



**EAST AFRICAN
CHRISTIAN COLLEGE
RWANDA**

EAST AFRICAN CHRISTIAN COLLEGE(EACC)

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RWANDA

SCHOLARSHIP POLICY

KIGALI, MARCH, 2023

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1. PURPOSE:

The purpose of this document is to provide policy guidelines governing scholarship awards at EACC both for staff and students.

2. VISION OF EACC

To be a leading international Christ-centered College that fosters knowledge, faith, ethics and service through excellent academic and research programs

3. MISSION OF EACC

To equip servant leaders for the church and the community and produce professional graduates of character and commitment that will serve as agents of transformation.

4. EACC SCHOLARSHIP POLICY GUIDELINES

- i. The College shall award various types of scholarships to deserving candidates in accordance with the scholarships policy and the recommendations of the sponsoring organization.
- ii. The scholarships shall be awarded depending on the availability of endowment funds and annual budget allocation toward scholarship, hence, award amount of scholarship may vary.
- iii. In certain cases, scholarship award amount is considered as per the donor agreement.
- iv. The scholarship committee members shall be appointed by the Principal with approval by senate and senior management board.
- v. The scholarship committee instituted by the College shall be authority to scrutinize the application and recommend eligible candidate names for the award of scholarship and/or tuition waiver as applicable.
- vi. The EACC Principal shall be the final authority to approve the award of the scholarship.

5. COMPOSITION OF SCHOLARSHIP COMMITTEE

Members of the scholarship committee shall be:

- (i) Deputy Principal-Academic Affairs (Chair)
- (ii) All faculty Deans
- (iii) Dean of students
- (iv) Director of Administration and Finance
- (v) Academic Registrar (Secretary)

6. TERMS OF REFERENCE FOR SCHOLARSHIP COMMITTEE

- (i) To advertise available scholarships
- (ii) To receive all scholarship applications
- (iii) To evaluate scholarship applications and or interview scholarship applicants and shortlist beneficiaries
- (iv) To mobilize scholarship funds
- (v) The scholarship committee shall communicate to the selected candidates
- (vi) To maintains the database of all the awardee candidates and their academic progression in specific format.
- (vii) To develop a repository of scholarships and institutions
- (viii) To provide donors with progress reports of scholarship beneficiaries

7. THE SCHOLARSHIP APPLICATION PROCESS

- (i) Available scholarships shall be advertised before the beginning of a new academic year on the college website, noticeboards, as well as in trustee churches
- (ii) Students will be required to fill in the scholarship application forms and return them to the Academic Registrar.
- (iii) The College Scholarships committee will be convened to discuss the scholarship applications

8. ELIGIBILITY REQUIREMENTS

Recipients of the EACC scholarship are required to:

- a. Have a veritable need for Financial Assistance.
- b. Be enrolled into a full time program at EACC
- c. Complete the Scholarship Application form
- d. Be prepared to pay all other expenses for the College
- e. Be in good standing with their local church.
- f. Have personal statement of Christian faith

9. SELECTION OF RECIPIENTS

- i. The scholarship will be advertised within the college website and Trustee churches of the college.
- ii. Applicants will be shortlisted and be invited for the interview by the scholarships committee
- iii. Successful applicants will be forwarded to the college Senior Management meeting for ratification through the senate.

10. CRITERIA FOR SCHOLARSHIP AWARD

The following criteria will guide the scholarship committee in selection of recipients.

- a. Overall academic competence and progress.
- b. Economic Background
- c. Gender disparity
- d. Outstanding co-curricular activities
- e. Community Service
- f. Leadership ability
- g. Christian commitment
- h. Commitment to the core values of EACC

11. TERMS AND CONDITIONS OF SCHOLARSHIP AWARDS

The following terms and conditions shall be applicable

- a. All scholarships shall be awarded subject to availability of scholarship funds
- b. All scholarship recipients shall sign for work study program at EACC
- c. One scholarship award is tenable in each program in an academic year or semester but renewable.
- d. No cash refunds shall be allowed to the scholarship awardee students.
- e. Remainder of designated scholarships funds shall be used according to the advice of the benefactor.
- f. Every scholarship awardee must submit to the registrar progress report at the end of every semester.
- g. The scholarship amount shall be levied to student credit only after the student has paid the reminder of amount of semester fee.
- h. Scholarship awardee has to maintain satisfactory performance in all the semester with no backlog and maintains model code of conduct.
- i. No student is allowed to hold more than one scholarship at a time, irrespective of type and amount of scholarship and/or study support donations.
- j. EACC shall have the right to utilize the scholarship awardee for promotional activities and the awardee shall be ambassador of the College.
- k. No part time student shall be allowed to be given the scholarship/bursaries/donation.
- l. The withdrawal and cessation of the scholarship, without explanation, shall be at the discretion of the College.

12. DECLARATION OF BENEFICIARIES

A list of qualified beneficiaries and the amounts allocated will be published by the Registry department and shared with relevant stakeholders.

13. REVOCATION OF AID

The College administration reserves the right to cancel the scholarship at any time if the applicant fails to meet the standards of academic progress, and any other scholarship requirements, or falsifies information reported.

14. REVIEW OF POLICY

This policy shall be reviewed after three years from the date of its inception

15. GLOSSARY:

Donation: A financial support given by charity to support student studies due to some defensible and acceptable reasons.

Donation: It is like an endowment fund given by a partner or a sponsor.

Endowment funds: Legacy fund. Funds inherited from a donor or a sponsor

Full-time student: They are students registered for studies without any interruption during a semester or academic year during the three years of undergraduate studies. EACC internal regulations Art.118(1) stipulates that a full time student registers for all modules(at least 480 CU) and attends all courses on a full time basis while a part time student is entitled to learn on the same basis but for a long period of time which leads to take fewer credits and many times with prerequisites taken.

Guideline: A general rule, principle or piece of advice that lead an institution in providing services like giving scholarship

New student: A student who has not previously attended EACC and is entering into the year of undergraduate study. It is a type of student who has not been at EACC and not having been given any financial support previously.

Prize: Awarded by an academic department, usually based upon academic excellence or based upon the donor's criteria.

Scholarship selection Committee: An approved and competent organ that select and award scholarship.

Scholarship: The term means the same with bursary. Scholarship is a grant or payment made to support a student's education, awarded on the basis of academic performance or other achievement.

The student recommendation: It is a process of defending or supporting a student based to some specific reasons known by a recognized person of institution.

Tuition Waivers: Students or staff members in different faculties who received a tuition fee or financial support to pursue the studies at EACC.

Approved by College Senate and Senior Management Authority

1. Secretary of the Academic senate:

Signed by _____ Date _____

2. PRINCIPAL and Chairman

Signed by _____ Date _____