

NO. 4270 FINANCIAL AID

4271. Need-Based Financial Aid 2
4272. Work Study Program..... 3
4273. Annex 1 – List of Supporting Documents for Need-Based Financial Aid..... 4

4271. Need-Based Financial Aid

- 1.1. Need-Based Financial Aid scholarship is open for returning students who have faced with severe financial problems and are not be able to cover their tuition fee payments on time.
- 1.2. Need-Based Financial Aid is offered for maximum 75% of tuition fee. Student fee and 25% of tuition fee are not covered by Need-Based Financial Aid. Alternatively, students may be supported with an accommodation chosen by the University side.
- 1.3. Students who can apply for Need-Based Financial Aid are listed below:
 - 1.3.1. Students who have not applied for Need-Based Financial Aid before
 - 1.3.2. Students who study in all programs other than EAPP program
 - 1.3.3. Students who maintain a full load coursework at the time of applying for Need-Based Financial Aid
 - 1.3.4. Students found in violation of the ADA University Honor Code once will not be eligible for Need-Based Financial Aid for the remainder of their tenure at the University
- 1.4. Eligible students have to follow the below mentioned steps to apply for Need-Based Financial Aid:
 - 1.4.1. Applicant must officially request to apply for Need-Based Financial Aid by writing an email to Finance Office (bfa@ada.edu.az)
 - 1.4.2. Applicants have to fill in the “Need-Based Financial Aid” form and send it to the Finance Office (bfa@ada.edu.az) with required supporting documents listed in *Annex I*
 - 1.4.3. The application process takes place between September 15 – October 15 in Fall semesters and January 15 – February 15 in Spring semesters
 - 1.4.4. If an applicant misses the deadline, he\she loses the chance to compete for Need-Based Financial Aid
 - 1.4.5. Students must attend an interview organized by Finance Office after their applications are accepted

- 1.4.6. Students must pay at least 25% of their tuition fee and 100% of their student fee until the first day of the classes start or apply to the installment payment schedule
- 1.4.7. No penalty and holds are applied to students' accounts before the result of application is announced only in case if students pay at least 25% of their tuition fee and 100% of their student fee until the first day of the classes start or apply to the installment payment schedule.
- 1.5. Finance Office is responsible to present applications to the Committee for a review and recommendation.
- 1.6. The Committee gathers for the purpose of reviewing applications for the Need-Based Financial Aid, no later than the 10th week of the semester.
- 1.7. The result of the application is communicated to the applicant during two business days after the Rector approves the recommendations of the Committee. A student received rejection has 30 days to cover their debts.

4272. Work Study Program

- 2.1. Each year, ADA University funds a limited number of opportunities for its Work-Study Program. The Program provides funds for part-time employment to help students with real financial needs. The earnings from the Work-Study Program may support the cost of their education, living expenses and other financial need that contributes to the student's success while studying at the University.
- 2.2. Students must complete a new application for each term that the opportunity is sought.
- 2.3. Students should apply in the Finance Office for consideration in this program. The Office of Student Services will oversee positions of part-time employment in this program.
- 2.4. Work-Study students may serve in a variety of positions at the University, such as office support, tutoring, or other positions relative to their program of study. Students may also be directed to serve in positions outside of the University working in community service jobs.
- 2.5. The hourly wage for students in this program is determined annually.

4273. Annex 1 – List of Supporting Documents for Need-Based Financial Aid

- Official rejection of the loan from Pasha Bank
- Official documents from workplace of a student indicating monthly salary if applicable
- Official documents from workplace of parents/guardians indicating monthly salary if applicable
- In case of having private business, official verification of income from the tax authorities
- Official letter confirming student's unemployment status if applicable
- Official letter confirming parents'/guardians' unemployment status if applicable
- Official letter confirming any type of the pension received if applicable. The official letter must indicate the amount and reason of the pension
- Official letter listing all family members
- Official letter confirming the attendance of a family member in a university
- Official documents confirming the illness of the student or family members if applicable
- Official letters confirming the disability status of the student or family members if applicable
- Official certificate of death of the parent if applicable
- Academic performance (Cumulative and Institutional GPA) for the last attended semester
- National ID of the student and parents
- Certificate of birth of the student

***All letters must be provided by official governmental organizations, preferable by e-sosial.az or e-gov.az government portals**