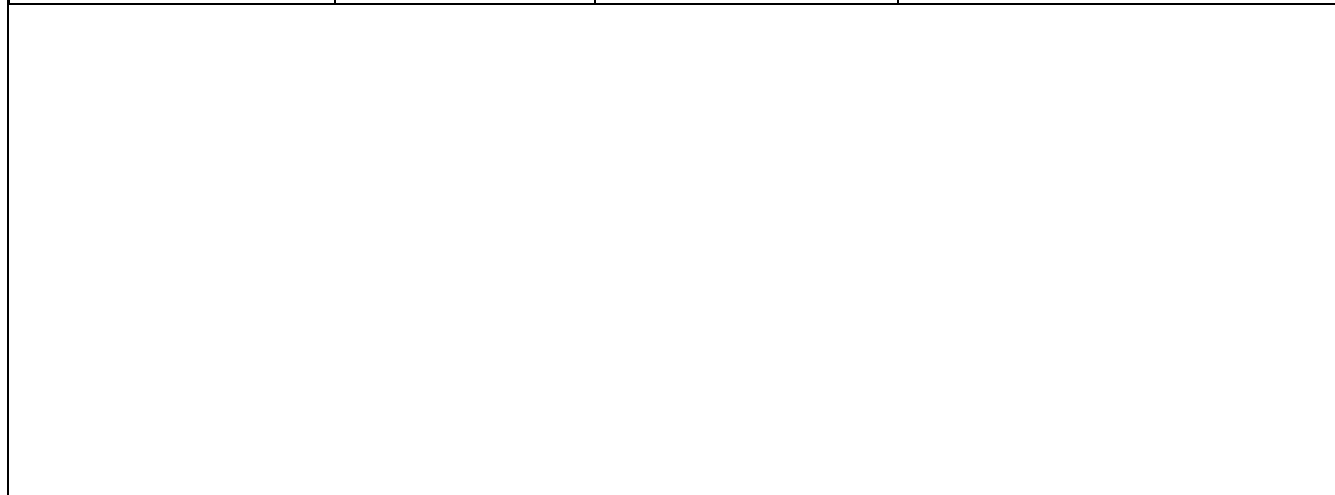


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***SCHOLARSHIP MANAGEMENT POLICY AND PROCEDURE***

**OF**

**MK FOUNDATION**

**REVISION RECORD**

Revision	Status	Issue Date	Description	Prepared by	Checked by	Approved by
<b>E2</b>	Draft	01/02/21	Issued for Review	Barite Nwibor	Board Members	Vincent Kaka

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## 1. INTRODUCTION

- 1.1. MK Foundation believes that all youths can develop their potential and realize their dreams beyond their own thoughts irrespective of the background. Driven by this core belief, the Foundation in collaboration with key stakeholders and the financial support of external organizations and public-spirited individuals will offer special scholarship consideration to brilliant but financially challenged youth of Bane from a poor socio-economical background who demonstrates their need for financial aid.
- 1.2. Subject to the principles in this policy, all Scholarships are established in accordance with the intents and strategic interests of the Foundation. Nothing else!

## 2. OBJECTIVE

- 2.1. The objective of this policy and procedure document is to describe the selection criteria and administrative procedures that apply to the General Scholarship Program of MK Foundation. It sets out the Scholarships policy, principles, procedure and ensures that the management of the Scholarship is consistent with the Foundation's values with a clear and transparent framework that is responsive and targeted towards the success of the Youths of Bane.

## 3. PURPOSE

- 3.1. The purpose of MK Foundation's Scholarship is to harness the academic potentials of Bane youths and to encourage and recognize the youths in their pursuit of excellence. The Scholarship Program is intended to **provide Youths in secondary school, university, and a vocational school** from Bane Town with the financial support to sustain their education as well as reward achievement and effort, particularly talented young people experiencing financial barriers to education and skills development. The scholarships provide life-long opportunities for youths and a better-educated workforce for the community.

## 4. SCOPE

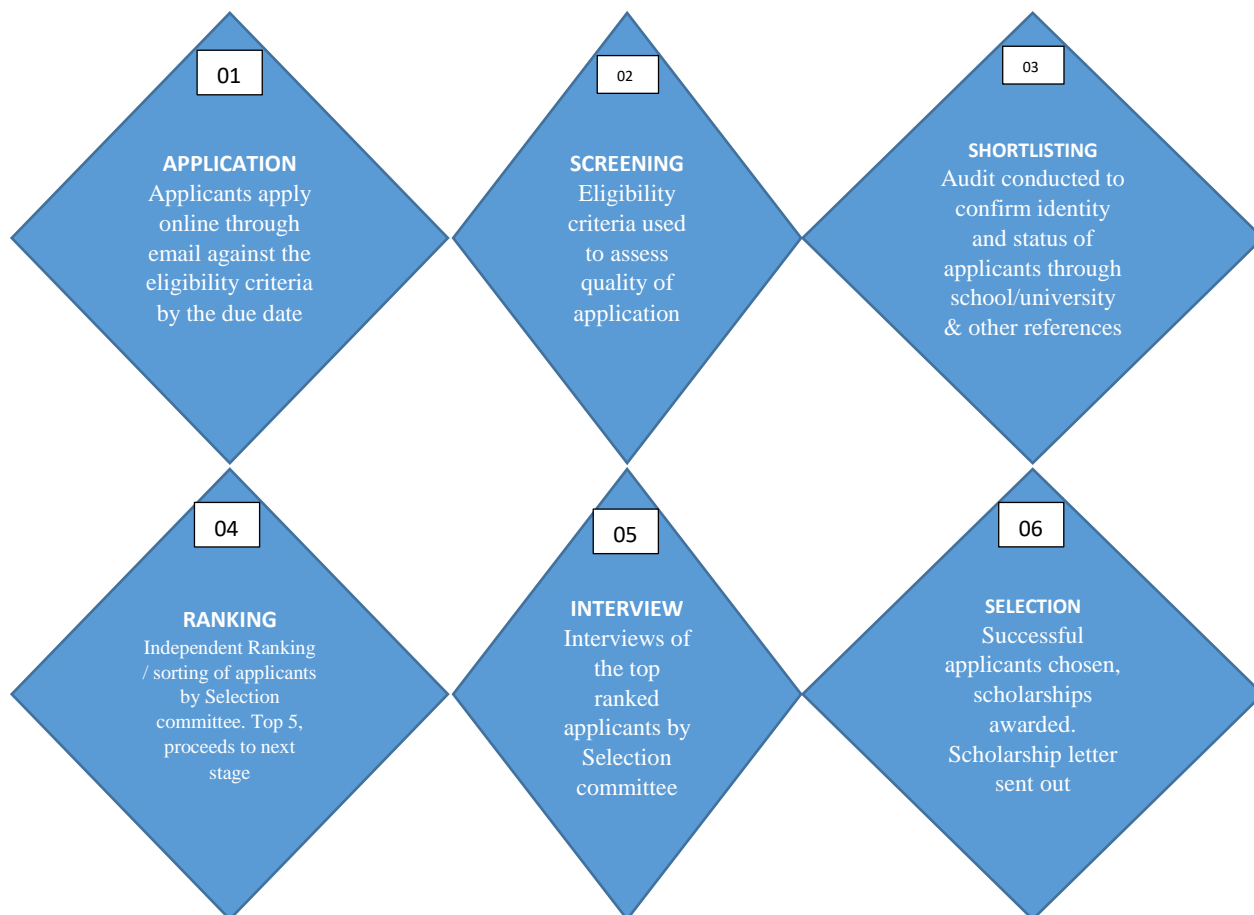
- 4.1. This Policy and Procedure is limited to the management and award of scholarships and it does not purport to address the terms and conditions attached to any funds from various funding bodies, or any student assessment and examination in relation to the scholarships awarded. It also does not apply to any other programs or activity within the Foundation.

## 5. PROCEDURE

- 5.1. Each applicant must submit a completed application form. Forms must also be completed by the applicant's school principal, if applicable. The applicants should be evaluated on objective standards such as past academic performance, performance on tests designed to measure ability and aptitude for higher education, the candidate's class rank, and financial need. Recommendations from instructors or other persons unrelated to the candidate, extra-curricular activities, and leadership contributions should also be considered.

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## 5.2. THE FLOW CHART OF SELECTION STAGES



### Note:

- 5.3. The applications shall be scored on a point system with 100 points being the highest score. The Scholarship Selection Committee will then determine the number of scholarships to be awarded based on financial status provided by the Foundation's Board of Directors. The number of scholarships to be awarded shall then be awarded to the applicants in the order determined by their ranking in the overall applicant pool.
- 5.4. The successful scholar cannot be awarded a Scholarship until a selection report has been completed, signed and submitted to the Board of Directors.
- 5.5. The Selection Committee must specify at least one reserve recipient in the event that a successful recipient is not able to take up an offer.
- 5.6. The Selection Committee reserves the right not to award a Scholarship in the event that there are no applicants who suitably meet the selection criteria.

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## 6. SELECTION COMMITTEE RANKING WORKSHEET GUIDELINES

S/No	Description	Points (100points)
1	<b>Potential Success:</b> MK Foundation recommends reviewing Personal statements, and transcript to determine the student/pupil's potential for success <b>in pursuing a Secondary/post-Secondary education</b> . A student's personal characteristics and psycho-social development influence the ability to stay in school and be successful.	Good =3 Better = 5 Best = 7
2	<b>Financial Need:</b> Determined either by Remaining Need or Estimated Family Contribution (EFC). It is important to note that the College choice affect the student's remaining need.  Remaining Need is College costs minus Estimated Family Contribution (EFC). Zero is the lowest contribution and represent a greater need (the lower the number, the greater the need). However, The financial aid award package cannot exceed this amount i.e College Cost – EFC	Has low financial need = 3 Has moderate financial need = 5 Has High financial need = 7
3	<b>Challenges or Obstacles:</b> A life-experience with a challenge and/or obstacle that produced evidence of determination, flexibility, perseverance and ability to see support to resolved the experience. <ul style="list-style-type: none"> <li>Determine if there is no indication or minimal challenges/obstacles</li> <li>Determine if there is Moderate perseverance, flexibility and self-development. Use of personal support resources</li> <li>Determine Perseverance, flexibility and self-development. Use of personal support services</li> </ul>	Good =3 Better = 5 Best = 7
4	<b>Creativity, Strength and skills:</b> A demonstrated proficiency or mastery of activities and actions in support of the student's major, career path or goals. <ul style="list-style-type: none"> <li>Determine the scholar's limited indication of strength and skills</li> <li>Determine the scholar's indication of moderate strength and skills</li> <li>Determine the scholar's indication of extraordinary strengths and skills</li> </ul>	Good =3 Better = 5 Best = 7
5	<b>Academic Success:</b> This is a combination of GPA and test Scores. Must satisfactorily maintain at least a 3.0 cumulative GPA per semester. <ul style="list-style-type: none"> <li>Determine if result is GPA &lt;3.00 – Low academic work</li> <li>Determine if result is GPA &gt;3.00 – Moderate Academic work</li> <li>Determine if result is GPA &gt;3.5 – demonstrated extraordinary academic excellence</li> </ul>	Good =3 Better = 5 Best = 7
6	<b>Leadership:</b> Corroborative abilities, takes initiative or assumes responsibilities <ul style="list-style-type: none"> <li>No evidence of leadership</li> <li>Leadership &lt; 1 year, 1 group</li> <li>Increase leadership &gt; 2years, &gt; 2 groups</li> </ul>	Good =3 Better = 5 Best = 7
7	<b>Recommendation:</b> Address the student's academic performance, extracurricular engagement with supporting evidence of specific strengths that demonstrate that you know the applicant personally and why the applicant would be a strong candidate.	10
The Selection Committee shall apply the criteria in a reasonable and objective manner. However, the Committee is not required to place the same weight upon each criteria for each candidate, and need not determine that all criteria exist for each candidate.		

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## 7. MANAGEMENT OF SCHOLARSHIP SELECTION COMMITTEES

- 7.1. The primary responsibility for the *Scholarships Management Policy and Procedure*, rests with the Selection Committee, which shall be responsible for the transparent, fair assessment and selection of the scholarship recipient(s). The Committee shall comprised of a broad representation of both internal and external stakeholders with adequate professional. Each member of the Scholarship Selection Committee will serve for a three (3) years term. Selection committees may involve the donor/sponsor where applicable. Other areas to note are:
- 7.2. The Selection Committee is accountable and reports directly to the Board.
- 7.3. The Selection Committee plays a governance, advice and approval role in relation to Scholarship selection on behalf of the Board.
- 7.4. The Foundation's Secretariat are responsible for the ongoing administration and implementation of the scholarships after selection.
- 7.5. The Foundation's Secretariat is responsible for overseeing the development of the Selection Committee training/induction, and record making documentation.

## 8. PAYMENT OF GRANTS

- 8.1. All grant payments to a scholarship recipient shall be paid directly to a Qualifying Institution in which the scholarship recipient is enrolled, on the scholarship recipient's behalf or the recipient directly subject to the discretion of the Board of Directors. Grant funds shall be used solely for tuition and fees required to enroll in or attend Qualifying Institutions, and for fees, books, supplies, and equipment required for courses of instruction at such Qualifying Institutions. The Foundation's Secretariat is responsible for facilitating the payment of Scholarships to successful recipients within the relevant Scholarship timelines outlined in the confirmation letter. Payments will only be made where there are sufficient funds held by the Foundation to make payment.

## 9. OBJECTIVE AND NONDISCRIMINATORY SELECTION PROCEDURE.

- 9.1. The Committee shall select the scholars who, in the reasoned interpretation of the Committee, are the most deserving of scholarship awards based upon the objective criteria in this policy and procedure in line with an objective and non-discriminatory basis i.e. without regards to gender, race, religion, or personal handicap.
- 9.2. The Board of Directors reserves the right to impose additional, minor reasonable restrictions and/or requirements upon awarding the scholarship grants and the administration of such grants. Any substantial or material changes will be made only with the approval of the Board of Directors forming a quorum.

## 10. GENERAL ADMINISTRATIVE REQUIREMENTS

- 10.1. **Scholarship Amount and Number of Scholarships:** The number and amount of the General Scholarship awards granted will be determined by the Board of Directors in its sole discretion at any given calendar year.

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- 10.2. Scholarship Duration:** Each scholarship award is made for up to three (3) years more or less and the sole discretion of the Board of Directors. The grant paid during the first year of scholarship is based upon the recipient's initial application, and the grant may be renewed for up to three (3) additional academic years if the scholarship recipient meets the Foundation's continued eligibility requirements as stated below.
- 10.3.** The scholarship recipient must be *enrolled in a Qualifying Institution*, be a full- time student that successfully completes the previous semester, and be a candidate for a degree (or other certification in the case of a vocational school).
- 10.4.** The scholarship recipient must have *earned a cumulative grade point average* of 2.5 or higher in the Qualifying Institution(s) they attend or have attended.
- 10.5.** Annually, the scholarship recipient must provide the Foundation a *certified or other official transcript*.
- 10.6.** The Foundation must not have received credible information that scholarship recipient has *used funds paid in prior years for any purpose other than tuition and fees* required to enroll in or attend Qualifying Institutions, and fees, books, supplies, and equipment required for courses of instruction at such Qualifying Institutions.
- 10.7.** *The applicant must be either a student in Junior Secondary School and precisely in “JSS2” or an Undergraduate (200 level) in University from Bane Town.* Remaining enrolled in his or her current course of study. Any application for course transfer will require reassessment against the eligibility criteria and may lead to scholarship termination. Performance of the applicant on written exams.
- 10.8.** The applicant must have earned a cumulative grade point average of 2.5 for Undergraduate students, and for pupils and secondary candidates past academic result showing a class position not below 1<sup>st</sup> – 4<sup>th</sup> positions. The applicant must provide a certified or other official transcript as evidence of these requirements, or cause his or her school to directly provide such transcripts to the Foundation. Prior academic performance.
- 10.9.** Recommendations from supervisors of such applicant’s school and any others who have knowledge of the applicant’s capabilities regarding his/her career, academic and other relevant experiences will also be required, i.e if the Panel deem it necessary.
- 10.10.** The applicant must submit a detail and exclusive information through Letter of Intent regarding his/her financial need. Emphases should also be made to family contribution to the study.
- 10.11.** *The applicant must not be a direct immediate family member of any members of the Board or has any business relationship as an employee under a salary/wages paid job from any of the Director or Officer of the board as his/her employer.*
- 10.12.** Where a recipient is deemed not to have met the above criteria, additional information will be sought from the recipient as to any “exceptional circumstances” that may have been present. Where such evidence does not exist or is not provided, the Scholarship may be suspended. In the context of this section, **Exceptional Circumstances** implies extended and serious illness of the student or an immediate family member; extreme financial hardship; long-term cultural obligations; or other circumstances such that failure to recognize them would result in an unfair or unreasonable outcome.



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## **11. SUSPENSION / TERMINATION OF SCHOLARSHIP**

- 11.1. The Scholarships Committee will notify the recipient in writing of all decisions made by The Board of Directors in relation to suspension or termination of the scholarship. A scholarship may only be terminated under the following circumstances:
- 11.2. The recipient requests termination of the scholarship in writing;
- 11.3. The recipient breaches any of the written conditions of award including not meeting ongoing eligibility criteria;
- 11.4. The University determines that the student is guilty of serious misconduct.
- 11.5. Fails in exams and is readmitted/repeats the same degree course
- 11.6. Left the study or/and joined new institution.
- 11.7. Found to have submitted False or Fake documents or information
- 11.8. If it is determined that the awardee fails to fulfil an admission requirement or a condition on their continuing enrolment, or fails to maintain satisfactory progress;
- 11.9. If the awardee's enrolment is terminated for any reason, or the awardee is found guilty of a serious case of academic misconduct, or the awardee fails to maintain the enrolment
- 11.10. The Students in three consecutive sessions have no satisfactory results i.e. less than 65%  
Or The Students in three consecutive sessions have no satisfactory attendance i.e. less than 75%
- 11.11. The award/s will be terminated on the day the final exam is completed, the project is submitted for examination or at the end of the tuition Scholarship, and whichever is earlier.

## **12. REPORTING**

- 12.1. Scholarship outcomes will be reported by the Administrative Officer of the Foundation's Secretariat.
- 12.2. The Foundation's Secretariat shall provide annual reporting to key stakeholders with outcomes to date.

## **13. RECORDS MANAGEMENT**

- 13.1. The Foundation's Secretariat will maintain and retain all records and documentations provided during the application process for both successful and unsuccessful applicants in keeping with the Foundation's document retention and confidentiality policy. The documents include but not limited to:
- 13.2. Electronic copies of all scholarship applications, both awarded and denied
- 13.3. Committee review and the decision ballots for scholarship pools
- 13.4. Records on all scholars and their respective scholarships
- 13.5. Minutes of the Scholarship Committee
- 13.6. Conflict of Interest documentation



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#### **14. CONFLICT OF INTEREST**

- 14.1. Members of the Scholarship Selection Committees must sign a Conflict of Interest and Confidentiality form annually prior to evaluating any scholarship applications. In accordance with this form, Scholarship Committee members are required to declare any real or potential conflict of interests and to abide by the Conflict of Interest and Confidentiality policy. These forms are kept on file with other scholarship documents in line with the Foundation's record keeping and document retention policies.
- 14.2. If a member of the Selection Committee has an interest such that a reasonable observer, knowing all the facts, could reasonably conclude that the interest could affect the decision or functioning of the Committee, the member must disclose the interest, whether actual or perceived or recuse him/herself from the Panel. The remaining members of the Scholarship Selection Committee should then select a replacement committee member by majority vote. A certification that no conflict of interest exists is used for all shortlisting and selection reports. The Chairman of the selection committee is responsible for confirming that the conflict of interest never exist.
- 14.3. The Board of Directors reserves the right to exclude any member of a Committee where there is an actual or perceived conflict of interest.

#### **15. LEGAL COMPLIANCE**

- 15.1. In administering scholarships, the Foundation shall adhere to the laws of the land for all scholarship funds to maintain the charitable nature of the Scholarship Program and to guard against any private benefit to individuals associated with the program. Scholarships may not be awarded funds unless the following conditions are met:
- 15.2. The Board of Directors appoints all of the members of the Scholarship Selection Committee and participation is given solely as a member of the committee
- 15.3. Neither a donor nor the parties related to a donor control the Scholarship Selection Committee directly or indirectly
- 15.4. All grants are awarded on an objective and nondiscriminatory basis using a procedure that has been approved in advance by the Board of Directors and has been designed to ensure that all such grants meet the requirements.

#### **16. COMPLAINTS AND GRIEVANCES**

- 16.1. Awardees or non-awardees may submit a complaint or grievance in relation to the application of this policy and procedure to the Chairman, Board of Trustee within 14 (fourteen) days of final selection and prior to the announcement of scholarship award.

#### **17. PRIVACY**

- 17.1. All personal information collected is governed by the Foundation's Privacy Policy. The Foundation's Privacy statement will be available on the Foundation's Website.

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## **18. TERMS AND CONDITIONS OF AWARD**

- 18.1. Students/Pupils must be enrolled in any acceptable school of study to qualify for the Scholarship scheme.
- 18.2. Upon being offered a scholarship each student will fill a Scholarship Acceptance form which will be processed to ensure that funds are released for payment.
- 18.3. Recipients of the award will be expected to submit a progress report to the Selection Committee at the end of every semester / academic year.
- 18.4. In the instance that the selected recipient declines the award or fails to respond to the offer within one-month, an alternative applicant will be made the offer. The first recipient then forfeits the award, the award will not be reverted back to the first recipient once the offer has been made to the alternate and an acceptance form has been submitted by the alternate.
- 18.5. Submission of the form implies that the applicant understands the terms and conditions of the scholarship, the amount of the scholarship, when the scholarship will be distributed, and that the applicant's academic performance and full-time status at the school must be maintained.
- 18.6. Grant aid is not available to students who are pursuing a second bachelor's degree or those pursuing Master or Doctorate degree.

## **19. KEY CONTACTS**

- 19.1. Direct all enquiries about this policy and procedure to the Administrative Officer of the Foundation.