

**Classification:** Office of Enrollment Services and Registration

**Approving Authority:** *President*

**Responsible Authority:** Vice President of Enrollment Services and Student Affairs

**Implementing Authority:** Office of Enrollment Services and Registration

**Effective Date:** October 2025

**Review:** October 2027

## ***Scholarship and Financial Aid Policy and Procedures***

### **1.0 Purpose**

- 1.1 This policy establishes clear, transparent, and equitable procedures for awarding, renewing, and monitoring scholarships and financial aid at AUIB. It aims to promote academic excellence, diversity, and inclusion, and to ensure access to American-style higher education for talented students.

### **2.0 Scope**

- 2.1 This policy applies to all AUIB students enrolled in degree programs, including international and visiting students, as governed by the terms of their respective scholarships.
- 2.2 It covers all forms of AUIB scholarships, external awards, MOHESR scholarships and tuition-reduction letters, financial aid, and special cases approved by the University.
- 2.3 It covers international, public, private, and technical high school graduates eligible for admission to AUIB.

### **3.0 Definitions**

- 3.1 Awardee – a student who has been officially granted a scholarship or financial aid by AUIB or an approved external sponsor.
  - 3.1.1 External award – an award offered by an external organization, group, or individual to AUIB, but neither managed nor adjudicated by the University.
  - 3.1.2 Fund – A designated financial resource established by AUIB or external donors to support scholarship and financial aid programs for undergraduate or graduate students.
  - 3.1.3 Cumulative Grade Point Average (CGPA) - The weighted average of grade points earned by a student for all completed credit-bearing courses at AUIB, calculated in accordance with the University's grading policy.
  - 3.1.4 Grants – Financial awards provided to students based on a combination of academic merit and demonstrated financial need. Grants do not require repayment and are subject to continued satisfactory academic performance.
  - 3.1.5 MOHESR- The Ministry of Higher Education and Scientific Research (Iraq), which oversees government scholarship programs, tuition-reduction schemes, and related approvals for AUIB students.



- 3.1.6 **Scholarship:** A non-repayable financial award granted primarily based on academic merit, and may also consider leadership, talent, community service, or specific field of study. Scholarships cover tuition and/or educational expenses and are renewable subject to academic and conduct standards.
- 3.1.7 **Financial Aid:** Need-based financial support offered to students who demonstrate limited financial resources. It may include tuition waivers, fee reductions, emergency grants, or payment plans, subject to available funding and compliance with academic and conduct standards.
- 3.1.8 **Special Cases:** Tuition or fee waivers approved directly by the University Founder or Board of Trustees under humanitarian, strategic, or exceptional circumstances. These are discretionary awards granted outside the standard scholarship and financial aid procedures, but must be documented.

#### **4.0 Policy**

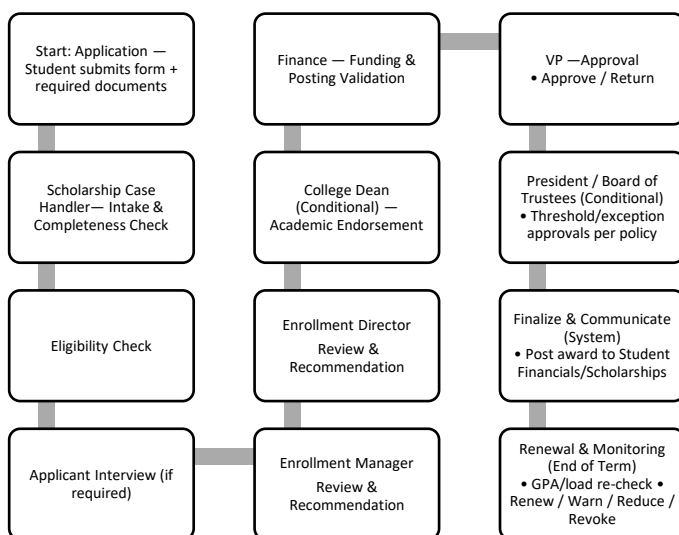
- 4.1 **Principles.** AUIB awards scholarships and financial support to advance academic excellence, equity, diversity, and inclusion; expand access to American-style higher education; and apply consistent, transparent rules for initial eligibility and continued eligibility. The Office of Enrollment Services, in collaboration with the Office of Institutional Effectiveness (OIE), shall annually review scholarship distributions by gender, socioeconomic background, region, and high school type to ensure equitable access and inclusion.
- 4.2 **Eligibility & Criteria.** Scholarship criteria (merit, need, program/plan, college-specific criteria, and any MoHESR or sponsor conditions) shall be published and applied consistently. Minimum academic standing (e.g., CGPA and load) and conduct standards are required to maintain eligibility. All scholarship criteria, renewal standards, and deadlines shall be publicly available on the AUIB website to ensure transparency in accordance with institutional integrity principles.
- 4.3 **Covered Award Types.** This policy covers AUIB institutional scholarships, MoHESR scholarships and tuition-reduction letters, external/sponsored awards, grants, and special cases.
- 4.4 **Application & Review.** Students apply through the University's designated process and submit required documentation. Applications are reviewed for completeness and eligibility, and recommendations are recorded per the approved procedures.
- 4.5 **Approvals & Endorsements.** Awards follow the University's approval hierarchy up to the Board of Trustees when required. No award is final until all specified approvals are completed through the University's official system.
- 4.6 **Maintaining Eligibility.** Renewal and continuation depend on meeting academic, load, and conduct conditions specified in the award letter and/or scheme rules. Non-compliance may result in a warning, probation, reduction, or revocation. Students may appeal scholarship decisions through the process described in the Student Concerns and Complaints Policy & Procedures.

- 4.7 Special Cases. Discretionary awards (Founder/BoT) may be granted under humanitarian, strategic, or exceptional circumstances and are recorded with appropriate documentation and justification.
- 4.8 Records & Reporting. All decisions, approvals, and changes must be captured in the University's student information system and retained for audit, compliance, and reporting. The Office of Enrollment Services shall prepare an annual Scholarship and Financial Aid Report in coordination with the OIE, analyzing retention, persistence, and graduation rates among scholarship recipients to inform continuous improvement.
- 4.9 Consistency & Non-Discrimination. Awards are administered without discrimination and in line with applicable laws, MoHESR guidance, and University policies.
- 4.10 Precedence. Where a sponsor/MoHESR agreement imposes additional conditions, those conditions apply alongside this policy. Conflicts are resolved by the University's governing authorities.

## **5.0 Procedures**

- 5.1 Scholarships are announced via the AUIB website and official communication channels. Application instructions and documentation requirements are specified in announcements. Incomplete or late applications will not be considered.
- 5.2 AUIB sets a fixed number of scholarships annually based on available funding.
- 5.3 MOHESR scholarships process is carried out by the applicants through the dedicated ministry portal and channels.
- 5.4 Financial aid and special cases are reviewed on a case-by-case basis and depend on financial aid fund pool availability and decision made by the AUIB board of trustees.
- 5.5 Scholarship, Financial aid, and Special Case decisions are confidential and communicated directly to the student via the official AUIB email.

### **5.6 Scholarship Workflow**





#### 5.7 Ad Hoc Scholarship Committee (per cycle)

All members of the Ad Hoc Scholarship Committee must sign a confidentiality and conflict-of-interest declaration prior to participation in selection deliberations.

##### 5.7.1 Voting Members

- VP for Enrollment Services & Student Affairs (Chair)
- Dean of the relevant college (or a designated dean's representative)
- Director of Enrollment Services
- Enrollment Services Manager
- Registrar
- External members per the scholarship agreement

##### 5.7.2 Non-Voting Members

- Student Awards & Financial Aid Coordinator (Administrator)  
Two faculty members from the concerned college

##### 5.7.3 In-Person Interviews

- In-person interviews may be required depending on the scholarship type and selection criteria.

##### 5.7.4 MoHESR Scholarship Awardees

- Awardees for MoHESR scholarships are communicated via the MoHESR portal/database.

##### 5.7.5 Scoring & Evaluation

- Scoring criteria follow donor-specific requirements and/or scholarship terms.
- A digital evaluation system may be used to record scores, comments, and recommendations.

##### 5.7.6 Acceptance Window

- Selected students have five (5) business days from the date of notification to accept the award; otherwise, the scholarship is forfeited.

#### 5.8 Acceptance & Terms

5.8.1 Scholarships are non-transferable and cover only the recipient's tuition and eligible fees.

5.8.2 Recipients are responsible for paying any remaining balance.

5.8.3 External funding must be reported to the Financial Administration Department.

5.8.4 Scores are not rounded up; Ministry bonus points are not counted for merit scholarships, per the scholarship terms, if any.

5.8.5 Eligibility is re-evaluated after each academic semester.



- 5.8.6 Scholarships are terminated upon withdrawal, cancellation, suspension, dismissal, academic dismissal, restriction, and disciplinary sanctions, including breach of the Student Code of Conduct.
- 5.8.7 Students may request a deferral for medical or personal emergencies, subject to AUIB policy
- 5.8.8 Potential awardee will pay all tuition and fees until the official scholarship approval is issued. Any payments made prior to the approval are not refundable unless stated otherwise or established by the donor.
- 5.9 Conditions for Maintaining a Scholarship:  
Open to graduates from Iraqi public/private high schools, international schools, and technical/vocational institutions. Students must:
  - 5.9.1 Remain full-time (minimum 12 credit hours per semester).
  - 5.9.2 Maintain the required cumulative CGPA as established by the donor and stated in the scholarship agreement.
  - 5.9.3 Students changing major or program will have their scholarship terminated, unless the major or program is covered by the scholarship, and approved by the donor if applicable.
  - 5.9.4 Adhere to AUIB's [Attendance Policy](#), excessive absences may result in scholarship suspension/or termination to be determined through donor agreement.
- 5.10 CGPA Monitoring:
  - 5.10.1 Scholarship officer will start monitoring awardees' performance when reaching 15 credits and two semesters (Fall and Spring).
  - 5.10.2 If a student's CGPA falls below the required minimum CGPA to maintain the scholarship, a Warning is issued.
  - 5.10.3 Failure to recover the required CGPA in the next semester results in suspension of the scholarship.
  - 5.10.4 Students must pay full tuition until they regain eligibility.
  - 5.10.5 Students failing to regain the required minimum CGPA to maintain the scholarship for two consecutive semesters (including summer) will have their scholarship terminated.
- 5.11 Coverage Limitations:  
Fully funded scholarships cover required credit hours only for the bachelor's degree. Students will be charged full tuition for any course they withdraw from and later add.
- 5.12 Repeated courses (retake or due to failing) are not covered unless explicitly stated in the donor terms.
- 5.13 Other fees (e.g., registration, printing, labs, MOHESR app fees) are not covered unless explicitly stated in the donor terms.
- 5.14 Withdrawal from a registered course is charged full tuition if and when the course is added.
- 5.15 Continuation of external / donor scholarship depends on the availability of donor funding.
- 5.16 MOHESR Scholarship  
The American University of Iraq – Baghdad (AUIB) participates in various scholarship schemes overseen by MOHESR. These scholarships are applied exclusively via the [MOHESR portal](#), which governs application eligibility, timelines, and processing. AUIB does not influence the selection process unless noted and complies with all MOHESR regulations related to tuition waivers and

student eligibility. Further application details and eligibility criteria are found in the annual **Student Admission Guide** issued by MOHESR which is updated for every academic year.

**Related Policies and Documents**

*[If applicable, include references to other relevant policies and/or references.]*

**Approval Signatures**

Signature of Policy Owner: \_\_\_\_\_  
Date:

Signature of Project Chair: \_\_\_\_\_  
Date:

Signature of President: \_\_\_\_\_  
Date: