INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 02 REVISION NO : 06
DOCUMENT TITLE : APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE	EFFECTIVE DATE : 20/01/2021
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APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE

Prepared By :-	Approved By :-
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Position : Deputy Director Students Affairs and Development Division	Position : Director Students Affairs and Development Division
Date : 18/01/2021	Date : 19/01/2021

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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 Department, STADD upon students' applications for financial assistance.

3. DEFINITION/ABBREVIATION

3.1	STADD	:	Student Affairs and Development Division
3.2	DD	:	Deputy 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. 02/2019)
- 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

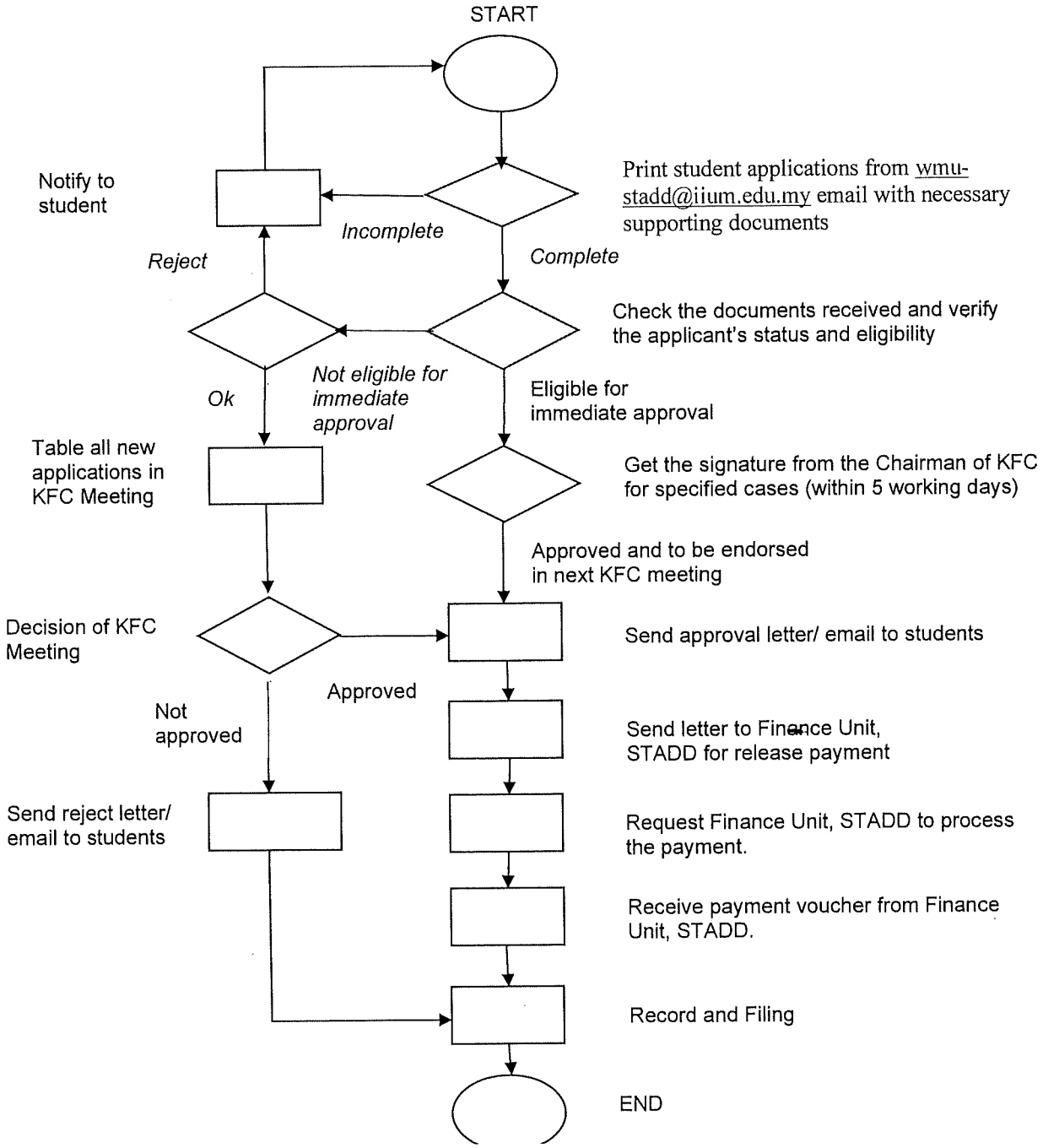
5. RESPONSIBILITY AND DETAILED PROCEDURE

Responsibility	Detailed Procedure
	APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE
SAA	5.1.1 Print student applications from wmu-stadd@iium.edu.my email with necessary supporting documents. If incomplete, notify 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.
SAA	5.1.4 If eligible for immediate approval, get the signature within five (5) working days from the Chairman of KFC for specified cases.
SAA	5.1.5 If not eligible (for immediate approval), compile the applications to be tabled in the KFC Meeting.
EO	5.1.6 To deliberate all applications and take note on the committee members' decision for each applicant.
SAA	5.1.7 To notify student the results through FAS immediately after approval or decision of KFC meeting.
SAA	5.1.8 To prepare letter for DD 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
DD	5.1.9 To release the payment to Finance Unit, STADD
SAA	5.1.10 Send the letter to Finance Unit, STADD to process the payment.

Responsibility	Detailed Procedure
EO	5.1.11 Record the payment in the Khairat Fund Disbursement database
SAA	5.1.12 Receive payment voucher from Finance Unit, STADD (approved applications only)
SAA	5.1.13 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 Room L10 & Filing Room, STADD	SAA
2	Record of Rejected FA Applications	7 years	IIUM/206/12/13/2/2 Room L10 & Filing Room, STADD	SAA
3	Minutes of KFC Meeting	7 years	IIUM/206/C/20/4/31 Room L10 & Filing Room, STADD	SAA

7. FLOW CHART

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