



Policy Name:	Scholarship Policy		
Department	Admission	Approval Authority	Rector
Date of Implementation	10/01/2020	Date of last Revision	19/07/2020- V01

1. Introduction of Policy

The purpose of this policy document is to provide details of how MI College manages the announcements, selection and awarding process and relevant procedures for Scholarships.

2. Scope

This policy and procedure is to define the Scholarships available, when, how and who may access a Scholarship and the main conditions applying to them. It also provides the protocols and guidelines for the students of MI College in availing the scholarship. The policy does not include scholarships awarded by MIANZ Foundation.

3. Protocols

a. The scholarship board

The scholarship board consists of five members.

Chairman
CEO
Rector
Head of Finance
Head of Admission Unit

The scholarship board has the following roles to perform:

- i. Allocating an estimated fund and budgeting for scholarships annually.
- ii. Identifying the campuses and courses to offer scholarships.
- iii. Designing the scholarship schemes
- iv. Finalizing the number of scholarships
- v. Identifying the criteria
- vi. Appointing a key person to maintain the records
- vii. Formulating a mechanism to receive and filter the applications
- viii. Withdrawing or canceling the scholarship
- ix. Awarding of scholarships

b. Scholarship schemes for Intakes



- i. MIC will announce the scholarship schemes along with the announcements for major intakes, mainly in January, March, June and September.
- ii. Scholarship schemes will only cover course tuition fee
- iii. Admission fee, and any other fee that the student may have to pay for the services mentioned on fee policy will not be covered under the scholarship scheme.
- iv. Scholarship scheme will not cover re-doing the module even if it can be completed within the course duration.
- v. Scholarship schemes will outline the number of scholarships offered and the percentages of the tuition fee covered with respect to the particular intake, and this may vary based on the intake.
- vi. MIC may have specific criteria, for specific branch
- vii. Scholarship scheme will indicate the following details
 1. Eligibility criteria
 2. Deadline of application
 3. Branches the scholarship scheme is applicable
 4. Number of scholarships
 5. Awarding process

c. Application process

- i. Students will be eligible for scholarship if they meet the eligible criteria for the applied MIC program.
- ii. Based on the eligible criteria of the scholarship scheme for the specific intake a student can apply for scholarship via scholarship application form (available on www.micollege.edu.mv). via the following ways
 - a. Online application
 - b. emailing of filled form to admission@micollege.edu.mv
- iii. A potential student or a registered student may apply to scholarship based on the eligible criteria of the scholarship scheme announced for a specific intake. However potential students can apply scholarship schemes along with the course application form.

d. Awarding Process

i. Receiving of application forms and scrutinizing

1. Potential students applying for scholarship must apply for the MIC program with the recommended documents to meet the entry requirement of the MIC program. Scholarship application will be annulled if documents are incomplete.



2. If the student is not eligible for the applied course, the scholarship application can be changed for the eligible course in which the similar scholarship scheme is available.

ii. Identifying students who get scholarship

1. Students availing the scholarship will be selected based on the eligibility criteria of the scholarship scheme for the specific intake.
2. Shortlisting will be done by the admission unit.
3. Short listed applicants will be screened by the scholarship board.

iii. Awarding

1. Scholarship board is responsible to finalise students
2. After the scholarship is awarded, MIC admission department will communicate the student formally.
3. Scholarship agreement will be signed between the student and MIC.
4. After awarding the scholarship if the student changes campus, the scholarship can be continued if the course is completed in the stipulated duration. Any extension due campus change cannot be accounted for under the scholarship scheme.
5. After awarding the scholarship due to any reason, if the course is discontinued, students will be given the opportunity to continue the program online if available, or do the program at a branch the program is offered.

iv. Updating in Smart School

1. Admission dept. will mail the awarding list to accounts dept.
2. Accounts dept will update on SS & create fee invoices aligning with scholarship schemes.
3. Students must check fee status from the smart school to ensure the awarded scholarship is adjusted on the tuition fees.

v. Withdrawing

1. After awarding the scholarship, if a student decides to withdraw from the program, whether voluntarily or administratively, they are liable for repayment of the tuition fees covered under the scholarship(s) received.
2. Students cannot continue scholarship if the course is deferred. Any such extension of course duration due to students will not be covered under scholarship scheme.
3. MIC reserves the right to terminate any scholarship offered to a student, upon identifying them getting engaged in any actions



mentioned as misconduct under student disciplinary policy or malpractices such as plagiarism and copying in exam.

vi. Maintaining Records

1. MIC admission department will maintain scholarship related documents.
2. Copy of awarded students and scholarships signed by students will be sent to the accounts department.

e. Student responsibilities

1. Students must attend all classes enrolled at all times barring verifiable hardships.
2. Students must continue to be enrolled in the minimum course hours required by the scholarship during the semester.
3. Students must complete the semesters with a minimum 2.0 GPA or more.
4. Students must maintain current Satisfactory Academic Progress. Failing to maintain satisfactory academic progress as per the MIC assessment policy will require full repayment of the scholarship(s) received.
5. If the student wants to change campus, the scholarship can be continued if the course is completed in the stipulated duration. Any extension due to campus change cannot be accounted for under the scholarship scheme.
6. Scholarship schemes will only cover the tuition fee of the course.
7. Admission fee, and any other fees that the student may have to pay for the services mentioned on fee policy will not be covered under the scholarship scheme.
8. Students who are enrolled in degree programs must avail government free degree schemes. MIC scholarship will cover the additional amount students have to pay to the college. For example
9. Students on 100 percent scholarship discount will have to pay 100 percent of what they receive as reimbursement from the Government's Free Degree Scheme; the additional amount which is not covered by The Government's Free Degree Scheme need not be paid. Students on 50 percent scholarship will have to pay 50 percent of the additional tuition fee amount which is not covered by the government free degree scheme.
10. Students on 100 percent scholarship can make the payment once they receive Government's Free Degree repayment however they should submit proof of application for Government's Free Degree Scheme.
11. Students on 50 percent scholarship must pay an additional amount not covered by government, according to MIC fee policy and the amount



covered by Government's Free Degree Scheme can be paid once the amount is received by students however they should submit proof of application for The Government's Free Degree Scheme.

12. Students cannot continue to avail the scholarship if the course is deferred. Any extension of course duration due to student requests, will not be covered under MIC scholarship scheme.
13. Scholarship will not cover re-doing the module even if it can be completed within the course duration.
14. If a student decides to withdraw from the program, whether voluntarily or administratively they are liable for repayment of the tuition fees covered under the scholarship(s) received.
15. Any combination of funding, and other grants, loans and scholarships will not exceed the cost of attendance in a particular programme.
16. MI College will have the right to discontinue any scholarship if the student is found engaged in any actions mentioned as misconduct under student disciplinary policy or malpractices such as plagiarism and copying in exam.
17. Students must check fee status from the Smart School to ensure the awarded scholarship is adjusted against the tuition fees.
18. During the process of sanctioning of the scholarship, if MIC requires further details and information, students are obliged to comply with the request.

f. MIC responsibilities

MIC will assist the students enrolled in degree programs to avail Government's Free Degree Grant. MIC will ensure student records are maintained appropriately

4. Annex

Annex 1: Scholarship Agreement

Annex 2: Scholarship Award Letter

Annex 3: Scholarship application form

Annex 4: Scholarship Scheme