

Title

APPLICATION FOR  
KHAIRAT/FINANCIAL ASSISTANCE

Ref. No.:

IIUM/STADD/01

Version No.:

04

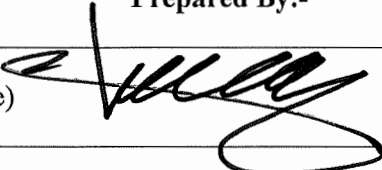
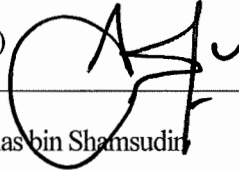
Revision No:

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

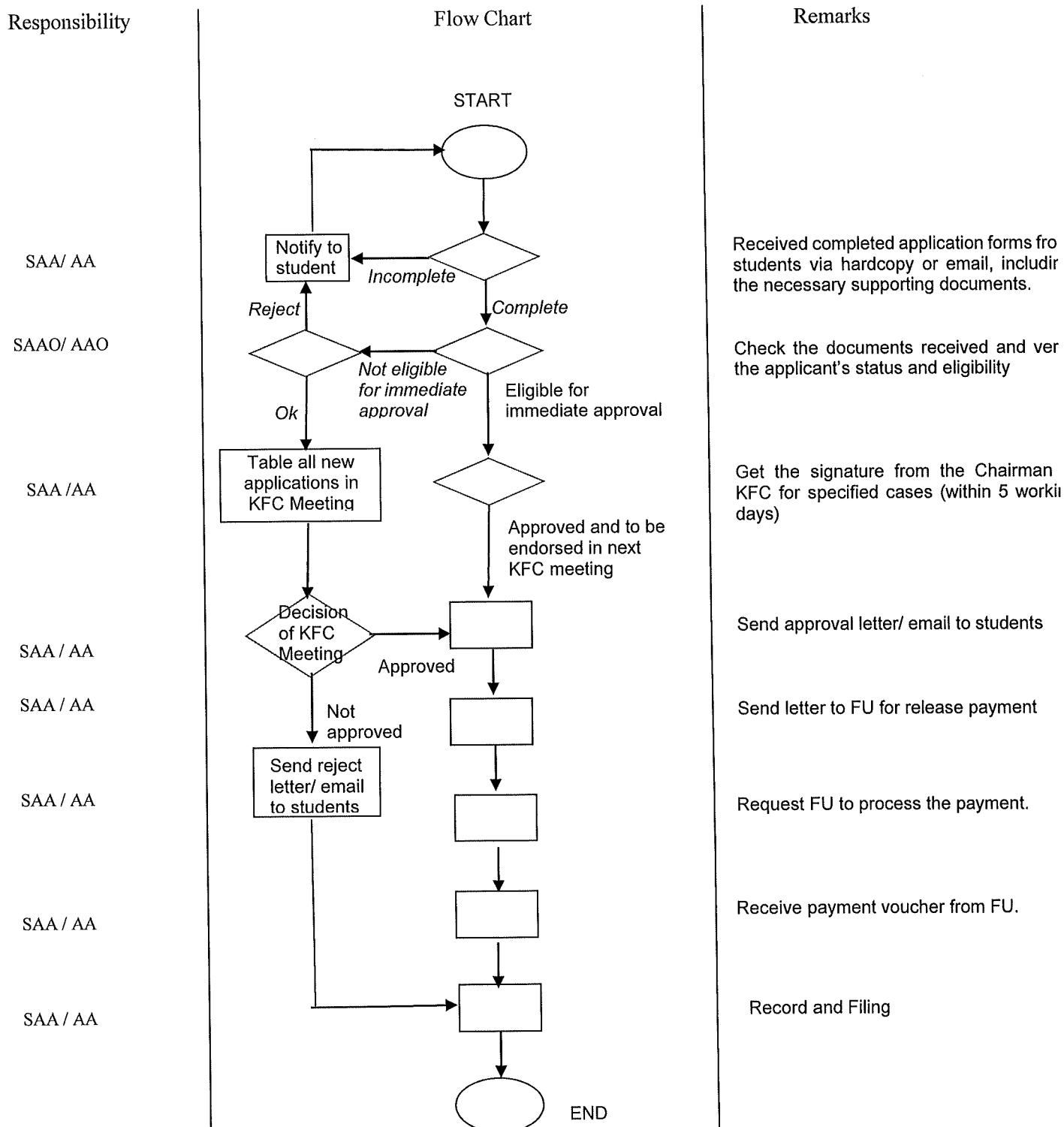
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## 6.0 RECORD RETENTION PERIOD

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

## 7.0 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"> <li>Buying and maintaining wheelchair</li> <li>Buying basic facilities except for cosmetic equipment.</li> </ul>	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 18<sup>th</sup> July 2024**

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