

## SCHOLARSHIP AND FINANCIAL AID POLICY (UNDERGRADUATE)

### Introduction

---

The University provides a range of scholarships and aid for its undergraduate students, namely:

1. Honors Awards: There are currently three types of Honors Awards offered by the University to recognize special distinction by a student in academics. In case of the Named Scholarship only, leadership and excellence in a variety of non-academic areas vital to one's growth as a citizen and professional is also given due consideration. The three awards, detailed below, in descending order of magnitude are the Named Scholarships, Vice-Chancellor's Honors List and the Dean's Honors List.
2. Merit Scholarships: These scholarships are also purely academic awards, based usually on one's GPA in HSC, or HSC and SSC, both at the time of admission. A student needs to maintain requisite GPA during the course of his or her study at the University and also be in good standing in all other regards to retain this award. Students performing well above their original award level are allowed to apply for a revision, and awarded an advancement at the discretion of the authorized committee.
3. Special Scholarships:
  - a. **Freedom Fighters**: As per Private University Act 2010 the University will award full scholarship to sons/daughters of freedom fighters, subject to quota allocations each term, maintenance of good academic standing, and university-verified evidence of status.
  - b. **Remote Areas**: Poor and meritorious students from remote area of Bangladesh will be awarded free scholarship, subject to quota allocations each term and maintenance of good academic standing.
  - c. **Other**: The University also awards a number of special, non-academic scholarships, on the basis of proven and documented financial need, or due to social situations, including gender. The University also awards Special Scholarships on the basis of superlative, proven and documented excellence in athletic or cultural areas. These scholarships are usually lower in award than the Merit Scholarships, and entirely at the discretion of the deciding committees.

***All scholarships are subject to quota allocations for that award in a given term for a given department. Good academic standing is a maintenance requirement for all of them.***

Further qualification and maintenance details of these scholarships are provided below. They may change from time to time, but rules are not retroactively applied to awardees.

## Honors Awards:

---

### Named Scholarships

---

These scholarships are endowed or gifted by a patron or friend of the institution. At this time the University is proud to offer six such scholarships. In addition to the common rules of qualification, any special condition attached by the benefactor may also apply.

A benefactor may withdraw an award from the institution or a given awardee, unless it is an endowed award, if either the University or the student fails to comply with their expected conditions and standards.

An award is usually given to a student for the normal four-year duration of his or her program. In case of awards during the course of a program, it applies only to remainder of normal duration.

Named Scholarships are not extendable beyond the normal four year or twelve term duration. Anyone requiring a longer time to graduate, (for any reason whatsoever) loses the award after the normal duration. At that time, it becomes available for a new recipient. It also may become available sooner if an awardee fails to retain it due to poor performance or standing.

Due to the nature and conditions of its award, the Named Scholarship is not available every year or term. When available, the University will notify students with minimum required qualifications to apply.

#### Further conditions of a Named Scholarship

1. The Named Scholarship is awarded to a student of outstanding merit in both academics and co-curricular areas. He or she must also be in good standing in every respect, and demonstrate lively school spirit, including community service. A CGPA of at least 3.8 is the minimum requirement to apply for this award. Students may apply only after completing one year of studies at the University.



Named Scholarships are not just based on academic results. They are also based on demonstrated leadership and school spirit.

2. Each recipient will receive full waiver of tuition and registration fees, effective from the term of award till graduation (not exceeding remainder of 4-year program duration). The scholarship also carries a stipend of Tk. 2,000/- (Tk. two thousand only) for the recipient during the first three months of a regular term, for a maximum of 9 months in a calendar year.
3. The scholarship does not exempt the student from Club fees, or charges or fees for special tours, trips, projects and so on.
4. Students awarded this scholarship are expected to conduct continuous study without leaves or breaks and complete their degrees in the normal four year period. In exceptional cases, a leave or break may be allowed with continuance of the scholarship, at the discretion of the authorities.

5. Each recipient will have to take full course load in a regular term. No recipients will be allowed to get W, I or F grade in any term. Receiving these grades may lead to immediate revoking of this scholarship.
6. Once awarded, all students, entering or enrolled, are expected to uphold a minimum CGPA of 3.8 per year to maintain the Named Scholarship. A student's status will be reviewed at the end of each term, and scholarship status, if required, revoked or revised at the end of the year.
7. Typically, Named Scholarship awardees are expected to demonstrate a strong co-curricular record and lively school spirit. Community service related activities are strongly recommended for Named Scholarship recipients.
8. To be in full compliance with the Code of Conduct of the university is absolutely essential, and any serious breach may lead to an immediate suspension or revoking of the scholarship.

#### Application Procedure for Named Scholarship:

Eligible students should follow the procedure below to apply:

1. Write an application letter addressed to the Vice Chancellor. Students should clearly state the reasons they believe they are eligible for the scholarship. Simple financial need is NOT a valid reason.
2. Submit the application letter to Mr. Habibur Rahman, Deputy Registrar.

Students are advised to attach evidence of their academic achievements and non-academic activities at ULAB to prove their eligibility for the Scholarship, such as:

- Latest official transcript;
- Letter from the relevant Club Advisor/Coordinator of Co-curricular Activities/other relevant body verifying your participation in other co-curricular and co-curricular activities at ULAB;
- Letter from your Departmental Head, Coordinator and/or your Advisor verifying your achievement in any local/national/international competitions.

### **Vice-Chancellor's Honors List Scholarship**

---

This award is automatically granted to only one student from each department at the end of each term for the upcoming term. This award carries the following benefits:

Full Tuition fees waiver for a particular term which include:

- a) Registration fees;
- b) Examination fees; or
- c) Any other fees/charges with respect to continue that particular term.

*Conditions:*

- a) The student must earn a straight 'A's with TGPA (term grade point average) 4.00 in a given term with a minimum load of 4 courses (12 credit hours);
- b) The student must take full course load in the previous term. However, this provision is not applicable to the first term student;
- c) S/he must be a regular student of ULAB and maintaining good CGPA and good conduct;
- d) The student should have excellent results in previous examinations (SSC and HSC);
- e) In case of multiple students with a TGPA 4.00 in a given term in a given department, it will be awarded to the highest CGPA holder. If there is a tie at the highest CGPA, the award will go to students of the most advanced term status.

### **Deans' Honors List Scholarship**

---

This award is automatically granted to only one student from each department at the end of each term for the upcoming term. This award carries the following benefits:

Full tuition fees waiver only for the particular term, but the student will have to pay other fees.

*Conditions:*

- a) A student who has completed at least three terms with full course load offered from the respective department.
- b) The student will have to be the top TGPA holder (but not 4.00) in the term with full course load;
- c) The student should have excellent results in previous examinations (SSC and HSC);
- d) In case of multiple students with same TGPA in a given term in a given department, it will be awarded to the highest CGPA holder. If there is a tie at the highest CGPA, the award will go to students of the most advanced term status.

### **Merit Scholarships:**

---

Following are the conditions to maintain Merit Scholarships:

1. The Merit Scholarship is awarded at admission based on average GPA of SSC and HSC.
2. Students awarded a scholarship of 100% tuition waiver will need to maintain a CGPA of 3.8 or above to retain that award.
3. Students awarded a scholarship of 50% or higher must maintain a CGPA of 3.6 or above to retain the award.
4. Students awarded a scholarship of 10% to 20% must maintain a CGPA of 3.0, and 30% to 40% must maintain a CGPA of 3.2 or above to retain the award.
5. In case of failing to retain the requisite CGPA, a student's award will be dropped by one slab. In case of continued failure this process will continue until the student retains no award.
6. Students may be granted one term of appeal only during their entire career after the first term of failure to meet a requirement. Any appeal beyond that period is entirely at the discretion of the authorities, and usually never granted.
7. If a student earns a CGPA higher than his or her maintenance requirement, then he or she may apply for a review of his or her award. Any revision is entirely at the discretion of the authorities. Typically a revision will not exceed one slab per year from the time of first award.
8. The record of scholarship of the student will be reviewed at the end of each year since a student's admission. A student's status will be adjusted only once a year from the term of enrollment, be it in his or her favor or otherwise
9. All the usual conditions of good standing apply for retaining any scholarship.

### **Special Scholarships:**

---

These scholarships are usually awarded at the time of admission considering student's financial condition and need, achievements in co-curricular activities. Students will have to apply in writing explaining his/her situation for such award.

Any falsehood or misrepresentation in securing such awards, discovered at any time, is a ground not only of withdrawal of the award, but also other disciplinary actions including expulsion. Maintenance of any need-based awards is contingent on proven continuance of the need, and non-probationary status.

Maintenance of awards of athletic and/or cultural excellence depends on the student's active and superlative performance in those areas in the University through Clubs and/or other avenues. A student deemed to be not in compliance with such promise or expectation may lose the award at the discretion of the qualified authorities.

All the usual conditions of good standing apply for the retention of these awards.