



WCC ARMENIA ROUND TABLE FOUNDATION AND “ALEPPO” COMPATRIOTIC CHARITABLE ORGANIZATION

SCHOLARSHIP & FINANCIAL AID PROGRAM

SCHOLARSHIP SELECTION CRITERIA & ADMINISTRATIVE PROCEDURES

WCC Armenia Round Table Foundation (ART) and Aleppo Compatriotic Charitable Organization (Aleppo-NGO), within the framework of the “Better Future for Syrian-Armenian Youth” project, are offering scholarships and financial aid to Syrian students and recent graduates in Armenia. This policy describes the eligibility requirements, selection criteria and administrative procedures that apply to this Scholarship and Financial Aid Program.

LEGAL BACKGROUND

Selection criteria and procedures for the Scholarship and Financial Aid Program are described below, and are organized as follows: (i) eligibility requirements, (ii) criteria under which scholarship and financial aid recipients are selected, and (iii) general administrative requirements relating to the application.

SCHOLARSHIP ELIGIBILITY REQUIREMENTS

1. Educational Experience: Each applicant must either be enrolled in a Bachelor’s, Master’s, PhD program at an accredited university in the Republic of Armenia, or is a recent graduate (within the last 12 months) and is pursuing an internship or fellowship relevant to their field of studies.
2. Minimum Grades: Applicants must have earned a cumulative grade point average of at least 3.0 from 4.0 (or 16 out of 20). Each applicant must provide a certified or other official transcript as evidence of these grade requirements or ask their school to directly provide such transcripts to Aleppo-NGO.
3. Attendance: The applicant is expected to provide proof of their attendance to the University or higher education institution they are enrolled in to qualify for a financial aid or scholarship.
4. Completion of Application. The applicant must complete the entire application required by the Scholarship and Financial Aid Program, including providing all documentation requested in the application package or otherwise requested by ART or Aleppo-NGO.
5. Prohibited Family Relationship. Applicant must **not** have a family or business relationship with any director or officer of their own educational, internship or fellowship institution.

SELECTION CRITERIA

ART and Aleppo-NGO are responsible for selecting scholarship recipients from all eligible applicants. The selection committee shall base its selection of Scholarship and Financial Aid Program recipients on the following:

6. Eligibility: Each recipient shall meet all eligibility requirements described above.
7. Objective and Nondiscriminatory Selection Procedure: ART and Aleppo-NGO's selection committee shall select Scholarship and Financial Aid Program recipients who, in the reasoned view of the committee, are the most deserving of scholarship awards based upon the objective criteria described below and financial aid based on vulnerability of their household. The selection committee shall select Scholarship and Financial Aid Program recipients on an objective and non-discriminatory basis, without regard to gender, race, religion, national origin, personal handicap. The committee shall also apply nondiscriminatory selection approach towards host institution and academic field of the applicant.
8. Objective Criteria. The selection committee may consider only the following objective criteria in selecting Scholarship and Financial Aid Program recipients:
 - a. Prior academic merit and performance;
 - b. Participation and performance in Universities or other graduate institutions, extracurricular, and community activities;
 - c. Recommendations from instructors or members of the community (requested if necessary);
 - d. Conclusions that the selection committee members draw from a personal interview, from essays, or from other written materials submitted in the application process that demonstrate the applicant's motivation, character, ability, and potential; and
 - e. Exclusivity of the financial need, aiming to assist those applicants to whom other need-based assistance is unavailable.
 - f. Commitment and eagerness of the applicants to participate in the events of the "Better Future for Syrian-Armenian Youth" Project, evaluated based on the personal interviews and motivation letters.

The selection committee shall apply the criteria in a reasonable and objective manner. However, the selection committee is not required to place the same weight upon each criterion for each candidate, and need not determine that all criteria exist for each candidate.

GENERAL ADMINISTRATIVE REQUIREMENTS

10. Scholarship Amount; Number of Scholarships. The number and amount of the Scholarship and Financial Aid Program awards granted will be determined by the selection committee in its sole discretion.
11. Direct Payment of Funds. All scholarship and financial aid payments to a recipient shall be paid directly to a **Qualifying Institution in which the scholarship recipient is enrolled**, on the scholarship recipient's behalf. Aleppo-NGO will obtain information regarding scholarship recipient's academic progress directly from the educational institution, and educational

institutions will apply scholarships and financial aid funds only for those students who are in good standing and pre-approved by Aleppo-NGO.

12. Refund of Unused Funds. Any scholarship fund or financial aid not used for permitted expenses described in Paragraph 13, shall be refunded to Aleppo-NGO. If the terms of a scholarship grant are violated, Aleppo-NGO shall use reasonable efforts to recover any scholarships inappropriately obtained.
13. Use of Funds. Scholarship and financial aid installments 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.
14. Maintenance of Records. The Foundation shall maintain all records pertaining to scholarship grants applied for or paid during the course of its program, for five (5) years thereafter. These records shall include, at a minimum: (a) all information Aleppo-NGO obtains to evaluate qualifications of applicants, (b) the amount and purpose of each scholarship grant, (c) all information identifying applicants, including information regarding their relationship to Aleppo-NGO, and (d) any information Aleppo-NGO obtains to determine whether a scholarship recipient is eligible to renew his or her scholarship grant (including any information regarding whether the participant used the grant for its intended purposes).

The following documents are required to apply for this Scholarship and Financial Aid Program

- 1 Passport Photo (3*4)
- Copy of Passport
- Copy of High School and/or University transcripts
- Copy of diploma/degree awarding document (if applicable)
- Motivation letter (please indicate why you would like to pursue a higher education, internship or a fellowship, and how it would be useful for your endeavors in 500 words).
- Copy of Utility bills for the past 3 months (Water, Electricity, Gas)

The following documents are required, if available

- Disability form (parental or of the applicant's)
- Military service form
- "PAROS" Program membership form
- Certificate of Marriage
- Volunteer Work certificate

**SCHOLARSHIP AND FINANCIAL AID PROGRAM
APPLICATION FORM**

1. Name: _____

First	Middle	Last
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2. Date of Birth: _____ Place of Birth: _____
3. Citizenship: _____ Passport Number: _____
4. Telephone Number: _____
5. Mobile Number: _____
6. Email: _____
7. Permanent/Temporary Residence Address: _____
 1. Monthly Rent Amount (if applicable): _____
8. When did you move to Armenia? _____
9. Name of University/College _____
10. Name of Program/Faculty _____
11. Year of study _____
 1. Average Grade Score: _____ from: _____
 2. Annual Tuition Fee in AMD: _____
12. Employment (if applicable): _____
 1. Place of Employment: _____
 2. Monthly Salary: _____
13. How many people are currently residing with you in your apartment? (please state their name, age and occupation)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

14. What is the total monthly income of your household (in AMD)?

15. Do you receive remittances from family/relatives from abroad? If yes, how much (in AMD)

In the upcoming section please attach a separate paper with your answers. Please limit your responses to each question to 500 words.

1. Briefly describe your long- and short-term goals. Where do you see yourself in 10 years? Why do you want to get a college education or participate in your internship or fellowship program?
2. From a financial standpoint, what impact would this scholarship or financial aid have on your education or future career? State any special personal or family circumstances affecting your need for financial assistance. How have you been financing your college education? Do you receive financial aid/scholarship from another institution like the Gulbenkian Foundation, All-Armenia Fund, AGBU, etc.?
3. How will your study contribute to your immediate or long-range career plans? Why do you want to pursue this field? Explain the importance of (your major) in today's society. What do you think your sector will be like in the next 10 years? What are the most important issues your field is facing today?

Queries and Submission of Applications: To receive more information about the application process or to submit your application, contact Aleppo-NGO at irenag@aleppo-ngo.org, info@aleppo-ngo.org; or 010 545369, 096 545361.