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APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE

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Position : Senior Assistant Director Students Affairs and Development Division	Position : Director Students Affairs and Development Division
Date : 05/03/2018	Date : 07/03/2018

CONTROLLED COPY NO. : —

1. OBJECTIVE

This procedure is prepared in order to provide financial assistance to IIUM students efficiently through Khairat Fund

2. SCOPE

This procedure is to be applied by the staff of Welfare Management Unit, STADD upon students' applications for financial assistance.

3. DEFINITION/ABBREVIATION

3.1	STADD	:	Student Affairs and Development Division
3.2	SAD	:	Senior Assistant Director
3.3	KFC	:	Khairat Fund Committee
3.4	FA	:	Financial Assistance
3.5	UG	:	Undergraduate
3.6	PG	:	Postgraduate
3.7	EO	:	Executive Officer
3.8	SAA	:	Senior Administrative Assistant
3.9	Mahallah	:	Students' Residential
3.10	SIS	:	Student Information System
3.11	OIA	:	Office of International Affairs
3.12	SU (FD)	:	Student Unit (Finance Division)
3.13	FU (STADD)	:	Finance Unit (STADD)
3.14	IFIS	:	IIUM Financial Integrated System
3.15	IEF	:	IIUM Endowment Fund
3.16	FAS	:	Financial Assistance System

4. REFERENCES

4.1 Guidelines:
- Khairat/Financial Assistance for IIUM Students
  (Approved by KFC meeting no. 02/2018)
- Distribution of Zakat Fund

4.2 SIS Database

4.3 IFIS

4.4 Zakat Database (IEF)

4.5 Financial Assistance System (FAS)

4.6 Minutes of Khairat Fund Committee (KFC) Meeting

5. RESPONSIBILITY AND DETAILED PROCEDURE

Responsibility	Detailed Procedure
	APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE
SAA	5.1.1 Receive the complete Online Application Form (printed) from student with necessary supporting documents. If incomplete, return to student.
SAA	5.1.2 Check the documents received either khairat (for death and theft case) or financial assistance and verify the status of the application through SIS, IFIS and Zakat Database. Proceed for immediate approval if the applicant is eligible for Khairat (for death and theft case) assistance.
SAA	5.1.3 Calculate the 'had kifayah' for the applicant of financial assistance
EO	5.1.4 To recommend to SAD the applicant's eligibility for immediate approval or to be tabled in the KFC meeting (Based on *asnaf* category).
SAD	5.1.5 To decide the applicant's eligibility based on the above recommendation.
SAA	5.1.6 If eligible for immediate approval, get the signature within five (5) working days from the Chairman of KFC for specified cases.
SAA	5.1.7 If not eligible (for immediate approval), compile the applications to be tabled in the KFC Meeting.
SAD	5.1.8 To deliberate all applications and take note on the committee members' decision for each applicant.
SAA	5.1.9 To notify student the results through FAS immediately after approval or decision of KFC meeting.
SAA	5.1.10 To prepare letter for SAD to release the payment (to Finance Unit, STADD) within 3 working days after the approval or decision of KFC Meeting and endorse in the next KFC Meeting

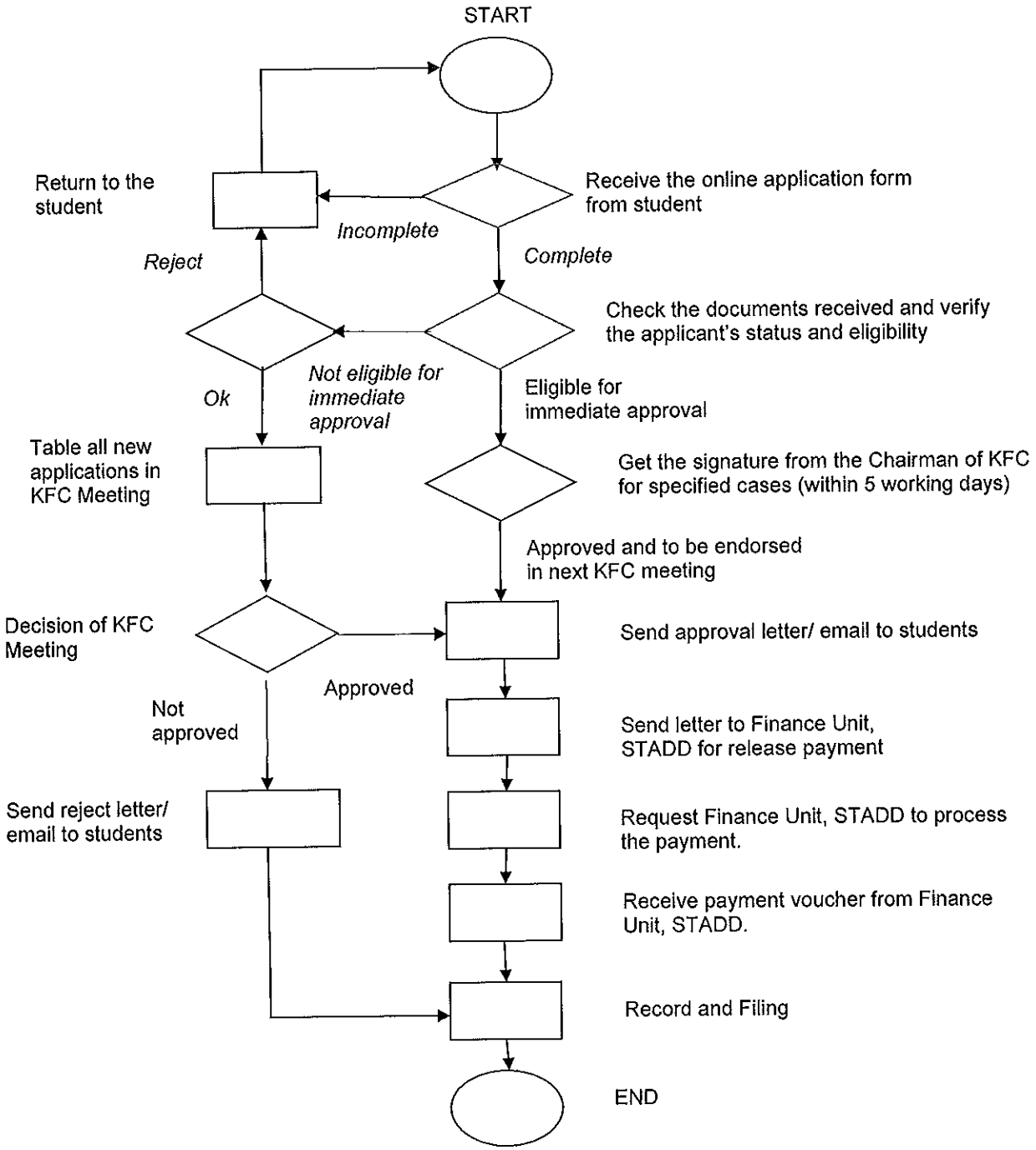
Responsibility	Detailed Procedure
SAD	5.1.11 To release the payment to Finance Unit, STADD
SAA	5.1.12 Send the letter to Finance Unit, STADD to process the payment.
EO	5.1.13 Record the payment in the Khairat Fund Disbursement database
SAA	5.1.14 Receive payment voucher from Finance Unit, STADD (approved applications only)
SAA	5.1.15 Record all documents of the applications in the relevant files

6. QUALITY RECORDS

NO.	RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Record of Approved FA Applications	7 years	IIUM/206/12/13/2/1 Filing Room, STADD	SAA
2	Record of Rejected FA Applications	7 years	IIUM/206/12/13/2/2 Filing Room, STADD	SAA
3	Minutes of KFC Meeting	7 years	IIUM/206/C/20/4/31 Filing Room, STADD	SAA

7. FLOW CHART

APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE



Appendix A

WELFARE MANAGEMENT UNIT (WMU), STADD
GUIDELINE ON KHAIRAT / FINANCIAL ASSISTANCE

NO.	RECIPIENT / CASE	ACTION		
		Khairat	Zakat	
1	Death of IIUM student	5,000	-	Immediate Approval
2	Death of parents/spouse/child (during study)	1,000	-	Immediate Approval
3	Total permanent disablement (during studies) e.g. bedridden/ etc.	5,000 (maximum)	-	Table in the Meeting
4	a) Victim of natural calamities e.g. fire/ landslide/ flood/ etc	2,000 (maximum)		Table in the Meeting
	b) Victim of snatch/ theft case (valuable belongings only)	200	-	Immediate Approval
5	Financial Assistance for poor and needy student only)	500 (maximum)		Table in the Meeting
6	Medical Expenses	Up to 50% of total cost (maximum RM10,000)		Table in the Meeting
7	For disabled students: depends on the quotation of the supplier • Buying and maintaining wheelchair • Buying basic facilities except for cosmetic equipment.	5,000 (maximum) Case to case basis		Table in the Meeting
8	a) Sick student (Hospitalization)	100	-	Immediate Approval
	b) Chronic Illness	500	-	Immediate Approval
9	Other Cases (Case to case basis)	2,000 (maximum)		Table in the Meeting

Note:

- *The amount proposed refers to zakat fund and khairat fund available. The Welfare Management Unit will revise the policy based on the availability of the funds*

- *Immediate approval:*
  - *The Chairman will approve based on the "Guideline on Khairat / Financial Assistance".*
  - *All applications (for immediate approval) need to be approved by the Chairman within 3 working days. If more than the stipulated days, the applications will be immediately approved by the Deputy Chairman.*

- *The Chairman may delegate the Deputy Chairman at any time:*
  - *To chair the meeting*

- *The Welfare Management Unit may not process or may reject application of student as below:*
  - *Balance of had kifayah calculation more than 50% or*
  - *Student who is currently receiving other financial assistance.*

- *Applications must be from students who are on 'active'* status. *However, for 'study leave'* status due to medical reason, will also be considered for approval.

Approved by KFC meeting No. 02/2018
Dated on 02nd March 2018
-Nn-