



# Scholarship Award Policy

Policy Details

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|-----------------------|--------------------------|
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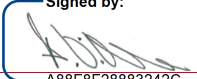
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| Executive Committee |                         | Approved in the EXCOM meeting<br>dated 4 <sup>th</sup> December 2025                                                                 |

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## 1. Purpose

This policy delineates the eligibility and conditions for prospective and current students to be eligible for a Scholarship Award, at any premium school under Taaleem Holdings P.J.S.C. (hereafter referred to as “Taaleem” or the “Company”). The scholarship initiative is designed to contribute to the preservation of a diverse international community by attracting and retaining students showcasing exemplary accomplishments in various areas. The primary objective of the Scholarship scheme is to empower schools in maintaining and attracting top-tier students who bring substantial expertise in academics, art, sports, Arabic, and Islamic values to the educational institution.

## 2. Scope

The objective of the Scholarship Award is to facilitate schools in both retaining and recruiting exceptional students and families, thereby enhancing the school's academic standing and reputation through their significant contributions.

## 3. Procedure

To afford the school maximum flexibility in making recommendations, the criteria will maintain a broad scope, with a particular focus on the student's demonstrable abilities and performance in the following areas.

As each school is unique, specific criteria and considerations may vary and decisions and evaluations are at the discretion of each individual school. Some general indicators (that can be considered) are defined below to support the schools in their evaluation.

### Academic Excellence

- Examples of criteria to be evaluated include (but are not limited to): CAT 4 scores, high achievement in a recent GL test or equivalent, consideration of the latest Progress Test results, sustained success in internal assessments over a substantial period (preferably at least two years), evaluation of attitude towards learning and outcomes as evident in termly school reports etc.
- Completion of a recommendation form by current teachers.

### Performing Arts

- Examples of criteria to be evaluated include (but are not limited to): formal external recognised examinations, performance in school-based or external events, representation of the country or city in competitions/concerts etc.
- Completion of a recommendation form by current teachers.

### Arabic and Islamic

- Examples of criteria to be evaluated include (but are not limited to): high attainment in Arabic IBT exams fluency in formal Arabic, memorisation of the Quran etc.

- b. Completion of a recommendation form by current teachers.

### Sports

- a. Examples of criteria to be evaluated include (but are not limited to): representation of the country or city in international competitions, selection in various sports associations, demonstration of success in school or club sorts etc.
- b. Completion of a recommendation form by the current teacher.

## 4. Eligibility & Application

### a. Eligibility

- i. Consideration will be extended to all students in Grade 4-11 / Year 5-12.

### b. Application:

- i. To apply for a Scholarship, parents must complete the school-provided application form. Application forms vary by type of scholarship and a latest copy of the standard application form can be requested from the Central Office Admissions department.
- ii. Supporting documents and a one-page profile description of the applicant must be uploaded/shared via the online (website) or emailed application form.
- iii. Applications will undergo review by the Scholarship Committee, aligning with the approval process.
- iv. All applications must be submitted by January 31st for consideration for the upcoming academic year.

### c. Committee Structure:

- i. The Scholarship Committee will be chaired by the Principal and will include members including the Head of Primary, Head of Secondary, and School Improvement Representative (e.g. Head of Music and Arts, Director of Sport, Head of National Subject etc).
- ii. The Committee may also include any other members as deemed necessary by the Principal.

### d. Award Consideration:

- i. The Committee will review all applications based on the specified criteria, followed by an interview process.
- ii. The Committee will then provide a final recommendation for consideration and approval by the Principal. At this stage, the Head of Business Operations (prior to September 2024) / Cluster Finance Manager (after September 2024) will also verify and confirm the availability of budgets. The role of Finance is to provide the Scholarship Committee with a recommendation on the budget availability.

### e. Timelines:

The following matrix highlights the estimated timelines to complete the scholarship review and award process. The school will aim to adhere to these and any exceptions will be captured with justifications via emails.

- i. Documents Submitted (Deadline 31st January)
- ii. Academic review (7 days)
- iii. Scholarship Committee review (3 days)
- iv. Principal's final decision (3 days)
- v. Offer to Scholar (14 days)

## 5. Scholarship Details

### a. Length of Scholarship

- i. Scholarships may be granted for the duration of the student's tenure at the school. The duration and continuation of the scholarship shall remain at the sole discretion of the school and will be subject to annual review.
- ii. Recipients are expected to consistently meet the established criteria throughout the scholarship period.
- iii. The school reserves the right to withhold an extension or revoke the scholarship if the conditions of award are not upheld.
- iv. Scholarships awarded will become effective in the subsequent academic year.

### b. Number of Scholarships:

- i. The total number of scholarships granted in an academic year will be determined by the availability within the school budget designated for scholarships.

### c. Scholarship amounts:

- i. The scholarship amounts will be determined based on the budget allocated for scholarships within the school.
- ii. The discretion to award these amounts lies with the Scholarship Committee of the school provided it is within the overall approved budget for scholarships for the year for the school.
- iii. Any unbudgeted and / or exceptional scholarships (outside the framework of this Policy) will require approvals from the Central Office Director of Education and Chief Operating Officer.
- iv. Any unbudgeted scholarship discounts will also be communicated to the Senior Finance Director for his information and reference.

## 6. Student Expectations

To retain the Scholarship in the current academic year, students are required to adhere to the following criteria (as applicable to their relevant scholarship):

### a. Performance

- i. Maintain high standards in the area where the scholarship has been granted (e.g. academics, sports etc.).

### b. Attitude to Learning

- i. Ensure that attitude to learning indicators on termly reports are consistently good across all subjects.

c. **General Behaviour**

- i. Act as an ambassador for the school, serving as a role model to peers and upholding a highly positive reputation. Repeated poor behavior or a single significant incident may lead to the immediate revocation of the Scholarship award.

d. **Academic and Extra-Curricular Balance**

- i. Maintain a healthy balance between academic commitments and participation in extra-curricular activities.

e. **Commitment to School**

- i. Demonstrate commitment to the school by remaining enrolled for the duration of the scholarship, provided this is within the student's control.
- ii. Act as a positive ambassador of the school in all aspects of behavior and representation.

## 7. Approval Process

- a. All documents are accepted and / or prepared by the school Admissions Manager.
- b. Application to be reviewed by the Scholarship Committee defined above to ensure the request fits the eligibility criteria.
- c. The Principal reviews and approves the final percentage based on recommendations by the Scholarship Committee (post confirmation of budgets by Finance).
- d. Approval Workflows:
  - i. All budgeted scholarships up to 50% (inclusive) are approved by the Principal.
  - ii. All budgeted scholarships above 50% require further approvals from the Cluster Director of Education from Central Office.
  - iii. All unbudgeted or exceptional scholarships require further approvals from the Director of Education and Chief Operating Officer (via email).
- e. Admissions Manager will be responsible to inform parents of the outcome.
- f. A Non-Disclosure Agreement (NDA) is then signed by the Principal and parents for scholarships up to 50% (inclusive of 50%) and the Principal, Cluster Director of Education and parents for scholarships above 50%.

## 8. Non-Compliance

- a. Non-compliance with any established corporate policies may result in disciplinary action.

Version Control

| Version No. | Date       | Details of Changes                                            |
|-------------|------------|---------------------------------------------------------------|
| 4           | April 2024 | New format and updates in line with the Compliance department |
| 5           | Sep 2025   | Refreshed for the new cycle – no updates                      |
|             |            |                                                               |
|             |            |                                                               |

## Disclaimer:

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