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# **GARDEN CITY UNIVERSITY COLLEGE**

## **SCHOLARSHIPS AND SPONSORSHIPS SCHEME**

### **1.0 Preamble**

As part of its social responsibility and in due recognition of its stakeholders, GCUC deems it imperative to establish scholarships and sponsorship to ease the possible financial burden of parents, students and staff.

GCUC hereby institutes Scholarships and Sponsorships Scheme to benefit prospective students and staff of the University College who are brilliant but in need of financial support or assistance.

The prospective students/beneficiaries shall comprise respectively brilliant and needy applicants, employees and their dependents. Special consideration, as a social responsibility will be given to the local community.

### **2.0 Policy Statement**

In line with its vision to become a leading University with distinctive scholarship and competence in the core areas of education, research, enterprise and community service, the Garden City University College shall award scholarships and sponsorships respectively to prospective students and serving staff of the University College.

### **3.0 Applicability and Rationale of the Programme**

This policy applies to prospective students as well as faculty and staff of the Garden City University College who wish to avail themselves of the opportunity.

The rationale of the Policy includes the following:

Student Scholarships:

- To appreciate distinguished students, especially exemplary brilliant students.
- To assist brilliant but needy prospective students;
- To acknowledge the indebtedness of GCUC to the communities within its catchment area.

Employee Sponsorship:

- To attract, retain and motivate high performing employees.
- To improve skills of high performing employees
- To signal to new talents GCUC's commitment to individual employee's growth and development;
- To reward exceptional performance and target employees for career advancement.

#### 4.0 Sources of Funding

As seed money will be determined from GCUC's revenue. Other sources of funding shall be accrued interest from investments, donations from individuals and organizations, bequests and aid from partner/benefactor agencies, and other reputable sources.

#### 5.0 Administration

Administration of the scheme shall be by a Scholarship Management Committee of five persons:

- Junior Staff - 1
  - Senior Staff - 1
  - Senior Members (Teaching and non-teaching) – 2
  - A member of the Academic Board
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- They would advertise the scheme
  - Interview applicants
  - Select beneficiaries using such criteria as:
    - a. Academic achievement including grades, previous academic performance etc.
    - b. Financial and/or urgent needs
    - c. Geographical distribution and demographic characteristics recognizing eg. Gender balance/disabilities of applicants.
    - d. Biological and legally adopted children of GCUC employees
  - The scholarship shall apply to tuition fees only
  - Invest part of the fund profitably

#### 6.0 Duration of Awards

The scholarship will be renewable every Academic Year but reviewed every Semester subject to the beneficiary's academic performance and conduct.

#### 7.0 Selection Criteria for Student Scholarships

The following criteria are meant to help identify the beneficiaries of scholarships:

##### 7.1 The Applicant:

7.1.0 The applicant shall not be hindered by any form of discrimination;

7.1.1 Applicant will be required to fill and submit an application forms;

7.1.2 The applicant shall not be beneficiary of another scholarship scheme especially if it serves the same purpose;

- 7.1.3 The applicant will support his/her application with a brief write up on their need for the scholarship, motivation, and future career perspective as well as the pertinence of the programme for which he or she has applied.
- 7.1.4 The applicant must have gained admission into GCUC having satisfied the departmental, faculty and university entry requirements;
- 7.1.5 The applicant may be required to prove how they have contributed to the development of their various communities and/or some research or enterprise as the case may be.
- 7.1.6 Parents/Guardians of applicants shall have worked for five years or more with GCUC
- 7.1.7 Beneficiaries might have to pre-finance part of the academic session. The amount will be refunded when the scholarship is disbursed.
- 7.1.8 Restrictions on the various programme choices will apply, ie. Quotas will be given to the programmes of study offered by the University College.
- 7.1.9 Percentages in terms of tuition fee payable by GCUC in respect of employee dependents shall be as follows;
  - a) Employees of five (5) years of employment with GCUC:
    - i) Junior Staff will be given a scholarship package of 70% of the total tuition fee.
    - ii) Senior Staff will be given a scholarship package of 60% of the total tuition fee.
    - iii) Senior Member will be given a scholarship of 50% of the total tuition fee.
  - b) Employees of ten (10) years of employment with GCUC.
    - i) Junior Staff will be given a scholarship package of 100% of the total tuition fee
    - ii) Senior Staff will be given a scholarship package of 80% of the total tuition fee.
    - iii) Senior Member will be given a scholarship package of 70% of the total tuition fee.

## 8.0 **Selection Criteria for Employee Sponsorship**

- 8.1 Availability of funds on the part of the University College will be a critical requirement for the sponsorship;
- 8.2 Beneficiaries of the sponsorship programme must have served the University for a minimum of five (5) years;
- 8.3 GCUC will only sponsor academic programmes and activities that are consistent with our vision and objectives;
- 8.4 Sponsorship will be determined by the candidate's active involvement in research, education, community service, and promotion of the University College;
- 8.5 Every sponsorship must have the official approval of the Head of Department and Dean of Faculty respectively;

## 9.0 **Categories**

Allocation of beneficiaries' scholarships shall be as follows:

- 9.1 **Founders' Beneficiaries** (Student Scholarship): **20%**.
- 9.2 **Community-based Beneficiaries** (Student Scholarship): **50%**. The various communities within the catchment area of the University College as well as other stakeholders shall be entitled to the total number of beneficiaries as stipulated;
- 9.3 **Dependants of Employees** (Student Scholarship): **30%** will be awarded to dependents of staff. Dependents shall be biologically or/and legally adopted children of employees. Dependents will be considered based on the staff's number of years of service, commitment level, income level, social background, etc.
- 9.4 **Employee Beneficiaries:** Under this category, the following will be considered:
  - a) Resident Overseas: Sponsorship package comprises tuition fee, living expenses, basic monthly salary for junior/senior staff and basic salary plus market premium for senior members
  - b) Sandwich Courses Overseas: Sponsorship package comprises tuition fee, living expenses and full monthly salary provided the person continues to offer services to the University College
  - c) Where a programme already exists at GCUC, the award will hold locally.

## 10.0 **Allocations**

At any point in time, allocation of beneficiaries to be sponsored shall be as follows.

- a. 90% for faculty development
- b. 10% for support staff

## 11.0 **Bonding**

11.1 Employee Sponsorship: After completion of their academic programmes, the beneficiaries of the employee sponsorships shall be bonded to serve the University College as follows:

- For each year spent overseas the beneficiary will be bonded for two (2) years
- For each year spent locally the beneficiary will be bonded for one (1) year
- Where the cost of sponsorship is higher than usual, the duration of bonding will be agreed upon by the two parties.

11.2 Student Scholarships: Beneficiaries of student scholarship or their dependents shall not be bonded.

## 12.0 **Application Form**

The application form will comprise the applicant's academic performance, personal data, extracurricular activities, work history, leadership/community service, financial needs, awards and recognition, etc.

All applications should be filled and submitted to the Selection Committee.