



Policies and Procedures Manual:	Originating Department/ Committee:
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Date Originated: 1983	Last Revision: Sep 27, 2016
Approved by: FON Council	Approval Date: Oct 13, 2016

Purpose:

The purpose of this policy is to describe the process of financial Aid at Jordan University Of Science and Technology (JUST) that enable each student to acquire resources to attend college. JUST provide grants, scholarships and loans. Student scholarships are designed to:

- a. Encourage students' academic excellence.
- b. Meet the students' urgent needs

Loans granted to students encourage them to continue their studies at the University

Policy:

- All Jordanian Nursing students in the regular program at JUST are eligible to apply for grants and loans according to the Executive Regulations of the Student Fund issued according to the Student Fund System / Deanship of Student Affairs/ Ministry of Higher Education and Scientific Research (MOHSR).

For financial assistance from the Student Financial Aid Fund:

- a. The student must be enrolled in the semester of applying for financial assistance and must provide documentation of financial need
- b. The student should not be receiving financial aid from another source as of the date of submission of the application
- c. The cumulative student Grade average should not be less than 2.0
- d. A student must have been enrolled in the university for at least one semester
- e. The University may request any document it deems necessary from the student when necessary

- **Female students at the Faculty of Nursing, JUST can benefit from Princess Muna Fund for Female Nursing Support only (submitted by King Abdullah II Fund for Development).**

The terms and conditions for application include:

- a. The applicant must be Jordanian.
- b. The student should be at the level of the second year.
- c. The average at the secondary level or its equivalent shall not be less than 2.0 GPA
- d. The student has financial need.
- e. The student should not be the beneficiary of any other support from any official or delegated authority.
- f. The applicant shall not be subject to disciplinary punishment of a warning or higher degree.
- g. The applicant must present certificates and documents pertaining to the place of residence, the number of family members and their monthly income
- h. All students in the Faculty of Nursing can benefit from grants and loans from the Student Support Fund at JUST (submitted by the Ministry of Higher Education and Scientific Research), covering a maximum of (45) credit hours for the eligible student, distributed over three semesters

Terminations of funding:

The grant or loan from Student Support Fund at the Official Jordanian Universities (submitted by the Ministry of Higher Education and Scientific Research) will be terminated permanently and the disbursement of the subsidy allocated to the student shall be suspended in any of the following cases:

- If convicted of a felony or a misdemeanor offense.
- If the student leaves the university for any reason, including dismissal or withdrawal.
- If the student is separated from specialization or private study.



Jordan University of Science and Technology
Faculty of Nursing
Policy Title: Financial Aid Policy



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- If a disciplinary penalty is issued against the student.

Agreement for a loan: A student who has a loan approved must sign a loan agreement with his sponsor.

Procedure:

To apply for financial assistance from the Jordan University of Science and Technology:

1. The student fills out a specially designed form to obtain financial assistance from a fund and submit to the Department of Student Services / Deanship of Student Affairs.
2. The Student Services Department verifies that the student met the eligibility criteria for receiving financial assistance.
3. The Department of Student Services forwards the request for financial assistance to the Dean of Student Affairs for approval of disbursement.
4. The student shall be notified of the approval of the financial assistance by telephone or e-mail

To apply for a grant from Prince Muna Nursing Fund and Student Support Fund (submitted by the Ministry of Higher Education and Scientific Research).

- The student should access the website of the Ministry of Education and Scientific Research listed below, and then follow the instructions for completing the request for grants and internal funds

www.dsamohe.gov.jo

Definitions:

Financial aid: is any grant or scholarship, loan, or paid employment offered to help a student meet his/her college expenses

Documentation Required:

Financial assistance form
Loan agreement form
Document of proof of financial need

Approval:

FON Council

References:

<http://www.dsamohe.gov.jo/PrMuna.aspx>
www.just.edu.jo/Deanships/Deanships of Students affair.