
- f. **Consideration of CGPA for this Policy.** CGPA for scholarship/financial aid based on result would generally follow the principle of 'Minus one Semester' except IUB Merit Scholarship. For example, the Summer 2020 applicants will be judged on the basis of their Autumn 2019 CGPA.
- g. **Withdrawal/Add Drop of Courses/Leave of Absence.**
  - 1) If any Scholarship/Aid recipients withdraws/drops from registered course (s), and his/her credit falls below minimum requirement, the aid/scholarship will discontinue as per the policy of the category.
  - 2) However, if the drop/withdraw is for any severe medical/physical condition, the student needs to apply to the Financial Aid Office through Dept/School. Such student may be allowed to continue with less credit taken in a semester as a special case. However, such exceptions will not be made for more than one semester.
  - 3) For Leave of Absence, students need to apply to the Registrar's Office through schools following IUB Policy. Once approved, such student will continue to be eligible for Financial Aid/Scholarship for the immediate returning semester.

### **Merit Scholarship**

#### **6. Based on Admissions Test/Interview and Undergraduate Result.**

- a. **Percentage of Scholarship: 20 -50%**
- b. This is an incentive that IUB would give to a student primarily on the basis of performance in Admissions Test/Viva/Interview and undergraduate result. Merit and only merit will be the primary consideration.
- c. Students of this category should maintain a minimum of 06 credits in every semester.
- d. For students coming from other institutions the reputation of the earlier institutions should also be taken into consideration.
- e. This will be provided to the students based on Undergraduate Result. The Schools will generally follow the assessment/reassessment bar mentioned below. However, based on the nature of undergraduate degree and the reputation of the undergraduate education, the schools may recommend higher percentage than what is deserved as per CGPA.
- f. Once given, the scholarship will remain valid for one semester. Subsequently, the student will be reassessed and given scholarship based on the result at IUB, i.e. Merit Scholarship based on Semester result.
- g. Students from reputed Foreign Universities, Public Universities and Top 10 universities as per Webometric/QS Ranking may be given preference.

- h. **Assessment Bar** for this category would be as under:

<b>Undergrad CGPA</b>	<b>Percentage of Discount</b>	<b>Remarks</b>
3.00-3.49	20%	
3.51-3.79	30%	
3.80-4.00	50%	

## **Financial Aid**

7. This will include need based financial aid and financial aid for the children of freedom fighters. Need Based Financial Aid (NBFA) will be provided to financially disadvantaged students. This will be given to the student who has genuine financial need to continue studies in IUB. Need to be ascertained by a Financial Aid Recommendation Committee (FARC) and Students Assistance Committee (SAC) of IUB. Children of Freedom Fighters will avail financial aid irrespective of their financial need.

8. IUB Financial Aid will have the following categories:

- a. Need Based Financial Aid NBFA.
- b. Financial Aid for Children of Freedom Fighter.

9. **Need Based Financial Aid NBFA.**

- a. **Percentage of Financial Aid: 20-50%**
- b. **Number of Students.** Generally, 10% of the enrolled student in the school up to a maximum of 50% Tuition Waiver in a Semester.
- c. Given to a student who fulfils the admission/eligibility criteria of IUB but unable to continue study at IUB unless supported financially.
- d. Need to apply through Schools. Once approved it will remain applicable for two (02) semesters without any reassessment.
- e. Maintain the qualifying CGPA of the school and take at least 06 credits in every semester.

10. **Children of Freedom Fighters (100%).**

- a. Up to 100% Financial Aid will be provided to the children of Freedom Fighters. This Financial aid be time to time reviewed as per the government policy circulated to IUB by UGC. **Efforts will be made to get all relevant papers vetted from the respective Govt offices/Ministry as appropriate before awarding the financial aid.**
- b. Maintain a minimum qualifying CGPA of the school and take at least 06 credits in every semester to continue with financial aid.
- c. Documents to be submitted under this category are as under:
  - 1) Financial Aid Application Form.
  - 2) Application (Addressed to the VC).
  - 3) Photo (Two copies of applicant).
  - 4) Freedom Fighter's Certificate.
  - 5) Birth Certificate of the applicant.
  - 6) Online registered copy. (the website address: <http://ff.molwa.gov.bd/ps> )
  - 7) Gazette Notification.
  - 8) Approval Certificate from local Govt. representative (PM/commissioner/ chairman/ Freedom fighter sector commander/ equivalent).
  - 9) Allowance book.
  - 10) National ID Card of the Freedom Fighter.

d. Reassessment bar for the Freedom Fighter's category are as under:

CGPA	Percentage
3.25 - 4.00	100%
2.50 - 3.24	50%

### **Tuition Fee Discounts**

**11. General.** Tuition Fee Discount will be a tuition waiver where the University relinquishes its right to charge a tuition or other fees to a group of students as a general policy of the University. Some of the academic pre-conditions which are generally set out for Merit Scholarship and Need Based Financial Aid may not be applicable for some of the categories (Female Discount, Discount for Extra-curricular Activities) under the category of Tuition Fee Discount. The details are as under:

#### **12. IUB Graduates Discount (15%)**

- a. IUB will offer 15% Tuition fees discount for IUB graduates on admissions to IUB.
- b. If a student qualified for other discount/waiver, 10% female waiver will be given on top of the other waiver/discount i.e. 10% + other waivers.
- c. Take minimum **6 credits** and maintain minimum qualifying CGPA of the school in every semester.

#### **13. Extracurricular Activities (Up to 50%).**

- a. Up to 50% Tuition discount for outstanding performance in sports, extra and co-curricular activities for recognition at national level.
- b. Take minimum **6 Credits** and maintain minimum qualifying CGPA of the school in every semester.
- c. Furnish all relevant documents in support of the claim.

#### **14. Physically Challenged Students (Up to 100%).**

- a. Physically challenged or student with special physical need may be given up to 100% tuition waiver based on the type and pattern of disability.
- b. Take 6 credits in a Semester and maintain minimum qualifying CGPA of the school in every semester. In exceptional circumstances, the awardee may be allowed to continue with **3 credits** for a maximum of two semester based on the extent of disability if recommended by the relevant office/dept/adviser.
- c. Submit all relevant papers in support of the disability.

#### **15. Students from Small Tribal Community (Up to 50%).**

- a. Students of socially/economically disadvantaged community may be provided with up to 50% tuition discount.
- b. Take minimum **06 credits** in a semester and maintain minimum qualifying CGPA of the school.
- c. Required documents for students of this category:
  - 1) Birth certificates/ Citizenship certificate.
  - 2) Parents national ID card.
  - 3) Certificate from the local Upazilla Chairman/UNO.

#### **16. Female Students (10%)**

- a. IUB will offer 10% Tuition fees discount for female student on admissions to IUB.
- b. Awardee has to take minimum **6 Credits** in a Semester and maintain minimum qualifying CGPA of the school.
- c. The discount will be given automatically to the student on enrollment.
- d. If a student qualified for other discount/waiver, 10% female waiver will be given on top of the other waiver/discount i.e. 10% + other waivers.

**17. Sibling Discount (50%).**

- a. Siblings of the student studying at IUB will receive 50% tuition fees discount. If more than two siblings studying at the same time, the third one will also get 50% discount.
- b. Take 6 credits in a semester and maintain minimum qualifying CGPA of the school.
- c. Required documents for siblings' discount:
  - 1) Birth certificates of both the students.
  - 2) Father's national ID card.
  - 3) Any others relevant documents if required.

**18. IUB Employee & Dependent (50/100%).**

- a. IUB employee and dependent of IUB employee will enjoy 50% tuition fee discount.
- b. Dependents of IUB employee up to Grade 3 will be given 100% waiver to include admissions and activities fees.
- c. IUB employee must complete his/her probation period to avail this discount.
- d. Maintain minimum qualifying CGPA of the school and take 6 credits in a semester.
- e. Dependent will only include the dependent children & spouse of IUB Employee.

**19. Corporate Discount (30%).**

- a. IUB will also offer corporate discount up to a maximum of 50% to the students coming from reputed corporate bodies.
- b. At least two students from the same organization should be enrolled.
- c. The students must furnish a written letter from the employer.
- d. Students must take minimum 6 credits in each semester.
- e. If number of students drops in any semester, the discount will be drop according to the number of students under the following criteria.

No of Students	Percentage of Discount	Remarks
2	10% to all students	
3-4	20% to all student	
5-8	30% to all students	

**Documents Required for Scholarship/Financial Aid/ Tuition Fee Discount**

**20.** The following documents are required while submitting applications for Scholarship/Financial Aid/Tuition Fee Discount.

- a. TIN Certificate of financial guarantor.
- b. Financial guarantor's bank statement.
- c. Employee should submit Employer's salary certificate from the employer.
- d. Businessmen will submit a photocopy of the business trade license.
- e. Latest academic transcript.
- f. Birth Certificate and Citizenship Certificate from the local authority for indigenous students.
- g. Certificate/Papers regarding medical conditions if any.

**Notes:**

- a. Depending on the present occupation/job/lifestyle of the Guardian/Financial Guarantor, some of the above documents may not be mandatory, if the purpose/reason for not having those are acceptable to the Financial Aid Office.
- b. Submission of TIN and Bank Statement of the financial guarantor is mandatory for all applications. In exceptional circumstances, if the relevant papers cannot be made available to IUB, the Financial Guarantor needs to mention the same in the application.

### **Change of the Policy**

21. The University reserves the right to revise the policy, information, requirements, regulations or conditions for financial aid at any time. Whenever, changes occur, an effort will be made to notify the same to all concerned.

### **Appraisal to the Board**

22. Office of the Finance & Accounts, and Office of the Financial Aid to jointly keep the BOT informed about the status of the financial aid, category-wise number of aid recipients and expenditure for Scholarship and Financial Aid for every semester.

### **Approval of The Policy**

23. The policy will be placed to the Syndicate and BOT for approval. After approval, the same will be effective from **Semester Summer 2020**.