

Qatar University

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Document Title:	The Regulation of Student Financial Aid
Responsible Sector:	Vice President for Student Affairs
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President Decision

Number (1) of (2024)

Regarding The Regulation of Student Financial Aid

Related Legal Documents:	Student Code of Conduct Bylaws Law No.13 of 2016 on Personal Data Privacy Protection Personal Data Privacy Instructions at Qatar University
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Approval of the President	Date: 16/01/2024
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President Decision
Number. (1) of 2024
Regarding the Regulation of Student Financial Aid

(This is as true as possible translation, where the Arabic version is the only official document)

The President:

After perusal of:

- The Decree-Law No. (34) of 2004 on regulating Qatar University;
- The Board of Regents' Decision to approve the allocation of a percentage from the University's revenues for financial aid, issued in its second session of AY 2017/2018 held on 08/01/2018;
- The President Decision on treating students who hold Qatari travel documents as nationals with regards to financial aid on 18/10/2015;
- The Student Code of Conduct approved by the Board of Regents on 14/11/2022;
- The President Decision No. (6) of (2021) regarding the Regulation of Student Financial Aid;
- The Executive Management Committee (EMC) recommendations issued during its session held on 21/11/2023;
- And in consideration of the public interest

has decided the following:

Title of the decision and its effective date

Article (1)

- This Decision is entitled: "President Decision Regarding the Regulation of Student Financial Aid."

Article (2)

- The President Decision No. (6) of 2021 Concerning the Regulation of Student Financial Aid shall be repealed.

Chapter One: Definitions

Article (3)

In the implementation of the provisions of this decision, the following terms have the meanings ascribed to them:

1. **The University:** Qatar University (QU).
2. **The Board:** Qatar University's Board of Regents.
3. **President:** President of Qatar University.
4. **Financial Aid:** Payments to Qatar University students registered as full-time students in one of the University's undergraduate programs.
5. **Monthly Financial Aid:** Monthly payments made to eligible students based on the relevant governing bylaws, decisions, and procedures established for this purpose.
6. **Course Registration Fees:** Fees charged for each course per semester. These fees do not include the penalty assigned for course withdrawal.
7. **Housing Fees:** Fees paid by the student residing at the university residential housing for accommodation and living, and includes transportation to and from the university campus.
8. **Emergency Aid:** A lump sum payment provided once a semester for eligible Qatari students who qualify under financial aid requirements, and who encounter a sudden emergency or unforeseen financial hardship.
9. **Incentive Aid:** A lump sum payment provided once a semester for eligible Qatari students who qualify under financial aid requirements, and who are placed on the Vice President for Academic Affairs list.
10. **Cumulative GPA:** It is an indicator of the student's overall academic performance at QU. It is determined by dividing the total number of grade points accumulated for all courses completed by the student by the number of credit hours allocated for the completed courses.
11. **External 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 support to be used for financial aid services provided to QU students.
12. **Detailed Standards Instructions:** A document prepared by the Financial Aid Committee and approved by the Vice President for Student Affairs. It outlines the terms and criteria

for financial aid eligibility, as well the requirements for maintaining the aid, and the amount of monthly financial aid payments.

Chapter Two: General Provisions

Article (4)

Student Financial Aid funds shall be provided from the following sources:

1. The allocated amount appropriated within the University's annual budget;
2. The University's annual revenue from tuition fees, as per the percentage allocated by the Board;
3. Donations and grants provided by organizations and individuals for the University in accordance with the official procedures established at the University and the State of Qatar for the purpose of being used to support financial aid students.

Article (5)

Financial aid is limited to full-time undergraduate students registered at the university, and who qualify under the terms and conditions mentioned within the Detailed Standards Instructions. The amount of financial aid is determined based on the student's financial status as well as the cumulative GPA.

Article (6)

Financial Aid benefits may vary according to the student's category described in the Detailed Standards Instructions.

Article (7)

Financial aid is divided into periodic aid and exceptional aid, and only Qatari students may benefit from both types simultaneously:

1. Periodic Financial Aid includes:
 - a. Monthly financial aid as determined by the criteria within the Detailed Standards Instruction,
 - b. Full or partial payment of tuition fees,
 - c. Full or partial payment of transportation fees,
 - d. Full or partial payment of university's housing fees,
 - e. Laptop loan service.

2. Exceptional aid includes: Incentive Aid and Emergency Aid. The amount allocated in each one shall not exceed QAR 5,000 per semester, and the student may benefit from both of them simultaneously.

Article (8)

Student may combine two or more of the periodic financial aid awards outlined in item (1) of Article (7) based on the student's financial status and the availability of financial resources.

Article (9)

When meeting all financial aid requirements, students with similar financial status and similar GPA may be distinguished from each other according to the Detailed Standards Instructions.

Article (10)

Receiving disciplinary sanction may lead to the suspension of the student financial aid.

Chapter Three: Student Responsibilities and Rights

Article (11)

A formal student consent must be acquired before referring the student financial aid application to an external supporting party.

Article (12)

Students must submit a written notification to the Student Financial Services Section within a month if any change occurs in his/her financial situation, or as soon as they become aware in case of any error resulting in the disbursement of financial aid without entitlement. In either case, the Student Financial Services Section has the right to partially or fully recover the financial aid disbursed to the student.

Article (13)

The Student Financial Services Section may request periodic updates regarding the student's financial status during the financial aid award period.

Chapter Four: Financial Aid Committee

Article (14)

The Vice President for Student Affairs shall form the Financial Aid Committee, which is tasked with reviewing financial aid applications, addressing student financial aid affairs, as well as

preparing the Detailed Standards Instructions. The committee shall submit its recommendations to the Vice President for Student Affairs for final approval.

Article (15)

The Financial Aid Committee shall be comprised of five members, three of whom shall be from the Student Affairs Sector, one faculty member, and one member from the Finance Department. The committee shall have a secretary who records its minutes of meetings but does not have the right to vote. The members of the committee and the secretary shall be appointed upon a decision issued by the Vice President for Student Affairs following the recommendation from the Associate Vice President for Student Life and Services.

Article (16)

The Financial Aid Committee membership is a two-year renewable term for one or more identical periods.

Article (17)

The convening of the Committee is not valid unless attended by at least three members, one of whom must be from outside the Student Affairs Sector. In the event of a tie, the opinion of the team with whom the Chair of the Committee voted is adopted.

Chapter Five: Petition Request

Article (18)

Students may submit a petition request to the Vice President for Student Affairs within a period not exceeding 10 working days from the date of being notified of the decision. The Vice President for Student Affairs must make the final decision on the request within a period not exceeding 10 days from the date of submitting the petition request, and the decision shall be final.

Chapter Six: Confidentiality and Privacy

Article (19)

The Student Financial Services Section is obligated to maintain the confidentiality of information related to student financial aid records in accordance with the State of Qatar Law No. (13) of 2016 on Personal Data Privacy Protection, and the Personal Data Privacy Instructions at Qatar University.

Article (20)

All competent authorities, each within its own competence, shall implement this decision, and any provisions contradicting the provisions of this Decision shall be repealed. This decision shall come into force from the date of its issuance.

Dr. Omar Al-Ansari
President of Qatar University