

Malek Fahd Islamic School Limited

ABN 41 003 864 891



Student Scholarships Policy & Procedure

MFIS-08

**Version: V5.0
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Malek Fahd Islamic School

The purpose of this document is to communicate the Student Scholarships Policy for the Malek Fahd Islamic School.

Owner:

Malek Fahd Islamic School Board

Version Control

Version No	Date	Details	Approved by
V2.0	18 May 2016	Update	M. Silva & S. Ali
V2.1	21 May 2016	Review and formatting – Allan Gibson (External Consultant)	
V3.0	27 May 2016	Update	M. Silva & S. Ali
V3.1	2 February 2017	Review – J Bennett & F Mehana	
V3.1.1	22 February 2017	Review – Allan Gibson (External Consultant)	J. Bennett & B. Rixon
V4.0	27 March 2019	Review – Allan Gibson (External Consultant)	J. Bennett & B. Rixon
V5.0	14 December 2019	Review – Allan Gibson (External Consultant)	



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Student Scholarships Policy & Procedure

Purpose

The purpose of this policy is to document the process for Student scholarships.

Scope

This policy applies to all student scholarships awarded by Malek Fahd Islamic School (MFIS).

Key Definitions

Scholarship: An award of financial aid for a student to further their education.

NAPLAN: National Assessment Program – Literacy and Numeracy - Every year, all high school students in Years 7 and 9 are assessed on the same days using national tests in Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy.

HSC: The Higher School Certificate (HSC) is the highest award in secondary education in New South Wales. To be eligible for the award, students must complete Years 11 and 12, satisfy HSC course requirements and sit for the state-wide HSC examinations.

Policy

- Specific criteria for eligibility to obtain scholarship are as follows:
- HSC - Students in Year 11 will receive a one term scholarship in Year 12 for each subject for which they receive Band 6 marks in Year 11;
- The listing of students to receive scholarships must be independently reviewed by the Principal prior to announcement;
- Scholarships will be awarded in school fees only;



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- Students will be notified of their scholarship in writing in a letter signed by the Principal; and
- Scholarships are recorded as a reduction to school fee revenue.

Procedures

Step 1: When NAPLAN and HSC results are released a listing of results of all students at MFIS is obtained;

Step 2: A listing of students eligible for a scholarship and the type of scholarship is compiled by the administration staff;

Step 3: The Principal and the Bursar will review the listing to ensure the criteria have been appropriately applied and then signed off as evidence that the listing is complete and accurate;

Step 4: Scholarship letters to each eligible student are drafted in line with the listing at Step 3 above. The letters are signed off by the Principal and distributed to the relevant students;

Step 5: Once the scholarships have been communicated to the students the individual student records will be updated to reflect the scholarship;

Step 6: Scholarships will be recorded as a reduction to revenue in the period of recognition.

Person Responsible for Monitoring and Managing

Responsibility for certain aspects of the transaction may include the Accounts Department (transactional processing aspects), Principal and Board (review and approval).

Review

This policy must be reviewed as at 31 December annually and the reviewed document submitted to the Board for approval by 28 February the following calendar year.