



Social Responsibility Fund Instructions

Article (1): These instructions are called the “Social Responsibility Fund Instructions” at Amman Arab University for the year 2021, and they shall be enforced as of the date of their approval.

Article (2): The following words, wherever mentioned in these instructions, shall have the meanings assigned to them unless the context indicates otherwise:

University	:	Amman Arab University.
Board of Trustees	:	The University's Board of Trustees.
President	:	The president of the University.
The Fund	:	The University's Social Responsibility Fund.
Committee	:	The University's Social Responsibility Fund Committee.
The party in charge of Social research	:	a professional community institution specialized in conducting social research for applicants, with which the University is committed by agreements.
Student	:	A student at a bachelor's or master's level and registered to study for the semester in which the scholarship is requested.
Net per capita income	:	The total family income after deducting the rent or installment of the house divided by the number of its members.

Article (3): A fund called the Social Responsibility Fund shall be established at the University, which aims to assist serious university students who encounter financial difficulties to complete education, by paying the prescribed university tuitions, in whole or in part.

Article (4): Beneficiaries of the Fund:
 A. Students registered at the University who are regularly studying and who are unable to pay the full costs of their studies.



- B. Students who are academically qualified to continue their university education at the University, and their lack of financial means prevents them from taking the opportunity to continue their university education.
- C. Social responsibility programs, projects and initiatives.
- D. The committee allocates a percentage not exceeding (10%) of the fund's revenues to cover the administrative expenses of the fund.

Article (5): The Social Responsibility Fund: It is a fund with the university to contribute to the payment of the tuitions of its students who are not able, in a manner that does not violate the provisions of Islamic Sharia and is in accordance with the regulations in force at the University and the accounting principles. This fund is run by the committee which is the exclusive party to take decisions related to this Fund and the beneficiaries.

- Article (6):**
- A. A special account for the fund shall be established at the University to finance grants, and its revenues shall consist of the following:
 1. Zakat money.
 2. Alms.
 3. Donations.
 4. Endowment.
 5. What the university allocates from its revenues.
 - B. The Fund accepts from companies, banks, other institutions or individuals the obligation to provide partial or complete scholarships to university students, in accordance with the laws, regulations, and instructions followed in the Hashemite Kingdom of Jordan.
 - C. The committee allocates sums from the fund to spend on social responsibility programs and projects in accordance with the provisions of zakat.

Article (7): The provisions of the University's financial system are applied in a manner that does not conflict with the provisions of these instructions, and all funds received for the fund are credited to its own account and disbursement is not made from it except by a decision of the committee signed by all its members collectively, and the University's Financial Affairs Department maintains the financial restrictions related to the fund.

Article (8): The Board of Trustees, upon the recommendation of the Chairman, forms a committee called the "Committee of the Social Responsibility Fund", for a one year term, subject to renewal.



Article (9): The Committee shall recommend to the Board of Trustees the necessary agreements with the party duly competent in social research to conduct social research on applications submitted to benefit from grants.

Article (10): The committee meets and in case of equal number of votes, the vote of the committee chairman shall be casting.

Article (11): The Committee shall assume the following duties and authorities:

- A. Drawing up the general policy of the fund.
- B. Making the bases and rules on the basis of which grants are given to the beneficiary students.
- C. Preparing forms related to the function of the fund.
- D. Applying the instructions of the Social Responsibility Fund.
- E. Preparing the fund's budget and monitoring its assets.
- F. Determining the value of the grants in light of the fund's capabilities.
- G. Sending grant decisions to the Department of Financial Affairs to determine grants for the beneficiary students.
- H. Submitting periodic reports on grants to students benefiting from the fund to the president for presentation to the board of trustees.

Article (12): A student applying to benefit from the Social Responsibility Fund requires the following:

- A. GPA or pre-semester average for the semester in which the student will receive the scholarship:
 1. The average should not be less than (2.5/4) for the Arabic speaking student.
 2. The average should not be less than (2/4) for the non-Arabic speaking student.
- B. The average should not be less than the minimum allowed for admission to high school or diploma students.
- C. The grade of the new student for the master's degree in the bachelor's degree should not be less than good.
- D. The student should have a discount for his tuition hour's fees.
- E. No penalty has been issued against him.
- F. The student should be a contributor to the costs of his/her studies.
- G. The net income of the individual in the family should be J.O (200) per month or less, according to the social research criteria of the approved professional party.



- H. The student should be registered with a study load not less than the minimum allowed within the university's instructions for the semester for which the scholarship is requested.
- I. The student should not be delegated or receive financial support from any official or private party.

Article (13): The basis and criteria for differentiation for granting the fund shall be based on the student nominated to benefit from it obtaining the highest points in accordance with the tables and distribution of points contained in the appendix of these instructions, and according to the following bases and criteria:

- A. Net per capita monthly income.
- B. The number of relatives in universities and community colleges at private expense.
- C. Age group.
- D. Place of residence.
- E. Cumulative or semester average.

Article (14): Fees for repeated courses studied by the student are excluded from the scholarships.

Article (15): The Social Responsibility Fund shall, in each semester, pay the value of the scholarship due to the students who obtained these scholarships based on a decision of the Committee signed by all its members directed to the Department of Financial Affairs.

Article (16): Announcing the opening of applications for grants is on the University's website.

Article (17): Mechanism for submitting applications:

- A. Requests to benefit from the fund's support are submitted electronically from the student directly, and through the University's website.
- B. The committee rapporteur receives the documents submitted by students through the University's website, checks them and sends them to the social research authority to conduct a social research for the applicants.
- C. The committee checks the applications based on the documents submitted and the recommendations of the party concerned with social research, and puts them in tables according to the approved bases for differentiation among the applicants, and submits them to the Department of Financial Affairs after approval for the disbursement of grants to those who deserve it.



- Article (18):** For the committee to verify the financial and behavioral status of the student applying to benefit from the scholarship in the ways it deems appropriate.
- Article (19):** The student must submit the following documents to benefit from the grants provided by the Fund:
- A. A copy of the family book.
 - B. A copy of the home rental contract or a document of the value of the monthly bank installment in case it was purchased through bank financing.
 - C. The social security statement and/or the parents' salary - if they are not subject to social security - duly attested, or any document that proves the source of the family's income.
 - D. A certificate proving the number of brothers enrolled in universities at private expense.
 - E. A certificate from the Department of Lands and Surveys stating that the student or his/ her parents have real estate or not.
 - F. A certificate from the Chamber of Industry or Commerce stating whether or not an industrial or commercial license exists.
 - G. Any other documents that the committee deems necessary to submit.
- Article (20):** At the end of each semester, the Committee submits a report to the Board of Trustees on the activities and works of the Fund, the amounts of support provided by the Fund to students at the university, the names of its beneficiaries, and any other necessary matters.
- Article (21):** These instructions, after their approval, cancel any previous relevant instructions.
- Article (22):** The committee is responsible for implementing the provisions of these instructions.
- Article (23):** These instructions may not be amended or canceled except by a decision of the Board of Trustees.
- Article (24):** These instructions are valid after being duly approved by the Board of Trustees.
- Article (25):** The Board of Trustees decides on cases that are not mentioned in these instructions.