



FRONTIER EDUCATION FOUNDATION SCHOLARSHIP SCHEME

A) Project Description:

Frontier Education Foundation Scholarship program is based on merit-cum-inaffordability for qualified students from low income families, disadvantaged groups, and under-served regions to complete Higher Education in reputed Institutions. The scheme is implemented by the FEF as an executing organization.

B) FEF Scholarship Scheme Objective:

The principle objective of the scheme is to provide assistance to the students who have secured admission in educational institutions in various disciplines, but lack financial means to continue their studies. The Project shall provide an opportunity for talented students who are penurious and are incapable of meeting cost of education for higher studies.

C) Administration

FEF is the sponsoring body for such Scholarships and educational institutions are responsible for recommending the students who meet FEF criteria. The educational institutions will also disburse the awards to the students and monitor their performance.

FEF will liaise and issue guidelines to the educational institutions for establishing the necessary infrastructure, policies and procedures for a uniform administration of the scheme. The FEF will not be directly involved in the day-to-day operations of the scheme at the university level.

FEF is the apex regulatory/supervisory body for higher education institutions in the Khyber Pakhtunkhwa. It has the authority to issue formal guidelines, relating to the establishment of student financial aid services facilities and future oriented disciplines, at least for students seeking education under FEF Scholarship scheme in selected participating universities/institutions.

Participating educational institutions will ensure that SOPs of the Project to be followed in letter and spirit.

D) Institutional Scholarship Award Committee (ISAC):

An institutional committee will be established and headed by the Vice Chancellor of the respective university/institute and comprising of the Dean/Chairman of the concerned Faculty, senior faculty members, and distinguished scholars outside institution, FEF Representative and community representatives. The Powers and functions of the committee are as under:

- I) To suggest and recommend the list of students as per approved criteria; after interviews;
- II) To approve scholars selected under eligibility criteria on merit and need (in-affordability)
- III) To suggest physical verification of candidate living standard / properties etc, where deemed necessary to verify the information as provided by the candidate(s).

E) Criteria for Determining Financial Needs:

“Merit & in-affordability” will be on the basis that the candidate/student has met the eligibility criteria for admission of the university/ institutions and has secured admission in selected area of study at the time he/she applies for scholarship and needs.

Financial aid is defined as per mutually agreed and approved evaluation criteria set by FEF and the institution. No scholarships are awarded under any circumstances to any individual who does not meet or fulfill both the Merit & Need criteria. A few key conditions of the project are given below:

- I) Students applying for admission and financial assistance will fill FEF application form (Attached as annexure- A).
- II) The Office of Financial Aid will analyze the form and carry out an investigation into the validity of the information provided in the form. This would involve carrying out random background checks and contacting financial institutions to verify the validity of the financial statements that the student has provided. Based on its findings, and the information provided by the student, the Office of Financial Aid will recommend the application to its Institutional Scholarship Award Committee (ISAC) that will determine whether the student deserves for financial aid or not.
- III) The ISAC forum will then forward its decision to the FEF for final approval by a set deadline. The physical verification of Assets and properties may be conducted where deemed necessary. As a routine only picture data is sufficient.

The following steps will be taken to ensure avoiding any misuse of the facility:

- I) No applicant(s) will be considered if their family income exceeds Rs.50, 000 per month.
- II) No scholarships will be awarded under any circumstances to an individual who does not meet or fulfill the need based criteria.
- III) In case an ineligible individual (non-needy) is awarded scholarship (anytime from application till completion of the course), the funding will be stopped immediately and the ineligible student shall be struck out from the program if wrong information is rendered. The decision shall be binding on the educational institution concerned. Misappropriated funding will be returned by the educational institution to FEF to be rechanneled to other eligible applicants. Unused funds shall be returned to the FEF for rechanneling for other eligible candidates.

IV) The scholarship awards are designed to finance cost of education of the student from the date of selection and onwards in the light of section 13 (3) of FEF ACT-III of 1992.

V) The educational institution must develop fully functional Financial Aid Offices to run the scholarship project efficiently.

F) Gender Considerations in the Selection of Candidates:

It is the expressed objective of FEF under section 13 (2)–e (i) to give priority to female education in the higher education opportunities in the province with focus on rural areas. The educational institution will expand their best efforts to attract female applicants to the Project and strive towards the goal of at least 50 percent representation of female students in the final selection.

G) Special Considerations for Physically Challenged Students

2% of the scholarships will be reserved for the physically handicapped/special students subject to the condition that the university has inducted that candidate under the said category.

H) Monitoring & Evaluation

- I) The FEF Scholarship unit/team will conduct year-round monitoring and evaluation, and all cases of non-compliance will be dealt as per policy of the Scheme.
- II) The educational institutions will provide necessary facilitation to FEF Scholarship Unit to achieve the goals and targets set forth in the Scheme.
- III) Participating educational institutions will ensure access to necessary individuals, sites, documents, and other information pertaining to Scheme's implementation. In addition, the educational institutions after due consultation with FEF related agency will show clear message of scholarship of FEF on its website, clearly visible & easily accessible to all.

I) Financial Management and Audits

- I) Funds obligated by FEF shall only be used in activities conforming to this agreement and the educational institutions will not divert these funds to other purposes;
- II) The funds of the scheme will not be commingled with other educational institutions owned or controlled funds; the educational institute will deposit funds of "FEF Scholarship Scheme in a dedicated bank account of **Bank of Khyber** only. Details of such accounts may be properly mentioned in the requests.
- III) Funds will be transferred via cheque/online transfer to the dedicated account only. The educational institute will ensure that funds are released to the students within 30 working days from the date of receipt of funds.

- IV) Stipend of the scholarship awardee will be directly transferred to his/her bank account opened in the bank branch within or near the said institution.
- V) The account of the Project and implementation processes will be audited by FEF or by any other firm appointed by the FEF.
- VI) The educational institute will ensure reasonable access to the FEF team to all individuals, sites, documents, and other information pertaining to scheme's implementation.

J) Reporting Requirements

Participating university will provide:

- I) Invoice for scholarship awardees including total semester fee and stipend details in an approved template in the light of section 13 (3) of FEF ACT-III of 1992.
- II) Recommendation Letter in an approved template.
- III) Funds Utilization Report duly verified by the resident auditor and the focal person.
- IV) Bank Reconciliation Statement along with bank statement.
- V) Names, number and details of the recipients incorporating their bank account details of the family.
- VI) Academic Performance reports, scholarship beneficiary status (i.e. Studying, dropped, completed/graduated) as required by the FEF.
- VII) Any other supplementary information/data required from time to time.

K) Closeout Requirements:

Upon the completion or termination of the scholarship scheme, funds not expended in accordance with the terms of the scheme will be refunded to the FEF.

i) Refunds:

1. At the time scheme expires or is terminated, the following types of funds will immediately be reverted to FEF:
 - I) Funds that are not disbursed to the Recipient;
 - II) FEF has forwarded funds to the Recipient, but the educational institution has not expended them.
 - III) Notwithstanding (i) and (ii) above, funds, which the educational institution has obligated in legally binding transactions applicable in the agreement, will not revert to FEF
2. FEF reserves the right to require refund by the educational institution of any amount, which the educational institution did not spend in accordance with the terms and conditions.