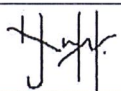



Title APPLICATION FOR
KHAIRAT/FINANCIAL ASSISTANCE
Ref. No.: IIUM/STADD/01
Version No.: 04
Revision No: 01
Effective Date: 20/01/2025

APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : Northidayu binti Naharuddin	Name : Jamaludin bin Said
Position : Senior Assistant Administrative Officer	Position : Director
Date : 16/01/2025	Date : 20/01/2025

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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 SAO/AO	:	Senior Administrative Officer/Administrative Officer
4.8 SAAO/AAO	:	Senior Assistant Administrative Officer/Assistant Administrative Officer
4.9 SAA/AA	:	Senior Administrative Assistant/Administrative Assistant
4.10 Mahallah	:	Students' Residential
4.11 SIS	:	Student Information System
4.12 OIA	:	Office of International Affairs
4.13 SU (FD)	:	Student Unit (Finance Division)
4.14 FU	:	Finance Unit Zone 3, Finance Division
4.15 IFIS	:	IIUM Financial Integrated System
4.16 IEF	:	IIUM Endowment Fund
4.17 FAS	:	Financial Assistance System

5.0 REFERENCE

- 5.1 Guidelines for Khairat/ Financial Assistance
- 5.2 SIS Database
- 5.3 IFIS
- 5.4 IIUM e-Meeting: Khairat Fund Committee (KFC) Meeting
- 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 R4 & Filing Room, STADD	SAA/AA
2	Record of Rejected FA Applications	7 years	IIUM/206/12/13/2/2 Room R4 & Filing Room, STADD	SAA/AA
3	Minutes of KFC Meeting	7 years	IIUM/206/C/20/4/31 Room R4 & Filing Room, STADD	SAA/AA

7.0 PROCESS FLOW

APPLICATION FOR KHAIRAT/FINANCIAL ASSISTANCE

