STANDARD OPERATING PROCEDURE (SOP)

SCHOLARSHIP COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

1. Scholarship Committee Responsibilities:

- **Establishment and Review:**

    o Establish criteria and procedures for scholarships.

    o Review and approve new scholarship criteria, procedures, and funding.

    o Periodically review all scholarships awarded.

- **Record Keeping:**

    o Maintain adequate records and case histories for each scholarship recipient.

    o Document application forms, evaluation criteria, award decisions, and follow-up actions.

- **Contribution Solicitation:**

    o Develop and manage ongoing contribution solicitation programs to fund scholarships.

2. Scholarship Support & Retention Programme:

- **Scholarship Support Advisors roles:**

    o Advise to each scholarship recipient.

    o Advisors provide guidance on applications and renewals.

- **Application Assistance:**

    o Provide students with information on scholarship opportunities.

    o Help students prepare and submit applications, ensuring all required documentation is included.

- **Renewal and Retention Support:**

    o Monitor scholarship recipients' academic progress and compliance with scholarship terms.

    o Assist students in meeting renewal requirements, including maintaining necessary academic standards and submitting renewal applications.

3. Periodic Review:

- The Scholarship Committee will conduct annual reviews of scholarship policies, procedures, and recipient records to ensure compliance and effectiveness.

4. Documentation and Reporting:

- Prepare annual reports on scholarship distribution, utilization, and impact.

- Provide feedback to donors and sponsors regarding the performance and benefits of their contributions.

5. Transparency and Communication:

- Communicate scholarship opportunities, criteria, and deadlines clearly to all students.

- Maintain transparency in the scholarship award process and criteria.

Implementation and Oversight

1. Implementation: The policy will be implemented by the Scholarship Committee in coordination with the Scholarship Support Advisor and relevant administrative departments.

2. Oversight: The Principal and the Governing Body will oversee the policy's implementation and ensure adherence to its provisions.

3. Review and Updates: The Scholarship Committee will review and update the policy annually to incorporate changes in scholarship opportunities, funding sources, and student needs.

By following this policy and SOP, KFASC aims to support deserving students, promote academic excellence, and ensure the effective utilization of scholarship funds.