



WCC ARMENIA ROUND TABLE FOUNDATION AND ALEPPO COMPATRIOTIC CHARITABLE ORGANIZATION

SCHOLARSHIP PROGRAM

SCHOLARSHIP SELECTION CRITERIA & ADMINISTRATIVE PROCEDURES

WCC Armenia Round Table Foundation (ART) and Aleppo Compatriotic Charitable Organization (Aleppo-NGO), within the framework of the “Bright Future for Youth” project, are offering scholarships to Syrian, Iraqi, as well as local students in Armenia. This policy describes the eligibility requirements, selection criteria and administrative procedures that apply to this Scholarship Program.

LEGAL BACKGROUND

Selection criteria and procedures for the Scholarship Program are described below, and are organized as follows: (i) eligibility requirements, (ii) criteria under which scholarship 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.
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 and 80 out of 100). Each applicant must provide a certified or other official transcript as evidence of these grade requirements or ask their university 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 scholarship.
4. **Completion of Application.** The applicant must complete the entire application required by the Scholarship Program, including providing all documentation requested in the application package or otherwise requested by ART or Aleppo-NGO.

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 Program recipients on the following:

5. Eligibility: Each recipient shall meet all eligibility requirements described above.
6. Objective and Nondiscriminatory Selection Procedure: ART and Aleppo-NGO's selection committee shall select Scholarship 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 their financial need. The selection committee shall select Scholarship 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.
7. Objective Criteria: The selection committee may consider only the following objective criteria in selecting Scholarship 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, videos of the "Bright Future for Youth" project, as well as voluntary work if necessary within the Project. In case of refusal, Aleppo-NGO has the right to demand from the student to return the full amount or part of his/her scholarship.

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 Program awards granted will be determined by the selection committee in its sole discretion.
11. Direct Payment of Funds. All scholarship payments to a recipient shall be paid directly by bank transfer 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 should accept scholarships only for those students who are in good standing and pre-approved by Aleppo-NGO.

12. Refund of Unused Funds. Any scholarship fund not used for permitted expenses, 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 shall be used solely for tuition fees of 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 the Scholarship Program

- 1 Passport Photo (3*4);
- Copy of Passport;
- Copy of University transcripts / ask from University;
- Reference letter provided by the University indicating the profession and the amount of tuition;
- Copy of diploma/Bachelor degree awarding document (in case of Master degree students);
- Copy of diploma/ Master degree awarding documents (in case of PHD students);
- Motivation letter (please indicate why you would like to pursue a higher education in your profession, and how it would be useful for your endeavors in 500 words);
- University's bank account number;
- Reference letter from workplace on salary (for working students);
- Reference letter of Parents of the applicant from workplace on salary or Reference letter on unemployment from relevant authorities;
- Copy of Utility bills for the past 3 months (Water, Electricity, Gas) or sealed reference from ENA.

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;

2. Annual Tuition Fee in AMD:

13. Employment (if applicable):

1. Place of Employment:

2. Monthly Salary:

3. For which semester are you applying for?

2019-2020 spring semester_____

2020-2021 fall semester_____

14. How many people are currently residing with you in your apartment? (please state their name, age and occupation)

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

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

16. 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 why did you chose your profession and what are your long- and short-term goals. Where do you see yourself in 10 years? 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?
2. From a financial standpoint, what impact would this scholarship 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, AGBU, Fund for Armenian Relief, Armenian Educational Foundation and etc.?

Deadline for Applications: 05 March 2020

I hereby certify that the above information is accurate. I am obliged to inform Aleppo-NGO of any change in my status (discount, other scholarships, other assistance, study or etc.).

Queries and Submission of Applications: To receive more information about the application process or to submit your application, contact Aleppo-NGO at araksmartirosyan@aleppo-ngo.org ; 098/096 545361.

Aleppo-NGO's address: 11 Northern Avenue (entr. from Abovyan street), -1 Floor.