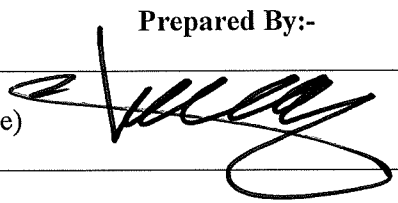
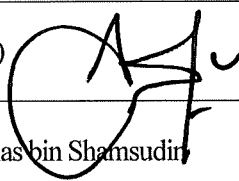


Title APPLICATION FOR
 KHAIRAT/FINANCIAL ASSISTANCE
 Ref. No.: IIUM/STADD/01
 Version No.: 04
 Revision No: 00
 Effective Date: 05/08/2024

APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : Mohd Salmee bin Mohd Sari	Name : Anas bin Shamsudin
Position : Deputy Director	Position : Director
Date : 01/08/2024	Date : 02/08/2024

1.0 OBJECTIVE

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

2.0 SCOPE

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

3.0 ACCOUNTABILITY

Welfare Management Unit, STADD

4.0 ABBREVIATION (If any)

4.1 STADD	:	Student Affairs and Development Division
4.2 DD	:	Deputy Director
4.3 KFC	:	Khairat Fund Committee
4.4 FA	:	Financial Assistance
4.5 UG	:	Undergraduate
4.6 PG	:	Postgraduate
4.7 SAAO/AAO	:	Senior Assistant Administrative Officer/Assistant Administrative Officer
4.8 SAA/AA	:	Senior Administrative Assistant/Administrative Assistant
4.9 Mahallah	:	Students' Residential
4.10 SIS	:	Student Information System
4.11 OIA	:	Office of International Affairs
4.12 SU (FD)	:	Student Unit (Finance Division)
4.13 FU	:	Finance Unit Zone 3, Finance Division
4.14 IFIS	:	IIUM Financial Integrated System
4.15 IEF	:	IIUM Endowment Fund
4.16 FAS	:	Financial Assistance System

5.0 REFERENCE

5.1 Guidelines:

- Khairat/Financial Assistance for IIUM Students (*Approved by KFC meeting no. 04/2024*)

5.2 SIS Database

5.3 IFIS

5.4 Zakat Database (IEF)

5.5 Financial Assistance System (FAS)

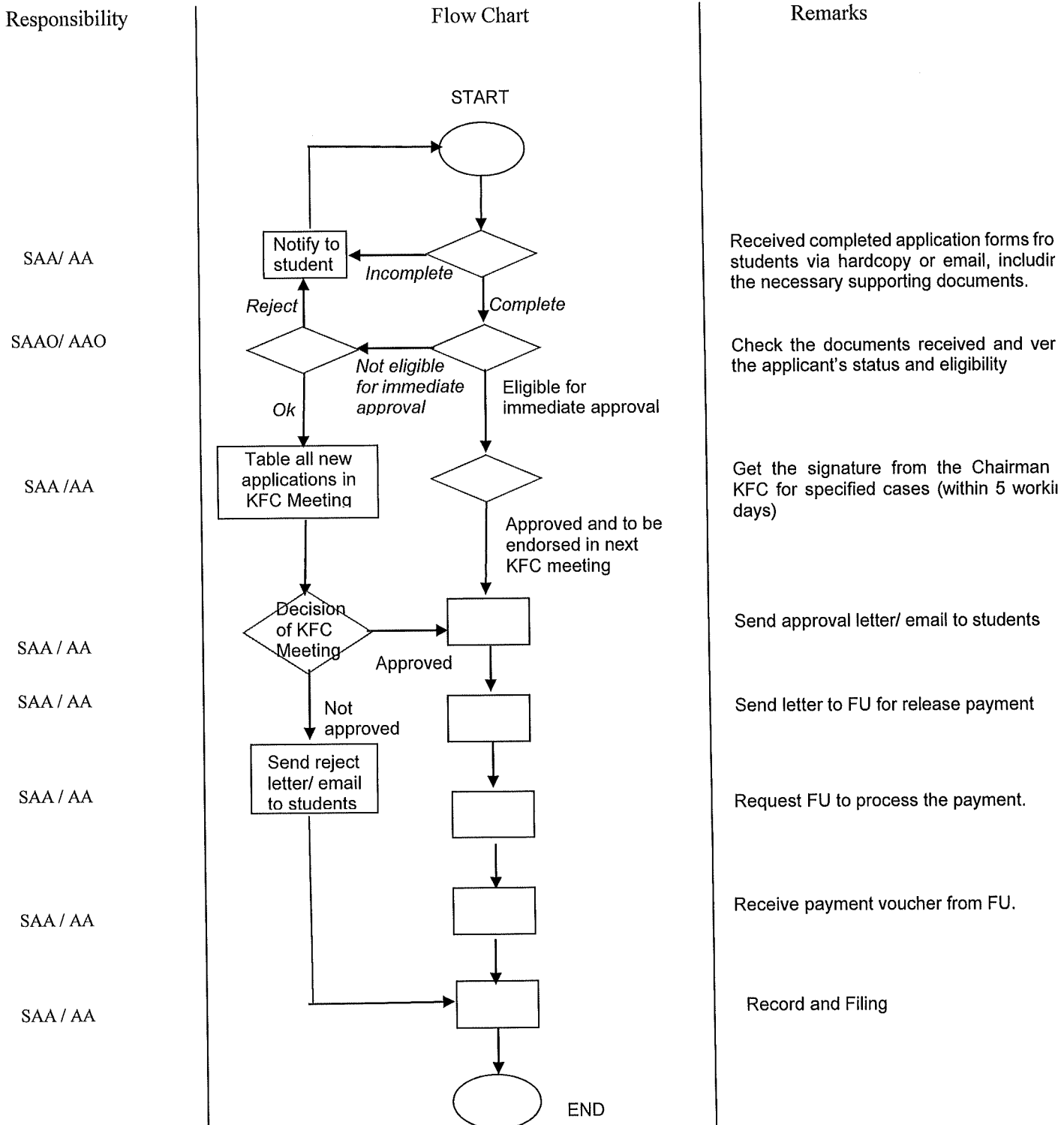
5.6 Minutes of Khairat Fund Committee (KFC) Meeting

6.0 RECORD RETENTION PERIOD

NO.	RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Record of Approved FA Applications	7 years	IUM/206/12/13/2/1 Room L10 & Filing Room, STADD	SAA
2	Record of Rejected FA Applications	7 years	IUM/206/12/13/2/2 Room L10 & Filing Room, STADD	SAA
3	Minutes of KFC Meeting	7 years	IUM/206/C/20/4/31 Room L10 & Filing Room, STADD	SAA

7.0 PROCESS FLOW

APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE



**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	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)	RM200 or up to 20% of the market value lost (maximum RM500)		Immediate Approval
		Unanimously case of losses		Table in the Meeting
4	Financial Assistance for poor and needy student only)	500 (maximum)		Table in the Meeting
5	a) Medical Expenses	RM10,000 (maximum)		Table in the Meeting
	b) Total permanent disablement (during studies) e.g. bedridden/ etc.	5,000 (maximum)		Table in the Meeting
7	For disabled students: depends on the quotation of the supplier <ul style="list-style-type: none"> • 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/ critical situation	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% for case number 4.
 - Student who is currently receiving other financial assistance.
 - Student who were received financial assistance from Student Khairat Fund less than one (1) year.
- 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. 04/2024
Dated on 18th July 2024*