

Scholarship

SOP No. AI/AIG/ADMCPRD/0256	Version N°: 002	Owner: CPRD	Page 1 of 8
Date of issue: 01 June 2021	Review date: 01 June 2023	Applicability: All Acharya Group Students	

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1. Purpose

- AI's Policy on scholarship is intended to provide reasonable guidelines for the acceptance, establishment and disbursement of funds for student scholarship
- AI's Scholarship programme is to identify and support students who are not financially sound and academically excellent.

2. Introduction

Details the process to be followed for scholarship.

3. Scope

- Fresh Admissions

4. Responsibilities

- Counsellor
- Scholarship Committee

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5. Specific Procedure

- Counsellor to check if the student is eligible for scholarship under any of the following categories along with supporting documents:

Sl No	Category	Supporting Documents
1	Children of Defence Personnel	ID card of parent/s in defence
2	Academic Merit	Copy of marks card of the previous examination passed
3	Sports – State and National Level	Participation certificates not older than one year
4	Children of Teachers	Teachers ID card
5	Children of Farmers	Relevant Document
6	Student of Acharya	Previous ID card issued by Acharya Institutes
7	Children of Faculties	Faculty ID card issued by Acharya Institutes
8	Special cases	Case to case basis

- After the creation of AUID, counsellor to issue Scholarship form for the respective AUID.
- While issuing the scholarship form, all the details required should entered along the scholarship amount.
- Counsellor to mention the semester wise breakup of the scholarship amount on the scholarship form.
- Relevant supporting documents to be attached along with the scholarship form and submitted to the executive in charge at CPRD for the Executive Director's approval.
- On ED's approval on the hard copy, the semester wise breakup of the scholarship amount has to be entered and approved by the executive in charge on ERP.
- The approved copy has to be scanned and uploaded on ERP
- Once approved on ERP, the scholarship amount will be reflected in the student ledger.

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6. Procedure

Acharya Institute offers several scholarships in the fall and spring semesters to students enrolled in the various programs. Students may see all scholarships offered each year here on the College website.

1. Student notification

At the appropriate time in the fall and spring semester, in charge of scholarship notifies all students of available scholarships in writing using email/Website or any other mode. Information in this email email/Website or any other mode includes the name of the scholarship, number of awards, award amount, and eligibility and application requirements.

2. Scholarship accounts

The Office of Finance and Administration (OF&A) at the AI is responsible for all accounting and reconciliation of scholarship accounts. Monthly reports are reviewed by the officer in charge and approved.

3. Number of awards and award amount

The amount awarded for each scholarship is determined using the award agreement established between the College and the donor.

The number of awards may vary from year to year and depends on, in many cases, the interest accrued in the scholarship account (if it is an endowed scholarship) and the award agreement between the College and the donor.

The number of awards and award amount are communicated to students as described under "1. Student notification" above.

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4. Scholarship eligibility requirements

The eligibility requirements for each scholarship are established in the award agreement between the College and the donor. When each scholarship is announced, the requirements are communicated to students as described under "1. Student notification" above. In general, a scholarship may specify a minimum GPA, academic achievement, clinical proficiency, community service, financial need or other criteria as specified by the donor.

5. Application requirements

Scholarship applications are sent to the appropriate student groups as the scholarships become available. Any additional materials required are enumerated on the email communication containing the application and due date for submission. These may include an essay, documentation that the applicant is a member of a specific professional organization, one or more letters of recommendation, etc.

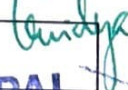
6. Applications

All applications and supporting materials are compiled by the Counsellor who ensures that the application is complete. Complete applications are forwarded to the **Scholarship Committee (SC)**, along with the eligibility and application requirements.

7. Application review

The Scholarship Committee (SC) reviews applications for each available scholarship using the eligibility and application requirements established in the award agreement. In general, the SC establishes an award matrix for each scholarship that lists each requirement and the name of each applicant.

Applicants who meet the eligibility (e.g., student in good academic standing) and application requirements (e.g., two letters of recommendation) are further considered by the Committee. If considered further, SC members assign a certain number of points up to a maximum determined for each scholarship requirement listed in the rubric. Points are then

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added and qualified applicants are ranked accordingly. When a decision is made, the officer incharge communicates the results with the College community and Scholarships & Financial Aid.

- The officer incharge facilitates the review of applications by the SC by providing information pertaining to scholarship eligibility requirements (g., GPA, time of enrolment, academic standing, etc.).
- The Incharge of Financial Aid or Counsellor communicates all available scholarships to the Chair of the SC at an appropriate time in the fall and spring (Odd and Even Semester).
- The Chair of the SC keeps a record of and schedules all meetings.
- The Incharge of Financial Aid or Counsellor provides a list of each scholarship and each scholarship recipient to Scholarships & Financial Aid at the appropriate time in the fall and spring semester.

8. Scholarship awards

The Incharge of Financial Aid or Counsellor notifies applicants in writing via email or ERP selected to receive scholarships by the SC.

- On ED's approval on the hard copy, the semester wise breakup of the scholarship amount has to be entered and approved by the executive in charge on ERP
- The approved copy has to be scanned and uploaded on ERP
- Once approved on ERP, the scholarship amount will be reflected in the student ledger

9. Scholarship disbursement

One half of fall scholarship awards are disbursed to student accounts in the fall and the remaining half is disbursed in the spring, unless otherwise noted as part of the scholarship award. Students awarded a spring scholarship receive a single disbursement for the entire amount in the spring semester.

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7. Termination of Scholarship:

Scholarship will be terminated before this tome:

- When he awardee ceases to be a full-time student
- If the awardee relinquishes the scholarship or withdraws from the course
- If the awardee does not resume study at the end of a period of approved leave or does not decide to extend the period of approved leave
- If the awardees' enrolment is terminated for any reason, or the awardee is found guilty of a serious case of academic/research misconduct.
- If it is determined that the awardee fails to fulfil an admission requirement or a condition on their continuing enrolment or fails to maintain satisfactory progress.
- If the awardee accepts another equivalent Scholarship to undertake their studies

8. FALSE OR MISLEADING INFORMATION, COMPLAINTS AND PRIVACY

12.1 False or Misleading Information

If the awardee has provided false or misleading information and as a result, a Scholarship is awarded or continued, the Scholarship may be terminated. The student will be required to return all funds to the Institution.

12.2 Complaints and Grievances

Awardees may submit a complaint or grievance in relation to the application of this policy and procedure in accordance with the Complaints and Grievances Policy and Procedures.

12.3 Privacy

All personal information collected is governed by the AI's Data Protection and Privacy Policy.

13. Conditions of Scholarships

Scholarship Policy and Procedure

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- (a) An undergraduate student may apply to transfer to another degree within the first year, only if the units are transferable to the new degree.
- (b) Where the student is approved to transfer degrees, the maximum duration of the Scholarship becomes that for the new degree minus any periods of study undertaken prior to the conversion.
- (c) Recipients are permitted to undertake part-time, paid employment throughout the year, as long as they are able to meet the attendance requirements.
- (d) A domestic student with carer's responsibilities, a medical condition, or a disability, which prevents them from studying full time, may be eligible for Scholarship consideration on a case-by-case basis.
- (e) A recipient holding a part-time Scholarship must be enrolled as a part-time student. Holders of part-time Scholarship may convert to full-time at any stage. International students are ineligible for part-time.
- (f) Any extension beyond equivalent full-time will be considered on a case-by-case basis, only for research.
- (g) International students are required to hold medical insurance while enrolled and conducting their studies at a partner university outside of their country. Students experiencing financial hardship may apply to have these costs included in their stipend/allowance.
- (h) It is the responsibility of awardees to ensure that they hold a valid visa while studying overseas.
- (i) An awardee is required to repay any Scholarship payment within four weeks of receiving the payment if:
- there was an error in the calculation.
 - they provided false and misleading information; and
 - the student's situation has changed.

14. Records Management

- (a) Records on all decisions made throughout the selection process must be appropriately kept.
- (b) Records and information that support these activities will be created, managed and retained in accordance with the AI's Data Protection and Privacy Policy.


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NOTE:

- The process of scholarship must be completed within 48 hours of issuing the scholarship form. Failing this will result in eluding the student from scholarship.
- Counsellors must check with the Executive Director / Director Admissions / Executive in charge for scholarships given on special cases.
- Academic Merit scholarships: If relevant fee templates are available, the counsellors must mandatorily select them instead of issuing scholarship form.

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