

Policy: **Scholarship & Financial Aid**

Code: **06ST30**

Reviewed/ Revised: **20/07/ 2022**

Policy Owner: **Director of Marketing**

Target audience: **New & Returning Students**

PURPOSE:

This policy outlines the criteria, terms and conditions of the Scholarships and Financial Aid assistance offered by EAHM to students.

SCOPE:

This policy applies to new and returning students enrolled in academic programmes as outlined, and to the Admissions unit and the Scholarship Committee.

DEFINITIONS:

Scholarship: reduction in tuition fees by a set amount (monetary or percentage-based) which can be granted, at the sole discretion of the Scholarship Committee, when the 'new' student has submitted a successful scholarship application. A 'new' student is defined as an applicant who has not commenced the programme of study yet.

Financial Aid: reduction in tuition fees by a set amount (monetary or percentage-based) which can be granted, at the sole discretion of the Scholarship Committee, when the 'returning' student has submitted a successful application. A 'returning' student is defined as a student, who has already completed a minimum of one (1) term at EAHM on the programme of study.

Scholarship Committee: Ad hoc committee, chaired by the Director of Marketing and Enrolment, and comprises of the Dean, and the Director of Finance.

POLICY STATEMENT:

This policy outlines what types of scholarships or financial aid are available, what students are entitled to, and how they can apply.

RESPONSIBILITY:

This policy will be implemented by the Scholarship Committee. The Scholarship Committee will evaluate each scholarship and financial aid application. The Director of Marketing and Enrolment is responsible for monitoring and reviewing the policy.

IMPLEMENTATION OF THE POLICY:

1. Terms and Conditions

- a) Scholarships are not cumulative. The only exceptions are in circumstances of extreme financial hardship.
- b) Scholarships apply to full-time tuition only, and no scholarship or financial aid can be granted against accommodation, additional charges, or administrative costs.
- c) Payment plans and student accounts: if students are granted a scholarship, they must not have an outstanding balance on their student account during their studies. If a student is in payment arrears, EAHM reserves the right to withdraw the scholarship and place the student on financial and academic hold.
- d) Scholarship and financial aid cannot be granted retroactively.

- e) Scholarship and financial aid validity: for new students, the scholarship, once granted, remains valid for the duration of their studies, and will apply for each academic term. No re-application is required.
- f) For returning students, the financial aid is for the upcoming semester, and the student will need to reapply for financial aid for any following terms after that.
- g) EAHM reserves the right to review and modify the Scholarship and Financial Aid policy at any time and without notice.

2. Approval Process

Scholarships and financial aid are limited to an annual budget agreed between the EAHM Managing Director, Dean, Director of Marketing & Enrolment and the Director of Finance.

Applications for **new students (scholarships)** are required to meet the following procedures below:

- a) Applicants fill out the scholarship application form and submit it with their complete enrolment application.
- b) The Admissions Administrator reviews all documents and submits to the Scholarship Committee.
- c) In case of late scholarship application, requests submitted after receiving the Offer Letter will be reviewed during the next Scholarship Committee meeting.
- d) The Scholarship Committee decides the outcome of the application. Upon approval, the Admissions department will issue the offer letter with the relevant scholarship.

Applications for **returning students (financial aid)** are required to follow the procedures below:

- a) Obtain the Financial Aid application form from the Student Services desk.
- b) Fill the Financial Aid application form and submit it together with the required supporting documents.
- c) If all the criteria are met, an interview with the Director of Finance is organised.
- d) Upon recommendation after the interview, the application is presented to the Scholarship Committee for approval.
- e) Successful applications are processed further by the Registry team.

3. Scholarships

Merit Scholarships

These are based on academic results and reward all-around excellence. The following criteria will be assessed:

- a) Academic transcripts and grades achieved in either high school or university. While a high grade is not a requirement, grades must demonstrate improvement or achievement throughout studies.
- b) Any demonstration of commitment to extra-curricular activities (sports, community activities, charity work etc.).
- c) Two letters of recommendation from current institution or an employer.
- d) Motivation Letter (400-600 words).

Assessment guidelines (point System)						Total Points	
	Points		Points		Points		
Academic results	4.0-3.80 (95%+)	3	3.6-3.42 (90%-85%)	2	3.2-.3.0 (80%-75%)	1/3
	3.79-3.6 (95%-90%)	2.5	3.42-3.2 (85%-80%)	1.5			
Reference Letters (2)	Good	3	Medium	2	Low	1/3
Motivation Letter	Good	2	Medium	1.5	Low	0.5/2
Extra-curricular	Excellent	2	Average	1.5	Minimal	0.5/2
Total					/10	

- Scholarship Rating system:
 - 6 points = 10%
 - 7 points = 15%
 - 8 points = 20%
 - 9 points = 25%
 - 10 points = 30%

Note: the full scholarship entitlement is **30% of tuition fees**. This may not be granted and is at the discretion of the Scholarship Committee.

SCHOLARSHIP	ELIGIBILITY	CRITERIA	SCHOLARSHIP PERCENTAGE	VALIDITY						
EMIRATI ESSAD CARD HOLDERS	Cardholder and immediate family member. An immediate family member is a parent, sibling, child by blood or adopted child; spouse; grandparent or grandchild.	for any EAHM programme (agreement renewed on 20 th July, 2022).	55% for all academic terms	For all academic terms with a CGPA > 3.0						
NON-EMIRATI ESSAD CARD HOLDERS	Cardholder and immediate family member.	CGPA results (equivalent)	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>CGPA 3.0-2.5</td> <td>20%</td> </tr> <tr> <td>CGPA 3.01-3.49</td> <td>25%</td> </tr> <tr> <td>CGPA 3.5+</td> <td>30%</td> </tr> </table>	CGPA 3.0-2.5	20%	CGPA 3.01-3.49	25%	CGPA 3.5+	30%	For all academic terms with a CGPA > 3.0
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CGPA 3.01-3.49	25%									
CGPA 3.5+	30%									
UNITED ARAB EMIRATES NATIONAL (UAEN)	UAE nationals	depending on the applicant's academic performance described on the respective agreement	30% for all academic terms.	For all academic terms with a CGPA > 3.0						
ALUMNI SCHOLARSHIP	EAHM alumnus of a bachelor level programme	when joining the postgraduate programme (MBA).	50% scholarship	For all academic terms with a CGPA > 3.0						
	Any EAHM alumnus of a Study Abroad programme.		25% scholarship	For all academic terms with a CGPA > 3.0						
SIBLING SCHOLARSHIP	Sibling Reference (current or past student)	The currently enrolled student cannot claim the scholarship retroactively.	10%	For all academic terms with a CGPA > 3.0						

INDUSTRY SCHOLARSHIP	employees, dependent employees, and spouses of hotels, restaurants, and tourism companies.	A copy of the employee ID and proof of employment from the company's HR department must accompany the application.	10%	For all academic terms with a CGPA > 3.0						
GEMS GRADUATE STUDENTS	Secondary school programmes graduates	undergraduate programme	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="background-color: #e0e0e0;">cGPA 3.0-2.5</td> <td style="background-color: #e0e0e0;">20%</td> </tr> <tr> <td style="background-color: #e0e0e0;">cGPA 3.01-3.49</td> <td style="background-color: #e0e0e0;">25%</td> </tr> <tr> <td style="background-color: #e0e0e0;">cGPA 3.5+</td> <td style="background-color: #e0e0e0;">30%</td> </tr> </table>	cGPA 3.0-2.5	20%	cGPA 3.01-3.49	25%	cGPA 3.5+	30%	For all academic terms with a CGPA > 3.0
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JUMEIRAH SCHOLARSHIP	A self-paying colleague or spouse or child	Jumeirah ID, spouse and dependent ID and a proof of employment by HRD.	50%	For all academic terms with a CGPA > 3.0 valid whilst employed with Jumeirah.						

Conditions for keeping the Scholarships

Once granted to the recipient, the scholarship is kept throughout the course of studies provided the following conditions:

- Academic achievements stated in the "Validity" section
- Service to the institution as an Ambassador, as mentioned in the Scholarship Letter.

The decision of the Scholarship Committee is final and cannot be appealed.

ASSOCIATED DOCUMENTS:

- Scholarship application form
- Financial aid application form
- Scholarship Letter
- Student Handbook
- Catalogue

MENTIONS:

- Catalogue
- Scholarship or Financial Aid form
- Finance Policy 09FM04

DATE OF NEXT REVIEW:

This document should be reviewed by **July 2023** in conjunction with the release of the Academic Year 2023-2024 fee schedule.

POLICY APPROVALS RECORD

Policy Name: **Scholarship & Financial Aid**

Policy Code: **06ST30** Formerly: EA/FIN/002 & EA/FIN/003

Date of first approval: **03/2017**

Reviewed/ Updated	Details of Amendment
10/2018	
06/2019	
20/07/2022	<ul style="list-style-type: none"> - Added flow of procedures - Reviewed table format for scholarship with criteria.