

Scholarship Policy and Procedure

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Purpose

The purpose of this scholarship policy and procedure is to provide a framework that guides King's staff in making fair and equitable decisions regarding the awarding of scholarships. Our aim is to ensure that the right person receives the appropriate type of scholarship, whether based on merit, financial need, or other specific criteria outlined by the college.

At King's College, we take great pride in our commitment to supporting student success through a range of scholarships across our academic programs. We recognize that financial assistance can play a crucial role in enabling deserving students to pursue their educational goals and realize their full potential.

Establishment

1. The President at King's college approves the establishment, amendment and disestablishment of all scholarships and awards in consultation with the board.
2. Any person, group or organization within or beyond the college may propose the establishment of a student scholarship and/or award.

Eligibility and Selection

3. Applicants must be either a current student or seeking admission to be a student at King's College.
4. Applicants may only apply for one scholarship per academic year.
5. Current students seeking scholarships must meet the minimum CGPA and attendance requirements as below at the time of application:
 - BBA/BSIT students require a minimum of 3.00 CGPA and 80% attendance.
 - MBA students require a minimum of 3.50 CGPA and 80% attendance.
6. The interview committee will make a recommendation on applications made for admissions fee waiver.

7. Where an application form is established, applicants must complete the form with necessary documents before they start receiving approved scholarship and / or award.
8. Incomplete applications may be rejected by the college.

Application process

9. Applicants must compose an essay within the range of 350 to 500 words. The essay should focus on explaining the reasons for applying for the scholarship and should also outline a detailed plan for achieving success in pursuing the chosen degree at King's College.
10. Applicants are required to assemble and submit their curriculum vitae (CV), a letter of recommendation, and their previous academic certifications.
11. Applicants must complete a scholarship form with the required documents.

Offer and Outcome

12. The selection committee (or delegate) notifies the outcome of scholarship and award to the admissions office.
13. The admissions office ensures that an offer letter is sent to the receiver of the scholarship.
14. All documentation relating to the scholarship and award is recorded in each recipient's individual student file on system (application, outcome, notification and retraction where required).
15. In the event that a scholarship recipient is required to participate in college activities for a specific duration, it is imperative that this requirement is explicitly emphasized in the scholarship contract paper by the scholarship committee.

Payment

16. The accounts department is responsible for ensuring that payments are made to the recipient as approved.

17. Any ongoing eligibility checks required for the scholarship must be monitored by academic and admissions departments jointly.
18. The scholarship granted upon admission or during a study will be valid for a trimester (4 months) only. In the event that the scholarship committee decides to extend the scholarships beyond one semester, they must explicitly outline the renewal terms and conditions to the students in a contractual agreement.
19. The scholarship amount will be tailored to match the corresponding fees. It will be divided evenly based on the duration of the scholarship approved by the committee.

Governance

20. The scholarship committee is responsible for reviewing and approving scholarship applications. Scholarship committee comprises the President, Director, Program Coordinator, the Head of the Admission Dept, and a member from the finance department.
21. The number of available scholarships may change due to budget restrictions. Decisions regarding changes in the number of available scholarships will be made by the Executive committee.
22. The admissions department must keep the forms and templates for the scholarship applications updated.

Condition of Immediate Termination of ALL scholarships

23. If students failed to maintain minimum graduation requirements i.e. BBA/BSIT 3.0 and MBA 3.5 CGPA in a semester.
24. If students failed to maintain discipline and acceptable behavior as discussed in the student handbook.
25. If students breach any academic integrity rules such as conducting any form of plagiarism

Scholarship Types

Scholarship Name	Scholarship Description
Diversity and Inclusion Scholarship	Diversity and inclusion are at the core of our philosophy. The diversity excellence scholarship recognizes the academic, co-curricular, and extra-curricular achievement of students contributing to the varied experience of King's College. DIS provides full waivers on college fees for students from minorities groups and with a proven record of excellence.
Entrepreneurship Scholarship	King's College advocates for social change through entrepreneurship, which is at the core of our theory of change. We recognize and honor the entrepreneurial spirit of our students who are leading new ventures, developing innovative products, or other similar entrepreneurial activities. Entrepreneurship Scholarship waives partial college fees honoring the spirit of our enterprising students Community.
Community Service Scholarships	This scholarship is available to individuals that have made a positive impact in the community through their work. Community Service Scholarship waives partial college fees.
Partner Institution and Corporate Scholarship	We believe in the power of collaboration and collective impact. This scholarship is awarded to individuals representing King's College's partner institutions, the award offers a partial waiver on college fees for deserving students.

<p>Sonja Poudel Women Entrepreneurship and Leadership Scholarship</p>	<p>Awarded in the loving memory of our alumni and colleague Sonja Poudel, the award recognizes the entrepreneurial and leadership spirit of a female student joining our MBA program. It is a year-long 50% waiver on tuition fees.</p>
<p>Sportsperson Scholarship</p>	<p>The scholarship is awarded to the student that has shown greater achievement in sports. The scholarship award recognizes the payee's efforts and dedication in any type of sports. The scholarship committee decides the scholarship term and percentage.</p>
<p>General Scholarship</p>	<p>Need based.</p>

Application Forms (Existing)

[Admission Fee Scholarship Application Form](#)

[King's Financial Aid Application Form](#)

Review

This policy and procedure will be reviewed every six months to ensure that it remains relevant and effective.