



University Scholarship/Discount Policy

Version	1.0
Policy Code/Category	SU – 8.7/Promotion and other Incentives
Purpose	To set out the University's policy in relation to scholarships and discounts offered to staff and students
Scope	This policy is for all students and staff.
DMS File Number	
File Location	Q-Drive
Related Documents	
Key words	
Comments	
Prepared by	DSA
Approved by	Board of Governors
Approval date	December 2013
Review Date	2016

A. University Staff

In support of the government Omanization policy, the University will offer discounts to its Omani staff under the following conditions:

1. He/she should have been under the University employment for at least one year and the decision of his/her eligibility for the scholarship will be taken up by the Scholarship & Discount Committee.
2. He/she complies with the University work timings.
3. University support will be for part-time study at the University only.
4. The employee discount will be 50% of the tuition fees only.
5. The discount will be valid during her/his employment period at the University.
6. The employee should sign a contract that he/she accepts to work for one year for every year he/she benefits from the scheme.
7. The VC is to sign the final list(s) or make any exception.
8. An approved list will be forwarded to the Scholarship & Discount Committee.
9. Scholarship/ Discount Committee to approve and forward to Registration and Finance departments for action.

B. Staff Relatives

This will be applicable for first-degree relatives only (first degree relatives include sons, daughters, wife, husband).

1. University staff will be entitled to 50% discount for their first-degree relatives.
2. The discount will be valid only during the period of staff employment at the University.
3. The Scholarship & Discount Committee will make the decision about the list of people eligible for this discount and send it to The VC Office for final approval by the VC.
4. An approved list will be forwarded to the Scholarship & Discount Committee.
5. Scholarship/ Discount Committee to approve and forward to Registration and Finance departments for action.

C. University Board of Directors and Board of Governors Relatives (sons, daughters, wife, husband)

1. First-degree relatives of the Board of Directors and Board of Governors will be entitled to 50% discount on tuition fees only.
2. The discount will be valid only during the BOD and BOG membership term at any of the Boards.
3. Decisions will be taken by BOD/BOG.
4. An approved list will be raised by The VC Office to the Scholarship & Discount Committee.
5. Scholarship/ Discount Committee to approve and forward to Registration and Finance departments for action.

D. Discounts for Handicapped Students

1. Handicapped students will be entitled for 50% discount on tuition fees upon their admission to the University.
2. A certificate issued by the concerned government body should be a requirement for consideration of the handicapped discounts.
3. Forms will be available at The VC Office to be filled and submitted with supporting documents to the VC Office Manager.
4. The VC is to approve the completed forms and forward to the scholarship & discount committee.
5. Scholarship discount committee to approve and forward to Registration and Finance departments for action.

E. Discounts for Distinction Students

1. Distinction students (i.e., those who get more than 90%) in the High School (National School Diploma) will be entitled to a 50% discount.
2. To maintain the discount, the student should not score less than GPA of 3.0 otherwise, the discount will be discontinued.
3. The number of students should not exceed 10 per semester.
4. Discount will only be continued to next semester if student maintain a GPA of 3.0 or above.
5. Once students are out of this discount, they cannot be returned back to it.
6. Forms will be available at The VC Office to be filled and submitted with supporting documents to the VC Office Manager.
7. The VC is to approve the completed forms and forward to the scholarship & discount committee.
8. Scholarship discount committee to approve and forward to Registration and Finance departments for action.

F. Low-income Students

Low-income students are students who live on social security fund or those whose next of kin receives less than OMR400 - (Omani Riyals four hundreds only) per month or as per Ministry of Social Development policy in this regard.

1. Low-income students are eligible for discount of 25%.
2. A maximum of 10 students per semester will be allowed under this scheme.
3. Forms will be available at Pro, VC, Student Affairs Office to be filled and submitted with supporting documents to Pro. VC, SA Office.
4. The discount committee is authorized to make a final decision on the discount list.

G. Family Discount

1. Students registering with their brothers/sisters/parents will get 20% discount on their study fees only. This will be discontinued once one of them leaves the University or has graduated.
2. Discount will only apply to those students who come second, third or above to register. The first student will not be covered by the discount scheme (as per registration (student ID number) generated by the information management system (e- register).

H. General

1. The discount will be for the tuition fees only and will not cover accommodation, transport or special fees. Exception to be made only by The BOD/ BOG.
2. This policy applies to new students only.
3. All discounts/scholarships cover study fees for courses in the faculties and GFP students taking that course for the first time only. If a student fails/ repeats, he/she will have to pay for themselves and the discount will not be applied.
4. Discounts will be calculated/ approved after the drop/add date in the information management system (e-register).
5. Students are not eligible for any scholarship/ discount if they are on any public/private, full/ partial, discount /scholarship from Sohar University or any other private/ public organizations.

I. The Scholarship/ Discount Committee will consist of:

1. PVC, Student Affairs
2. VC Office Manager
3. Finance Manager
4. Registration Manager
5. Student Services Manager