

Subject: Need Based Financial Aid: Work-Study Program

Each year, ADA University funds a limited number of opportunities for its Work-Study Program. The Program provides funds for part-time employment to help students with real financial needs. The earnings from the Work-Study Program may support the cost of their education, living expenses and other financial need that contributes to the student's success while studying at the University.

Students must complete a new application for each term that the opportunity is sought. Students should apply in the Office of Bursar and Financial Aid for consideration in this program. The Office of Student Services will oversee positions of part-time employment in this program. Work-Study students may serve in a variety of positions at the University, such as office support, tutoring, or other positions relative to their program of study. Students may also be directed to serve in positions outside of the University working in community service jobs.

The hourly wage for students in this program is determined annually.

Need-Based Financial Aid scholarship is open for students who have faced with severe financial problems and are not be able to cover their tuition fee payments on time.

Student must meet the following minimum requirements to be eligible for Need-Based Financial Aid:

1. Applicant has not applied for Need-Based Financial Aid before.
2. Applicant has completed an official request file and sent it to the Bursar office (bfa@ada.edu.az), two weeks prior the first day of the classes start. The file includes: a letter of request for financial aid, "need-based financial aid" form and list of supporting documents.
3. The below mentioned list of supporting documents must be scanned and sent to bfa@ada.edu.az no later than the two weeks prior the first day of the classes start.

List of supporting documents mentioned below:

- Official rejection of the loan from Pasha Bank;
- Detailed explanation of the financial problem and the exact number of the family members;
- Official documents from work place of parents/guardians indicating monthly salary;
- In case of having private business, official verification of income from the tax authorities;

- Academic performance (Cumulative and Institutional GPA) for the last attended semester;
 - Other academic achievements (if applicable);
 - Work experience and reference from the employer if applicable
4. An applicant must maintain a full load coursework at the time of applying for need-based financial aid.

Important note:

Students found in violation of the ADA University Honor Code and Student Code of Conduct once will not be eligible for scholarship for the remainder of their tenure at the University.

The result of the application is communicated to the applicant. A student received rejection has 30 days to cover their debts.

Possibility of reapplication.

A student can receive Need Based Financial Aid scholarship only one time for the period of their tenure at ADA University.