



Scholarship Award Policy

Policy Details

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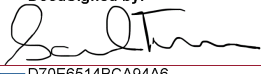
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1. Purpose

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

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

Performing Arts

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

Arabic and Islamic

- a. 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 sports 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 Process:

- i. To apply for a Scholarship, parents must complete the school-provided application form¹. Application forms vary by type of scholarship and a copy of the latest standard application form can be obtained from the school or 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 and evaluation by the Scholarship Committee.
- iv. The Scholarship Committee (defined below) will confirm with the availability of budget with the Cluster Finance Manager prior to the Principal's decision.
- v. Successful applicants will be notified of the outcome and, where applicable, issued with a scholarship offer.

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 Cluster Finance Manager will also verify and confirm the availability of budgets.

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 by the Principal.

¹ Applications must be submitted by January 31st for consideration for the upcoming academic year.

- 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 percentage of the scholarship discount awarded to each student shall be determined by the Scholarship Committee based on the applicant's merit, the scholarship criteria, and the availability of the approved scholarship budget.
 - ii. The discretion to award these amounts lies with the Scholarship Committee of the school provided it is within the overall approved annual budget for scholarships for the school.

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 Scholarship Committee will liaise with the Cluster Finance Manager (CFM) to review the total discount budget allocated to the school across all discount categories and assess whether there is sufficient capacity to accommodate the proposed scholarship discount within the overall approved discount budget. The Cluster Finance Manager will communicate the outcome of this assessment to the Scholarship Committee for consideration before the recommendation is finalised.
- d. The Principal reviews and approves the final percentage based on recommendations by the Scholarship Committee and confirmation of budget availability from the Cluster Finance Manager. Where a discount request falls outside the approved budget, the Cluster Finance Manager's comments on the financial impact will be captured in emails as part of the approval workflows.
- e. 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 (via email).
 - iii. All unbudgeted scholarships require approvals from the Principal, the Cluster Director of Education and the Chief Operating Officer (via email).
- f. Admissions Manager will be responsible to inform parents of the outcome.
- g. A Non-Disclosure Agreement (NDA) is then signed by the Principal and parents.
- h. In exceptional cases, a parent may refuse to sign the NDA with the school. An email trail will be maintained where this is highlighted to the Principal for visibility.

8. Implementation Timeline

This policy shall be implemented within thirty (30) days from the Effective Date indicated on the cover page, allowing adequate time for communication, training, and adoption across all relevant Taaleem entities. Where any requirement in this policy is dependent on a system functionality, configuration, or tool that is not yet implemented, such requirement shall take effect only once the relevant functionality is operational. Until such time, existing processes shall continue to apply

9. Non-Compliance

Deliberate and / or repeated non-compliance with this policy may be addressed in accordance with applicable company procedures.

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
6	Sep 2026	Refreshed for the new cycle – no updates

Disclaimer:

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