



President List Policy

for Special Financial Assistance

Approved by the University Council (UC)
on
June 20, 2022

Approved by the University President
on
June 23, 2022

Approved by the Executive Committee of the Board of Trustees (BOT)
on
June 28, 2022

Approved by the Board of Trustees (BOT)
on
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PURPOSE

The purpose of this Policy is to streamline the granting of special Financial Assistance to students.

PREAMBLE

Notre Dame University- Louaize (NDU) has created several services providing its students with adequate financial resources necessary to achieve their educational goals.

However, some students may face severe situations or may pass in times of crisis needing additional support than the ones offered by the NDU Financial Aid and Scholarship programs.

POLICY STATEMENT

In compliance with the University mission and its Catholic heritage and with the belief that education cannot be denied due to economic constraints, the President of NDU reserves the right to support undergraduate and/or graduate students enrolled at NDU.

SCOPE

This Policy shall apply to any undergraduate and/or graduate student enrolled at NDU in any campus.

DEFINITION

Special Financial Assistance is a financial support provided to students, outside the regular Financial Aid and Scholarship programs of the University.

AUTHORITY

The President is authorized to grant special financial assistance to students, provided that the total amount granted in a semester does not exceed a percentage of the total nominal tuition revenue at NDU in the said semester. This percentage is set yearly by the President and approved with the University Budget by the Board of Trustees (BoT).

From the budget assigned to the President list, the President may allocate a percentage to be disbursed by the Campus Directors.

#	Officer	% of Special Financial Assistance	Notes
1	President	Up to 100 %	<ul style="list-style-type: none">The percentage granted may be combined with other types of Financial Aid and Scholarship.A student shall receive the special financial assistance from one Officer only.
2	Campus Director	Up to 100 %	

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ELIGIBILITY

To be eligible, a student must:

1. Be enrolled in at least six credits per semester for the undergraduate students and in a minimum of three credits for the graduate students
2. Not be subject to any disciplinary action

CONDITIONS

1. The financial aid assistance is valid for one semester.
2. It may be renewed upon availability of budget.
3. It will not cover repeated courses.

PROCESSING AND RECORD-KEEPING

When applicable, The Office of the President and the Office of the Director(s) of Campus, respectively, are expected to update the list of beneficiaries each semester and to send them to the:

1. Business Office for processing
2. Department of Financial Aid for record-keeping

BUDGET

The Finance Department shall issue periodic reports regarding the budgeted and used funds to the President.

AMENDMENTS

This Policy shall be amended, as need be.