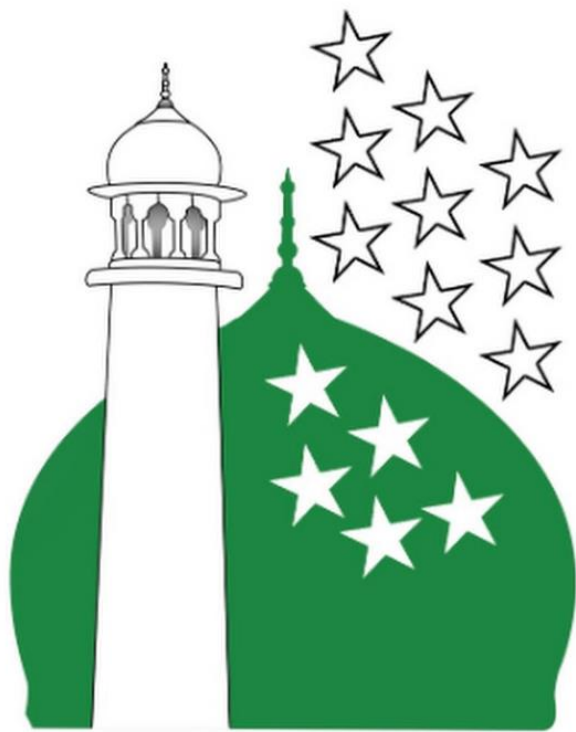


BAQIR UL ILM GRANT SCHEME



KHOJA SHIA ITHNA-ASHERI JAMAAT

DAR ES SALAAM

APPLICANT GUIDELINES

VERSION CONTROL

Number	Purpose/Change	Author	Date	Sign
1.0	Reviewed Draft – submitted to managing committee	Mr. Hassan Dewji	30 October 2021	
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1. PURPOSE OF THE GRANT

The purpose of this **GRANT** scheme (cited as **BIGS** – Baqir Ul Ilm **GRANT** Scheme) is to promote Higher Education opportunities available within Tanzania as a sustainable alternative to rather costlier foreign courses/alternatives. Foreign education at times is unaffordable to an average family which either forces the student to leave the aspiration or to mount debts that later becomes a burden to repay on time.

Addressed to its member families, **BIGS** is a noble effort by the KHOJA SHIA ITHNA-ASHERI JAMAAT of DAR ES SALAAM (**KSIJ-DAR**) to bridge this gap where an eligible registered member student (alternatively referred as applicant, or beneficiary for the purpose of this document) shall be supported with monetary assistance for his/her Higher Education studies.

In its overall arrangement, this **GRANT** shall be free of any repayment burden and instead its beneficiary will be expected to serve the community as return consideration thus creating a better cohesion towards achieving the ultimate goal of community upliftment while promoting higher education amongst members. However, the scheme outlines some measures to ensure the deserving member avails the GRANT and to prevent from any possible misuse or fraud.

2. AWARDING ORGANIZATION

The awarding organization of **BIGS** is KSIJ-DAR and the amount shall be disbursed from the education/reserve fund of the Jamaat.

3. COMMENCEMENT

BIGS shall come into operation on 2nd February 2022 and shall apply to any academic year/term/semester of Higher Education where such year begins on or after 1st Mar 2022.

4. BENEFICIARIES

Primarily this scheme is addressed to the students of registered member families of KSIJ-DAR who are Tanzanian citizens and residing in the country. However, as KSIJ-DAR also has many of its members who are non-citizen residents of Tanzania; the organization shall accommodate their applications at its own discretion as per the budgetary provisions.

5. EDUCATION COVERAGE

- 5.1. Level** – The GRANT scheme covers **Higher Education Studies** (refers to the education provided by universities, colleges, and other higher learning institutions) - Certificate, Diploma or Degree level – where the application is for a **GRANT** to pursue an approved course, in an accredited Tanzanian Institution. To promote gradual career progression, the scheme supports a maximum of two certification courses and one Diploma, Advanced Diploma, Degree, Masters and PHD each.
- 5.2. Courses** - The organization has prioritized the following education streams for coverage under this scheme (The list is not exhaustive and exceptions can be made subject to prior approval of the organization):

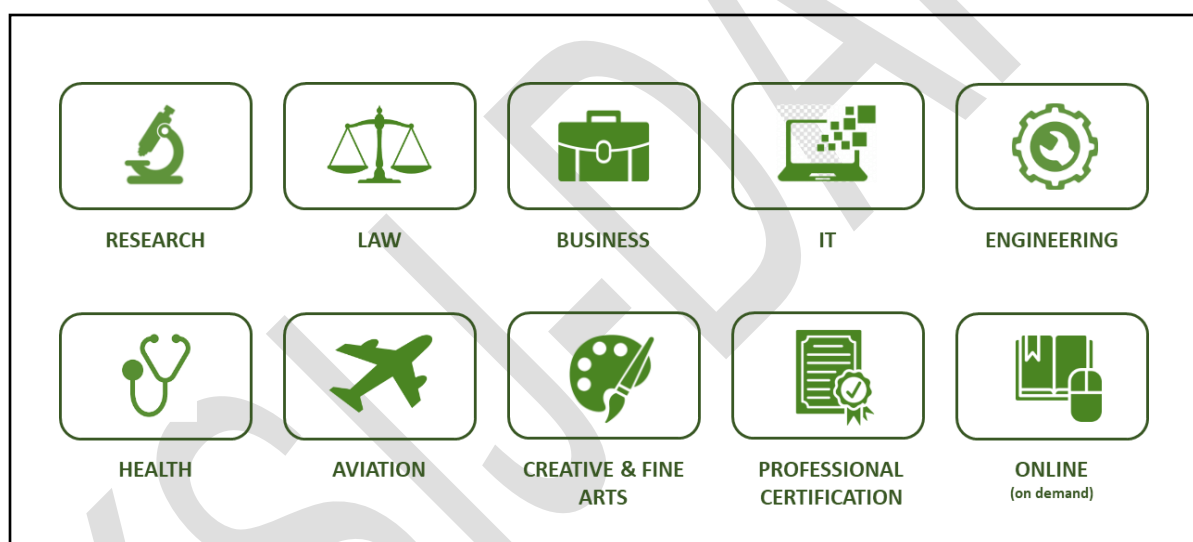


Figure 1: Education streams under **BIGS**

- 5.3. Mode** - Incorporating the online education options and its demand, **BIGS** extends its applicability to both; **offline** (across Tanzania) and **online** (across the globe – select courses) modes of education.
- 5.4. Stage** - Both; the students joining a Higher Education course for the first time after successfully passing the Secondary education and, also the ones who have passed the examinations necessary to enable him/her to advance to the following phases of study; and may wish to apply for the **GRANT** for the upcoming year/semester/term of the course are beneficiary to the scheme.

6. EXPENSE COVERAGE

BIGS covers various kinds of educational expenses (mandatory and non-mandatory) grouping them into two broad categories as follows. However, both the categories have their own priorities and upper caps while considering disbursement of any GRANT (refer section 8).

- 6.1. Institute Cost (to Institute)** – Institute cost includes main fees (generally termed as Tuition Fee) charged by the institute for an academic year, semester or tenure as applicable. Additionally, this shall include direct institute cost (if not considered as part of Tuition Fee) such as Registration Fee, Exam Fee, Union Fee, Graduation Fee, TCU cost, ID fee, Library fee, etc. of which the narration/inclusion may vary for different institutes but are to be paid to the institute collectively to confirm the admission.
- 6.2. Maintenance Cost (to Student)** – Maintenance Cost shall include the additional cost towards the student in terms of expenses for Accommodation, Transportation, Equipment, Books, Stationary and other accessories that shall be essential to be incurred towards successful completion of the course but can vary for each student of the same course/institute.

The following expenses shall not be covered under maintenance cost:

- a) Clothing and footwear (other than uniform).
- b) Postage, telephone and courier expenses.
- c) Private tuition and courses taken outside the dates of the academic year.
- d) Re-sit exam free.
- e) Medical expenses.
- f) Internet expenses (except online studies)

7. ELIGIBILITY EXCLUSIONS

- 7.1.** Any application for covering **primary/secondary education** expenses is not eligible to be considered under BIGS.
- 7.2.** Any student intending to join an offline course/study that fully or partly has to be completed abroad is not eligible to apply for **overseas fees/expenses**.

- 7.3. Students opting to study a **course (and/or the institute) that not recognized** by any government approved body (likes of NACTE, TCU, NBAA, PSPTB etc. for offline studies) is considered ineligible under the framework of **BIGS**.
- 7.4. An applicant who shall be receiving a **stipend from the institute** during his/her study program is not eligible to apply for the maintenance cost category of the **GRANT**.
- 7.5. Any student who has **failed to clear a semester/year/tenure** in their first attempt is not eligible to apply for the **GRANT** for repeat attempt.
- 7.6. In the case that any **2 members of a family are ongoing beneficiaries** of **BIGS**; the 3rd member from the same family shall not be eligible to apply until at least any one of the two members exits the scheme.
- 7.7. An applicant being a beneficiary of an ongoing GRANT, shall not be eligible for another **GRANT in parallel**.
- 7.8. An intended applicant who has not attended and cleared **Madrassah up to a minimum of Level 7 for boys & Level 6 for girls** shall not be eligible for **BIGS** benefits.
- 7.9. Applicants who have **not completed their education up to Level O** shall not be eligible to apply for BIGS except mature applicants (applicants who is into job/business and wishes to rejoin studies/ learning) who can produce 5 years work experience proof.
- 7.10. Where the fee structure of an **institute includes any component that is defined as part of maintenance cost (for eg. Books)** in this guideline, it will be excluded from the consideration under maintenance cost.
- 7.11. Any student who is pursuing an **online course/class** shall not be eligible to receive GRANT **towards accommodation and transportation**.
- 7.12. Any applicant who has **defaulted on AFED and or KSIJ-DAR loan repayment** shall not be eligible to apply for BIGS.

8. STRUCTURE OF THE GRANT

BIGS is structured to consider Applied Grant and Eligible Grant as two separate components. This ensures the utmost utilization of the organization while channeling the same to the

utmost deserving applicants as and when needed within the assessed eligibility limits. However, the eligibility assessment shall be done periodically to justify any change in profile and/or eligibility of an applicant from time to time.

Following are the key components of the overall framework of the GRANT:

Maximum eligible grant	Total TZS 4,000,000 per applicant per evaluation year
Minimum eligible grant	Total TZS 800,000 per applicant per evaluation year
Eligible grant slabs	5 categories defined from A to E (TZS 800,000 for each slab)
Maintenance cost share	Maximum 25% of total GRANT approved per applicant per year
Disbursement Priority	First Institute Cost and then Maintenance Cost from balance
Evaluation year	From approval date of first Grant
Eligibility assessor	Evaluation Committee (EC) appointed by KSIJ-DAR
Assessment methodology	Quantitative and Qualitative evaluation
Evaluation cycle	Yearly (each year from date of first evaluation)
Institute Cost payment	To the education institute
Maintenance cost payment	To the applicant or his/her parent/guardian/spouse as requested

Table 1: Components of Grant Framework

The following is a tabular representation of each category and the maximum **GRANT** amount that applies as well as deservance level assigned after the evaluation of each application.

Category	Deservance Level	Total Eligible Grant	Maximum allocation to Maintenance Cost (after allocation to Institute Cost)
A	High	TZS 4,000,000	TZS 1,000,000
B	Moderately High	TZS 3,200,000	TZS 800,000
C	Moderate	TZS 2,400,000	TZS 600,000
D	Moderately Low	TZS 1,600,000	TZS 400,000
E	Low	TZS 800,000	TZS 200,000

Table 2: Grant Approval Categories

For courses with payment terms linked with the semester system or short-term learning structures, the disbursement of **GRANT** shall follow accordingly, though the approval may be granted for the entire year. However, for other types of studies such as professional certification where the study/payment structure does not follow a particular set pattern; the

disbursement shall take place as and when received however the total amount for the academic year shall not exceed the approved total by the evaluation committee. Thus, an applicant may apply for the **GRANT** more than once within the evaluation cycle and the **GRANT** shall be disbursed within overall eligibility limits for the respective year in question.

Once the application is approved and categorized by the EC, the applicable **GRANT** shall be first allocated to the institute component **(I)** of the request to cover completely and the balance (if any) is to be allocated to the maintenance component **(M)** of the request. Towards the disbursement of the **GRANT**, the institute cost component shall directly be paid to the institute by the awarding organization except for the rare cases where the applicant has already paid and requesting for a reimbursement, submitting the proof of payments/official receipts.

In the case where the payment is to be remitted outside the country, the disbursement shall be done in the applicant or his/her parent's/guardian's local account and the applicant shall be asked to produce the payment copy within one week.

Examples: The following are sample illustrations for the five possible types of **GRANT** requests and category wise disbursement structure for each case after approval.

				Disbursement				
				Category				
				A	B	C	D	E
Applicant's request Case Examples	Case 1	I	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	800,000
		M	1,200,000	1,000,000	800,000	600,000	400,000	-
	Case 2	I	2,000,000	2,000,000	2,000,000	2,000,000	1,600,000	800,000
		M	500,000	500,000	500,000	400,000	-	-
	Case 3	I	3,500,000	3,500,000	3,200,000	2,400,000	1,600,000	800,000
		M	2,000,000	500,000	-	-	-	-
	Case 4	I	5,000,000	4,000,000	3,200,000	2,400,000	1,600,000	800,000
		M	1,500,000	-	-	-	-	-
	Case 5	I	2,000,000	2,000,000	2,000,000	2,000,000	1,600,000	800,000
		M	2,500,000	1,000,000	800,000	400,000	-	-

Table 3: Disbursement Examples

9. EVALUATION CRITERIA

This **GRANT** is structured based on a 'most deserving' approach whilst evaluating any application/ which shall be based on a combination of quantitative and qualitative evaluation criteria by assigning due weightage to them as applicable.

9.1. Quantitative Evaluation:

The quantitative evaluation shall be done directly based on the inputs provided by the applicant in his/her application. Two major criteria considered under the quantitative evaluation are described below:

9.1.1. Applicant's Family's Financial Position

This criterion aims to assess the financial background and capabilities of the applicant and his/her family to evaluate the extent to which the assistance through the **GRANT** is sought. Each applicant shall provide details about his/her family's assets, liabilities, annual income and expenses along with contributions managed from his/her side towards the financial need for study.

- a) **Determination of the family's net worth** – A family's net worth shall be calculated simply by the difference between total assets and liabilities. In determining total assets, the EC shall consider a family's worth of properties, investments and other notable possessions such as vehicles, properties etc. While the liabilities shall consist majorly of any secured or unsecured loans.
- b) **Determination of reckonable income and expense** - In calculating reckonable income, the income from all sources shall be considered including income from employment, business/Self-employment, property rental, return on Investments, Pensions/ Welfare payments, Spousal Support, and/or any other relevant sources of income. Similarly, a variety of annual expenses such as general Living expenses, House rent (if any), Loan repayments, Education Fees (total for all students in family) being spent by the family and any other major related expense shall be considered for calculating annual family expenses.

- c) **Persons whose income is considered-** Where the applicant is a dependent student (living with parents), the income of the applicant and his/her parents shall be considered. In the case where the parents are divorced or legally separated, the income of the parent with whom the applicant resides shall be considered. However, where it is established that the dependent student has no living parents or is irreconcilably estranged from both of his/her parents and neither are of them provides financial support; the student may be exempted from having their parents' income considered. Where the applicant is an independent student (married), the income of the applicant and his or her spouse, where as appropriate, shall be considered in the calculations.

9.1.2. The Applicant's Academic Performance

The EC shall be giving due weightage to the academic achievement/performance of the applicant in his/her immediately preceding education/study while evaluating any application/profile. This shall also motivate an ongoing beneficiary to score well to increase his/her chances for greater eligibility during an upcoming year's evaluation.

Additionally, as a separate parameter under this criterion, each application shall be evaluated based on the Madrassah reports of the applicant considering the highest level cleared/passed.

9.2. Qualitative Evaluation:

The qualitative evaluation shall be done by the EC through a variety of measures that shall include but shall not be limited to the following parameters:

- Reference check from community members
- Feedback from associated organizations/bodies
- Applicant and his/her parent/guardian interview
- Rationalization of financial information through market sources
- Mentor form review and authenticity check
- Assessment of alignment of career path and goals
- Community Service records/reports (Minimum 4 hours/month)
- Review of extra-curricular activities and achievements

9.3. Criteria weightage and parameters

Each criteria and its parameters will be evaluated on a 5 point scoring system and the respective weightage and the final score shall be assigned to a category to derive at the eligible grant amount for the evaluation year.

Parameter			Weightage
Quantitative	Finance	Family Net Worth	40%
		Family Annual Income	
		Annual expense to income ratio	
		Family contribution as % of savings	
		Total cost being contributed	
	Academics	Education Performance or Total Experience (for mature)	30%
		Madrassah report and performance - level cleared	
		Alignment of academic career choices	
Qualitative	Interview and Due Diligence	Validation and completeness of the information	20%
		Reference/Review by education institute	
		Mentor report (optional for continuing applicant)	
		Extra-curricular activities and achievements	
		Community service record (optional for fresh applicant)	
		Career Planning and Future Plans/Goals	
		Clarity of purpose of the grant scheme	
	Overall impression and recommendation		10%

10. PROCESS STAGES & TIMELINE

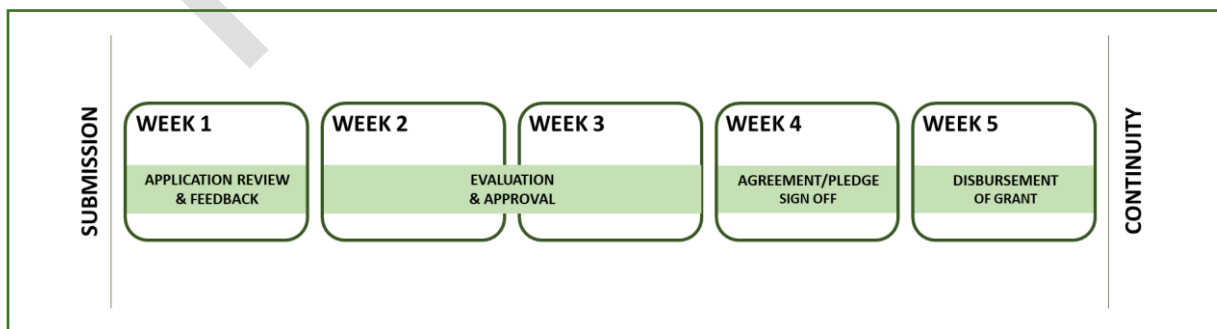


Figure 2: Overall grant timeline

10.1. Application Review & Feedback: Each submitted application will pass through completion and eligibility check by the **GRANT** Coordinator (GC) of which the response can be expected within 1 week of physical application submission. However, in the case of any missing information/details/documents found in the application, the applicant shall be notified (via email and/or phone) for the re-submission where timely submission shall be the responsibility of the applicant. Each complete and eligible application shall be assigned a Unique Identification number (UID) and shall be forwarded to the EC for detailed evaluation duly notifying the applicant of the same (via email and/or phone).

10.2. Evaluation & Approval: All the verified applications shall be thoroughly scrutinized and evaluated by EC appointed by KSIJ-DAR. The committee shall take a maximum of 2 weeks' time for the evaluation and during this stage, the applicant and his/her parent/guardian may also be called for an interview/discussion (online or offline as convenient). The EC follows a scientific evaluation methodology that combines both qualitative and quantitative assessment of each application.

In the case that the committee finds the submission of false data/information by any applicant that may be equivalent to cheating/fraud, the committee reserves the right to reject any application at any time during the process of the **GRANT**. For an appropriate application, the committee shall approve the **GRANT** based on qualifying category of the application and the outcome shall be notified within stipulated timeline for moving on to the next stage.

The awarding organization may take such steps and make such inquiries where considered necessary including the exchange of data between bodies or prescribed by Regulations to determine whether the applicant is an eligible student, whether he or she qualifies for a **GRANT** and the amount of a **GRANT** to be disbursed.

10.3. Statutory Declaration Signoff: Upon successful evaluation of the application and approval of **GRANT**, the applicant shall be called for the statutory declaration signoff within 1 week.

10.4. Disbursement of the GRANT: The approved **GRANT** shall be disbursed in the next week after the statutory declaration sign-off date. In case the applicant has already arranged the payment to the institute, the approved **GRANT** shall be reimbursed to the applicant upon submission of payment proof otherwise the same shall directly be paid to the institute. For continuing students who could not avail grant due to awaited

result are eligible to receive reimbursement of the fees for the new year/term/semester within 2 months of payment upon successfully submitting a passed result.

11. PROCESS GUIDELINES

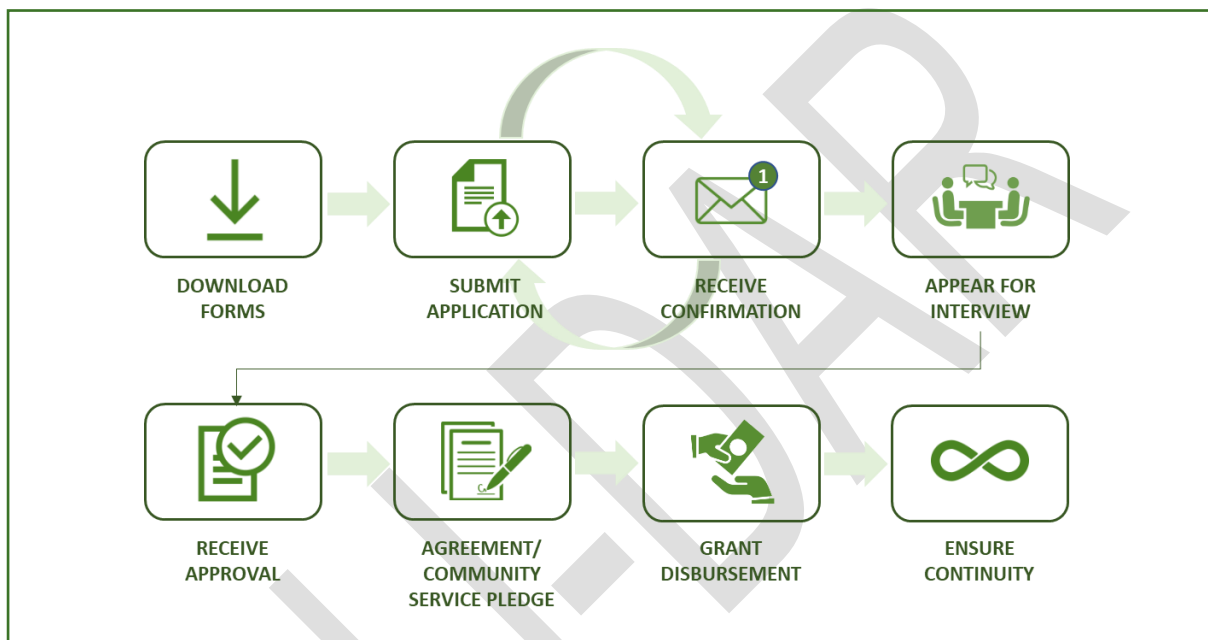


Figure 3: Grant process stages

11.1. Pre-approval Guidelines:

All **GRANT** related documents/forms/guidelines can be downloaded from the awarding organization's website (www.ksijdar.org). An applicant must apply for the **GRANT** in connection with each academic year/semester/ term of an approved course by an application in the format approved by the organization, which must be supported by the documentary evidence as required. Once done, the entire application docket is to be physically submitted to the GC at the KSIJ-DAR office. It is important to ensure that all guidelines/requirements are addressed to avoid delays in processing at the initial review stages.

The applicant must ensure the material information provided and the declarations made in the application are true and supported by proofs/documentation wherever reasonable. It will be the responsibility of the applicant to ensure that all information

provided in relation to his or her application is full, complete and accurate in every aspect. If such information contains any deliberate material omission or inaccuracies, the applicant shall be liable to disqualification, loss of **GRANT** and repayment of any portion of a **GRANT** already received.

An applicant shall furnish such information to the awarding organization as it requires and shall produce evidence in the form that is acceptable to the organization, in order that the organization may determine whether or not the applicant is eligible to receive a **GRANT**.

The application docket shall contain the following minimum documents:

1	Copies of relevant pages of Valid Passport and National Identity card.
2	Two passport size colored photographs.
3	GRANT application form duly filled and completed. (FORM 101)
4	Career assessment duly completed and signed by the Mentor (FORM 201)
5	Academic qualification proof of immediately preceding education.
6	Reference letters from heads of madrasah/ schools/ professors etc. (FORM 301)
7	Institute acceptance letter with full details of proposed course.
8	Fee structure including other related tuition costs as given by the institution.
9	Community service form duly signed (must for continuing applicants) (FORM 501)
10	Certificates of achievement in Extra-Curricular activities. (for value addition)
11	Madrasah Reports/Testimonials/Certificate (mandatory for fresh applicants)
12	5 years relevant work experience (for mature applicants)

Table 4: List of documents as application docket

NOTE: Eligible continuing students applying for additional grant for change in course/institute within one year of the previous evaluation need not submit full set of documents as the consideration will be based on previous evaluation. However, documents such as community service, academic results of previous term/education are required.

The applicant must observe the timelines of the **GRANT** processing and the deadlines of the fee payment. The awarding organization shall not be responsible for any deadlines that cannot be met due to pending **GRANT** processing.

Upon the first proof-reading of any application, the organization might ask for additional/ missing information which needs to be submitted by the applicant at

his/her own discretion/priority and the awarding organization will not be responsible for any delay in processing due to late submission.

NOTE: In case the applicant is a MINOR (below 18 years) at the time of applying for the GRANT, all the forms/documents/declarations need to be signed by his/her parent or family guardian.

11.2. Post-approval Guidelines:

The applicant must appear to sign-off a **statutory declaration** cum community service pledge within 1 week of receiving the **GRANT** approval. At the same time, the **GRANT** disbursement form shall also be signed off where the applicant has to state whether the fees have already been paid by him/her and is to be reimbursed, or whether the amount is to be paid directly to the institute.

Further to receiving the **GRANT** and fees payment, the applicant must ensure cooperating with the awarding organization for their periodic audits to confirm reasonable utilization of the **GRANT**.

12. GUIDELINES FOR MAINTAINABILITY

Each continuing applicant must submit a detailed application every year providing updated information about his/her status and the progress to the committee for the yearly evaluation of the profile, as maximum **GRANT** eligibility is subject to fresh evaluation each year.

The applicant has to inform the organization in case of any change in course/study/ institute terms etc. to avoid any possible annulment of the GRANT. Similarly, each applicant is required to declare the details of any additional financial assistance he/she has received post the disbursement of the GRANT.

An applicant who, during the course of his or her studies, wishes to change courses or institutes must obtain the prior approval of the awarding organization in order to ensure compliance with this scheme or future schemes.

An applicant who, having commenced an approved course, wishes to defer his or her **GRANT** during the course of his or her studies, must obtain the prior approval of the awarding

organization. Such applicant's eligibility will be reassessed on the recommencement of the course in order to ensure compliance with the relevant scheme.

Annulment/Adjustment/Refund cases:

Variety of Case	Consequences
Unfortunate demise of applicant	Annulment of the grant
Unintentional migration of applicant	Annulment of the grant
Applicant failing a year/term and not continuing studies	Annulment of the grant
Not applying grant for changed course/institute in-between	Balance refund
Applying grant for changed course/institute in-between	Adjustment if balance
Intentional migration of applicant	100% refund
Discontinuing studies in-between a term	100% refund
Identified cheating/fraud after grant disbursement	100% refund
Use of the grant or part thereof for purpose other than approved	100% refund
Involving into misconduct or any offense during the term	100% refund

Table 5: Grant annulment/refund cases

13. GENERAL TERMS & CONDITIONS

The submission of the **GRANT** application form does not in itself guarantee that the **GRANT** will be approved.

It is the sole responsibility of the applicant to ensure timely submission of the application form and all relevant documents. The organization shall not be liable for processing delays due to missing information/documents.

The overall scheme timeline is for guiding purposes and the organization does not guarantee the completion of the process and its stages as stipulated.

Each applicant must undergo a fresh profile evaluation each year from the date of joining the scheme to ensure maintainability of the **GRANT** and continuation of the engagement.

Apart from eligibility and evaluation, the **GRANT** approval is also subject to the availability of allocated funds for **BIGS**.

The beneficiary student is required to send to the awarding organization a detailed information of their scholastic results at the end of each term. Beneficiary Students attending universities that do not publish official transcripts are requested to obtain a written confirmation of their academic progress from a Dean, Tutor, Faculty Advisor or the Head of the Department.

The organization may request a confidential report from the guardian attached to the beneficiary student, about the progress of the studies/course of **GRANT** recipient. The awarding organization reserves the right to withhold or withdraw the **GRANT** approved, if the academic results of a recipient is considered to be unsatisfactory.

The organization requires the recipient of this **GRANT** to communicate an account of all other **GRANTS**, stipends or other income not declared on their original application form, which they may receive before or during the entire period in which they are advanced the **GRANT**. The organization reserves the right to withhold or withdraw any **GRANT** approved in view of the cumulative total received from other sources.

The organization reserves the right to withhold or withdraw any amount granted if it receives a formal notification from the institution involved that the conduct of the recipient of the **GRANT** does not confirm to acceptable norms.

Beneficiary students may not transfer to any other educational institute, change the course of study or degree program for which they are given the **GRANT**, without prior consent of the organization.

Upon completion of their courses, **GRANT** recipients are advised to write to the organization providing details of their achievements and their immediate career plans for the records of the organization for future reference.

Each awarding applicant must religiously serve community in return and submit reports/forms as part of continuing the **GRANT** of which the minimum requirement is **4 hours per month**.

Any applicant who shall not be reapplying for the **GRANT** (either the education is finished or voluntarily or for any other reason) must submit their final results of the tenure to the organization for which the **GRANT** was taken.

Any additional issue that is not covered under the wordings of these guidelines shall be amicably resolved between the KSIJ-DAR and the applicant, however the decision of KSIJ-DAR shall be final.

This guideline is subject to change time to time at sole discretion of the authority and shall be uploading the updated versions on the website (www.ksijdar.org) as and when and may or may not use other medium to pass on the information. Hence, it is the sole responsibility of the applicant and his/her parent/guardian to ensure latest version (to be downloaded from www.ksijdar.org) of the guideline is read and adopted at the time of applying the grant.

The structure of the **GRANT** scheme does not guarantee availability of funds each year/term of the study. The grant amount approved/disapproved for a particular evaluation year is subject to the evaluation outcome, fund availability and final decision of the authority. For eg.: An applicant joining engineering course may get x amount of grant for the first-year of studies but may not get the same amount for the second-year application.

This entire guideline and its content will form part of the statutory declarations between the organization, the applicant and the Parent/Guardian.

ANNEXURE 1: TERMINOLOGY GUIDE

Registered Member	A member who has paid his due yearly lawajam to the Jamaat
Fresh Applicant	An applicant who joins the BIGS for the first time
Continuing Applicant	An Applicant who continues with BIGS for subsequent year/semester/term
Dependent Student	Students living with their parents/family guardians
Independent Student	Students living in a nuclear family
Evaluation Year	Each year starting from first evaluation under the scheme. It shall be different for different applicants.
Applied Grant	The amounts applied/requested by the applicant
Eligible Grant	Grant eligibility after detailed evaluation each year
Approved Grant	Grant approved for disbursement based on eligible grant and applied grant
Balance Grant	Grant amount left from Eligible grant after disbursement
Statutory Declaration	An enforceable declaration signed at the time of each disbursement
Minor Applicant	Applicant who hasn't completed 18 years at the time of application
Major Applicant	Applicant who has completed 18 years at the time of application
Mature Applicant	A major applicant who wishes to rejoin studies after having a working break of 5 or more years.
Family Guardian	Uncle, Aunt, Elder Sibling, In-laws or legal guardian

ANNEXURE 2: FORMS FOR DIFFERENCE SCENARIOES

Key Forms	Remarks
Standard Grant Application per year/semester/term	
Form 101 - Application Form	Complete form with all documents
Form 201 - Mentor Form	Duly filled and signed (applicable for fresh applicants)
Form 301 – Reference Form	Duly filled and signed
Form 401 - Community Service Form	Duly filled and signed (as applicable. must for continuing applicants)
Form 501 - Grant Disbursement Form	To be signed after grant approval for each disbursement
Statutory Declaration	To be signed/renewed with each course & institute of study
Second application in-between a year/evaluation	
Form 101 - Application Form	Complete form with only changes and documents as applicable
Form 401 - Community Service Form	Duly filled and signed
Form 501 - Grant Disbursement Form	To be signed after grant approval for each disbursement
Statutory Declaration	To be signed/renewed with each course & institute of study
Second application after a year/evaluation	
Form 101 - Application Form	Complete form with all documents
Form 301 – Reference Form	Duly filled and signed
Form 401 - Community Service Form	Duly filled and signed
Form 501 - Grant Disbursement Form	To be signed in after grant approval for each disbursement
Statutory Declaration	To be signed/renewed with each course & institute of study
Change in course/institute and Re-applying grant in-between a year/evaluation	
Form 601 - Course/Institute change Form	Complete form with all documents
Form 201 - Mentor Form	Preferably same mentor as previous
Form 501 - Grant Disbursement Form	To be signed in after grant approval for each disbursement
Statutory Declaration	To be signed/renewed with each course & institute of study
Change in course/institute and re-applying grant after a year/evaluation	
Form 101 - Application Form	Complete form with all documents
Form 201 - Mentor Form	Preferably same mentor as previous
Form 301 – Reference Form	Duly filled and signed
Form 401 - Community Service Form	Duly filled and signed
Form 601 - Course/Institute change Form	Complete form with all documents
Form 501 - Grant Disbursement Form	To be signed in after grant approval for each disbursement
Statutory Declaration	To be signed/renewed with each course & institute of study

BAQIR UL ILM GRANT SCHEME	UID (allotted by office)
GRANT APPLICATION FORM	

GENERAL INSTRUCTIONS:

- Before filling up the form candidates are advised to carefully go through the latest version of detailed guidelines issued by KSIJ-DAR (can be downloaded from www.ksijdar.org). Any further queries shall be addressed to Grant Coordinator on Phone: _____ or Email: _____
- Followed by its title, each section in this form carries a brief description and submission requirement. The applicant must follow the instructions carefully provide all submissions to ensure no processing delays.
- The form is to be filled and signed up by the candidate himself / herself if Major (above 18 years) otherwise by his/her parent guardian if Minor in Block Capitals with BLUE colour ball point pen. The form is to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted.
- All the relevant sections of this application form have to be mandatorily filled up. In case of nil information for a particular column, 'N/A' is to be written.
- The filled original application form along with all the supporting documents shall be submitted to the Grant Coordinator in Soft and Hard copies. The UID shall be allocated upon at the time of physical submission via an acknowledgement receipt. The candidate shall keep a photocopy of the same for his/her future reference.

APPLICANT'S PREVIOUS UID NUMBER (TO BE FILLED BY CONTINUING APPLICANT ONLY)

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<p>FOR OFFICE USE ONLY</p>

CANDIDATE'S INFORMATION (TO BE FILLED BY CANDIDATE)**SUBMISSIONS:** Copy of Applicant's ID (Passport/NIDA/Driving License/Election Card).

Full Name (Text)	First Name		Father's Name		Surname			
Gender (Tick)	Male	Female	Marital Status (Tick)	Single	Married	Separated	Divorced	Widowed
Date of Birth (Number)	DD	MM	YYYY	Nationality (Text)				
Home Address (Text)	House number, Plot and Street							
	Landmark					PO Box		
	City				Country			
Current Address (Text)	House number, Plot and Street							
	Landmark					PO Box		
	City				Country			
Cell (Number)	+255			Email (Text)				
Living Status (Tick)	Dependent	Independent	Other info (Text)					

PARENTS/GUARDIAN/SPOUSE'S INFORMATION (TO BE FILLED BY CANDIDATE)

Dependent applicants to provide details about their living parents/guardians with whom they are residing while Independent Applicants shall furnish details of their spouse if married.

SUBMISSIONS: Copy of ID (Passport/NIDA/Driving License/Election Card) of each individuals whose details are furnished.

Full Name (Text)	First Name		Father's Name		Surname		
Gender (Tick)	Male	Female	Relationship (Text)				
Occupation (Tick)	Service	Business	N/A	Nationality (Text)			
Business/Job Details (Text)	Company Name						
	Industry					Position/Designation	
Business/Job Address (Text)	Number, Plot and Street						
	Landmark					PO Box	

	City	Country
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Cell (Number)	+255	Email (Text)	
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Full Name (Text)	First Name	Father's Name	Surname
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Gender (Tick)	Male	Female	Relationship (Text)	
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Occupation (Tick)	Service	Business	N/A	Nationality (Text)	
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Business/Job Details (Text)	Company Name		
	Industry	Position/Designation	

Business/Job Address (Text)	Number, Plot and Street		
	Landmark	PO Box	
	City	Country	

Cell (Number)	+255	Email (Text)	
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Home Address (Text)	Number, Plot and Street		
	Landmark	PO Box	
	City	Country	

EDUCATION BACKGROUD (TO BE FILLED BY APPLICANT)

This section intends to capture academic and madrassa studies' history of the applicant to establish the eligibility and his/her performance to consider as one of the criteria of deservance.

SUBMISSIONS: All candidates must submit final examination results for the subjects done at "O" level, "AS" level and latest "A" level/Mock and local examinations (e.g. NECTA, GCE, Cambridge or equivalent) undertaken. Additionally, the candidate may submit copies of certificates/awards/testimonials for all extra-curricular activities. Final Madrassa result copy to be submitted as part of mandatory submission.

Primary	Course /Stream			
	Institute Name			
	Location/City	From (MM/YYYY)	To (MM/YYYY)	RESULT

Secondary	Course /Stream			
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	Institute Name			
	Location/City	From (MM/YYYY)	To (MM/YYYY)	GPA

Higher (if any)	Course /Stream			
	Institute Name			
	Location/City	From (MM/YYYY)	To (MM/YYYY)	GPA

Other (If any)	Course /Stream			
	Institute Name			
	Location/City	From (MM/YYYY)	To (MM/YYYY)	GPA

MADRASSA RESULT

Year Completed (Number)	YYYY	Class Upon Completion (Text)	
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Madrasa Location (Text)	
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NET WORTH (TO BE FILLED BY PARENT/GUARDIAN)

This section intends to establish the total net worth of applicant's family. The details shall be furnished by applicant's parent/guardian in case of dependent applicants and by themselves in case of independent applicants. The amounts to be mentioned along with the applicable currency unit.

SUBMISSIONS: To produce applicable supporting documents wherever possible to substantiate the details provided (for e.g. property valuation for property as asset).

A. ASSETS

Component	Amount	Remarks/Justification
Occupied House		
Commercial Properties		
Shares/T. Bills		
Bank Deposits		
Vehicles		
Other 1		
Other 2		
Total		

B. LIABILITIES:

Component	Amount	Remarks/Justification
Secured Loans		
Unsecured Loans		
Other 1		
Other 2		
Other 3		
Total		

RECONABLE INCOME (TO BE FILLED BY PARENT/GUARDIAN)

This section intends to understand total annual earnings and expenses of the applicant's family as a whole. The details shall be furnished by applicant's parent/guardian in case of dependent applicants and by themselves in case of independent applicants. The amounts to be mentioned in Tanzanian Shilling (TZS) denominations (approximating to nearest '000). Any amount shall be mentioned along with the applicable currency unit.

SUBMISSIONS: To produce applicable supporting documents wherever possible to substantiate the details provided (for e.g. Rent agreement for substantiating rental expenses and last school fee payment copies that a family is paying for other kids in family).

C. INCOME

All dependent applicants shall provide income details of all living parents or guardians with whom they are residing. All independents applicants shall provide income details of their spouse. Any additional earning member detail that an applicant feels are significant to disclose must be included in last column (for e.g. income of elderly earning siblings who are unmarried and living with the family).

Source	Father	Mother	Guardian	Spouse	Others
Employment					
Business					
Property Rent					
Investments					
Pensions					
Spousal Support					
Other 1					
Other 2					
Other 3					

Other 4					
Other 5					
Family Total					

D. EXPENSES:

Component	Amount	Remarks/Justification
General living		
Home Rent		
Loan repayment		
Education/Fees		
Other 1		
Other 2		
Other 3		
Other 4		
Other 5		
Total		

COURSE/INSTITUTE DETAILS (TO BE FILLED BY APPLICANT)

In this section, the applicant is required to provide details about the higher education institute where he/she has got the admission.

SUBMISSIONS: A copy of admission letter or an official communication from the institute confirming admission is must submission.

Course Title			
Stream			
Institute			
Institute Address	Number, Plot and Street		
	Landmark	PO Box	
	City	Country	

Cell	+255			Email			
Course Start	DD	MM	YYYY	Course End	DD	MM	YYYY
Admission Date	DD	MM	YYYY	Fees Deadline	DD	MM	YYYY
Study Mode	Online / offline			Fees Payment	Per year/semester/paper/term		

ANNUAL ESTIMATED COST OF STUDIES (TO BE FILLED BY APPLICANT)

This section assesses the total annual financial implication of the higher study opted by the applicant on his/her family. Broadly these costs are bifurcated into two components; institute cost (paid to Institute) and Maintenance Cost (borne by Student).

A. INSTITUTE COST

The institute cost shall include all direct mandatory cost/fees (For eg. Tuition Fee) payable to the institute to confirm the enrollment.

SUBMISSIONS: The candidate must also produce official details/breakup of the institute cost/fee as desired to be paid by the institute.

Component	Amount	Remarks (if any)
Tuition Fee		
Exam Fee		
Union Fee		
TCU Fee		
ID card		
Other mandatory 1		
Other mandatory 2		
Other mandatory 3		
Total		

B. MAINTENANCE COST

These components of the study cost (termed as maintenance cost) shall include all other cost that may differ case to case bases but are considered to be essential to successful completion of the studies by an applicant. Though these costs can be considered claimable under this grant scheme (upto a certain limit); priority shall be given to the institute cost/tuition fee.

SUBMISSIONS: Quotations/Proofs shall be provided wherever possible to substantiate the component wise cost reasoning.

Component	Amount	Remarks/Justification
Boarding		
Lodging		
Transport		
Books		
Equipment		
Other Essential 1		
Other Essential 2		
Other Essential 3		
Total		

MANAGING COST OF STUDIES (TO BE FILLED BY APPLICANT)

This section aims to understand the applicant's keenness (try and contribute) on managing the cost of studies through his/her own efforts and the family's contribution to the same.

A. THROUGH OTHER SOURCES

Component	Amount	Remarks (if any)
Family Contribution		
Sponsorship		
Financial Loan		
Self – Finance		
Stipend		
Scholarship		
Others		
Total		

B. REQUESTED THROUGH GRANT

INSTITUTE COST	MAINTENANCE COST	TOTAL

FINAL TALLY (TO BE FILLED BY APPLICANT)

This provides the summary of funds arranged/its source for the cost of studies.

Source of Fund	Institute Cost	Maintenance Cost	Total
Contributed by Family			
All other sources			
Requested through grant			
Total Cost of Studies			

OTHER INFORMATION (TO BE FILLED BY APPLICANT)

These are other relevant information important for the organization for their reference and analysis while processing the application

Have you in past availed benefits of BIGS? If yes; please provide UID _____	YES	NO
Have you in past availed benefits of AFED? If yes; please provide details _____	YES	NO
Has anyone in your family members have availed benefits of BIGS in past? If yes: Please provide UID _____	YES	NO
Is any of your siblings from same family are current beneficiary of BIGS? If yes; please provide UID: _____	YES	NO
Is your family currently registered under the welfare scheme of KSIJ-DAR? If yes; please provide reference: _____	YES	NO
Have you/your family paid the lawajam fees at KSIJ-DAR? If yes; please provide receipt number: _____	YES	NO
Have you taken part of any extracurricular activities (related achievements)? If yes, please submit copies with this form as it adds value during evaluation.	YES	NO

DECLARATION

I hereby confirm that I have carefully read and understood the applicant guidelines for the grant and terms and conditions mentioned there-in at www.ksijdar.org. I also represent and warrants that all the information contained in this application form is, true and correct to the best of my knowledge and belief and no fact has been falsely stated or concealed or suppressed herein. I agree to abide by all terms and conditions at all point of time stated in the form and applicant guidelines should my application be approved. I shall indemnify KSIJ-DAR for their approval or rejection of this application and or the requested grant. I, further take an oath in the name of my religion, ISLAM and of my faith, SHIA ITHNA-ASHERI that having received the grant, I shall not misuse it and provide enough justice by sincerely completing my studies and service the community as way of repayment. May the Almighty help me to keep my Oath and to fulfil it for His pleasure.

Applicant Signature	Parent/Guardian Signature 1	Parent/Guardian Signature 2
Date	Date	Date

BAQIR UL ILM GRANT SCHEME	UID (allotted by office)
MENTOR FORM	

PURPOSE OF THIS FORM:

This form intends to ensure each applicant applying for BIGS has undergone thorough consultation/mentorship before finalizing a course/institute for higher education studies. This to instill discipline and sincerity in the overall approach towards the grant scheme. This form shall constitute an important part of any application evaluation and is part of the mandatory submissions along with the application form.

GENERAL INSTRUCTIONS:

The form is to be filled up by the mentor/career counselor in Block Capitals with BLUE colour ball point pen. The form is to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted.

Being a qualitative report, the mentor/counselor must provide factual information without any personal bias towards the applicant. It shall be the moral responsibility of the mentor to guide the applicant towards a thoughtful career choice.

CANDIDATE DETAILS

Full Name (Text)	First Name	Father's Name	Surname
Cell (Number)	+255	Email (Text)	

MENTOR DETAILS

Full Name (Text)	First Name	Father's Name	Surname
Cell (Number)	+255	Email (Text)	

MENTOR'S PROFESSION (LATEST 2)

Occupation (Tick)	Service	Business	N/A	Total Years (Text)	
Business/Job Details (Text)	Company Name				
	Industry			Position/Designation	
Business/Job Address (Text)	Number, Plot and Street				
	Landmark			PO Box	

	City	Country
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Cell (Number)	+255	Email (Text)	
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Occupation (Tick)	Service	Business	N/A	Total Years (Text)	
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Business/Job Details (Text)	Company Name		
	Industry	Position/Designation	

Business/Job Address (Text)	Number, Plot and Street		
	Landmark	PO Box	
	City	Country	

Cell (Number)	+255	Email (Text)	
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MENTOR'S HIGHEST EDUCATION (TO BE FILLED BY MENTOR)

Education Details	Course /Stream			
	Institute Name			
	Location/City	From (MM/YYYY)	To (MM/YYYY)	RESULT

RELATIONSHIP WITH CANDIDATE

Years Known (Number)		Relationship (Text)	
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CANDIDATE'S EVALUATION

Strengths	
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Weaknesses	
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Areas of Improvement	
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OVERALL RATING OF THE CANDIDATE

The mentor is required to qualitatively assess the applicant and provide overall assessment on following criteria on a scale of 1 to 5 (1-Low, 2-Moderately Low, 3-Moderate, 4-Moderately High, 5-High)

Criteria	Score				
Clarity – of career path and its challenges	1	2	3	4	5
Determination – towards staying on course of the career path	1	2	3	4	5
Skills – possession of basic required soft/hard skills for the aspired career	1	2	3	4	5
Vision – Future goals and opportunities	1	2	3	4	5
Academic Performance – historical performance	1	2	3	4	5

CAREER PLANNED BY THE CANDIDATE and your confirmation to the same

This section is applicable in case the applicant/candidate already has selected the course/stream/institute which he/she wants to pursue and apply the grant. In such case, the mentor is required to provide rating (on a scale of 1 to 5) of his/her confirmation to the applicant's choice.

Details	Score				
Course:	1	2	3	4	5
Stream:	1	2	3	4	5
Institute	1	2	3	4	5

OVERALL REMARKS

Which career path is a good fit for the candidate to pursue and why?	
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DECLARATION

I hereby confirm that I have carefully gone through the candidate's profile and evaluated his/her aspirations viz-a-viz various characteristics that the candidate possesses to achieve the goals. I also confirm that my approach in the process has remained genuine, fair and unbiased despite me having a relationship with the candidate and I acknowledge that community funds are being used for this scheme and I confirm that I have made decision with right amount of responsibility.

(Sign and Date)

[NOTE TO MENTOR: In case you wish to privately write to KSIJ-DAR about the applicant, you can write an email to _____]

BAQIR UL ILM GRANT SCHEME	UID (allotted by office)
ACADEMIC REFERENCE FORM	

PURPOSE OF THIS FORM:

This form intends assess the recommendations cum reference from candidate's preceding education Institute in order to consider it as part of overall eligibility evaluation.

GENERAL INSTRUCTIONS:

The form is to be filled up by referee in Block Capitals with BLUE colour ball point pen. The form is to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted.

Being a qualitative report, the referee must provide factual information without any personal bias towards the applicant.

CANDIDATE DETAILS

Full Name (Text)	First Name	Father's Name	Surname
Cell (Number)	+255	Email (Text)	

COURSE/INSTITUTE DETAILS

Course Title							
Stream							
Institute							
Institute Address	Number, Plot and Street						
	Landmark				PO Box		
	City			Country			
Cell	+255			Email			
Course Start	DD	MM	YYYY	Course End	DD	MM	YYYY
Final Result							

REFEREE DETAILS

Full Name (Text)	First Name	Father's Name	Surname
Title (Text)			
Cell (Number)	+255	Email (Text)	

Describe the capacity of your relationship with the candidate, how long you have known them, what you have seen in them over the years (progress/development, general notes)

--

REFEREE'S EVALUATION OF THE CANDIDATE

Comment on candidate's academic achievement, scores/awards earned, and their academic progress over the years.

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Comment on candidate's extracurricular involvement/achievements, community involvement, events or any leadership positions held etc.

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Comment on candidate's overall progress/development in more detail – how he/she has grown as an individual and through what circumstances (any challenges and how they have risen from it).

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Strengths	
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Weaknesses	
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Areas of Improvement	
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OVERALL RATING OF THE CANDIDATE

Overall	Poor	Satisfactory	Good	Impressive
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Final Comments	
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DECLARATION

I hereby declare that the information provided herein above is true, accurate and correct to the best of my knowledge and belief and nothing has been falsely stated or concealed herein. I understand that if the said information provided by me is proved to be false at any point of time, then I will have to face the consequences as per any provision of applicable law for the time being in force. I further declare that I was very genuine, fair and unbiased in stating the required details as stated above in this reference cum recommendation form despite me having known the candidate (directly or indirectly) whose name is written in this reference form during his/her tenure at the institute and I acknowledge that community funds are being used for the grant scheme and I confirm that I have made decision with right amount of responsibility.

(Sign and Date)

[NOTE TO REFEREE: In case you wish to privately write to KSIJ-DAR about the applicant, you can write an email to _____]

BAQIR UL ILM GRANT SCHEME	UID (allotted by office)
COMMUNITY SERVICE FORM	

GENERAL INSTRUCTIONS

- This form is **STRICTLY CONFIDENTIAL** and be filled by the representative of the authority where the service was performed/delivered. The form to be filled in Block Capitals with **BLUE** colour ball point pen and to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted.

Candidate Name (Text)	First Name	Father's Name	Surname
Cell (Number)	+255	Email (Text)	

SERVICE DETAILS (TO BE FILLED BY APPLICANT)

Activity Title			
Activity Details (Text)			
Start Date	DD	MM	YYYY
End Date	DD	MM	YYYY
Served at (Text)	Entity Name		
	Industry/Sector	Total Hours	
Entity Address (Text)	Number, Plot and Street		
	Landmark	PO Box	
	City	Country	
Cell (Number)	+255	Email (Text)	

REVIEWER DETAILS (TO BE FILLED BY ENTITY AUTHORIZED REPRESENTATIVE)

Name (Text)	First Name		Father's Name		Surname
Cell (Number)	+255		Email (Text)		
Occupation (Tick)	Service	Business	N/A	Total Years (Text)	
Business/Job Details (Text)	Company Name				
	Industry			Position/Designation	
Business/Job Address (Text)	Number, Plot and Street				
	Landmark			PO Box	
	City		Country		
Cell (Number)	+255		Email (Text)		

APPLICANT'S SERVICE REVIEW (TO BE FILLED BY REVIEWER)

Remarks (Text)					
Overall	Poor	Satisfactory	Good	Impressive	

DECLARATION

I _____ (Name of the Person), aged _____ Years, residing at _____ do hereby declare that the information provided herein above is true, accurate and correct to the best of my knowledge and belief and nothing has been falsely stated or concealed herein. I understand that if the said information provided by me is proved to be false at any point of time, then I will have to face the consequences as per any provision of applicable law for the time being in force as well as the benefit availed by the candidate whose name is mentioned in this form shall be liable to summarily cancelled.

I further declare that I am the duly authorized representative appointed by _____ (authority name) to provide the above-mentioned information, hence I fully competent to do so.

Date	DD	MM	YYYY
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Signature	
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BAQIR UL ILM GRANT SCHEME	UID (allotted by office)
GRANT DISBURSEMENT FORM	

GENERAL INSTRUCTIONS

- This form is **STRICTLY CONFIDENTIAL** and be filled jointly by Grant Coordinator and the applicant if Major (above 18 years) otherwise by his/her parent guardian if Minor in Block Capitals with BLUE colour ball point pen. The form is to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted.
- The applicant must be extremely careful in providing beneficiary account details and is solely responsible for any wrong information/errors. KSIJ-DAR shall not be responsible for any wrong disbursement due to error on the side of Applicant and in such cases the Applicant or his/her parent/guardian (for dependent applicant)/Spouse (for independent applicant) shall be liable to refund the money back to KSIJ-DAR. The account details, once provided and signed-off shall be deemed final and any alteration/change request will not be entertained.

A. DISBURSEMENT OF INSTITUTE COST

Institute cost component of approved Grant shall be paid to the Education institute directly by the awarding authority except for the rare unavoidable cases where the applicant was compelled to arrange the fund from his/her side to honor the deadlines. For such cases only, the payment can be done to the applicant or his/her Parent/Guardian (for dependent applicant)/Spouse (for independent applicant) as confirmed by the applicant below.

In case the amount to be remitted to an overseas account (via TT, WIFT, Card, WU or other means) the amount shall be transferred to the applicant or his/her parent/guardian's Tanzania account and the applicant shall within 1 month submit the payment receipt.

Account Name	
Account Owner	
Relationship with Account holder	
Account Number (WITHIN TANZANIA)	
Bank Name	
Bank Branch	
Currency of Payment	
Contact Number of Account Holder	

B. DISBURSEMENT OF MAINTENANCE COST (IF APPLICABLE)

Maintenance cost component of the approved Grant shall be paid to the Applicant or his/her Parent/Guardian (for dependent applicant)/Spouse (for independent applicant) account as specified by the applicant below.

Account Name	
Account Owner	
Relationship with Account holder	
Account Number	
Bank Name	
Bank Branch	
Currency of Payment	
Contact Number of Account Holder	

GRANT AMOUNTS (TO BE FILLED BY GRANT COORDINATOR)

As per the Evaluation outcome, GC shall mention details of total approved grant under the UID and requested disbursement by the applicant as per the institute schedule ((For eg. If applicant applied for the full year of cost and got respective evaluation and approval but the payment to be done semester wise; the disbursement of the grant shall be twice under that application)

Particulars	Approved Amount	Disbursement Amount
Institute Cost		
Maintenance Cost		
Total		

DISBURSEMENT HISTORY (TO BE FILLED BY GRANT COORDINATOR)

This section is applicable only if the approved grant under the UID was previously disbursed in part and now other part is being disbursed.

Date Disbursed	Institute Cost	Maintenance Cost	Total	Remarks

UNDERTAKING BY APPLICANT/PARENT/GUARDIAN

I _____ hereby undertakes that the particulars provided above by me are true, accurate and correct and no fact has been falsely stated or concealed or suppressed herein. In the event of any content of this application turning out to be false or incorrect at any point of time or it comes to light that there has been suppression of any material information, it is understood and accepted by me that I shall be responsible for such false declaration or misstatement and the grant if approved but not disbursed shall be liable to summarily cancelled. I and/or my parents/guardian/Spouse as the case may be shall be responsible to refund the grant immediately in case it was disbursed to a wrong account due to errors/wrong details provided. Further, as stipulated under GRANT AMOUNTS, I accept the amount of grant that is approved by the authority without any objections and I shall indemnify KSIJ-DAR from any future answerability to myself, my parents/Guardians/ Spouse as the case may be or any of the person representing me or my family.

(Sign and Date)

UNDERTAKING BY GRANT COORDINATOR

I _____ confirm that the grant amount mentioned under GRANT AMOUNTS and its component wise allocation (towards Institute cost and Maintenance Cost) is true and correct as per the final approval by the Evaluation Committee and I shall forward the grant approved amount and account number to the accounts department as forwarded to me by the Evaluation Committee. In case, there is any error in forwarding any information received from Evaluation Committee, I shall be held responsible to KSIJ Dar due to any such error by me.

(Sign and Date)

UNDERTAKING BY ACCOUNTS DEPARTMENT

I _____ confirm that the grant amount mentioned in this form and its component wise allocation (towards Institute cost and Maintenance Cost) is true and correct as per the final approval by the Evaluation Committee, and I have received the information from the Grant Coordinator. I shall disburse the exact amount and to the correct account number as per the information provided to me by the Grant Coordinator. In case, there is any error in disbursement, I shall be held responsible to KSIJ Dar due to any such error by me.

(Sign and Date)

BAQIR UL ILM GRANT SCHEME	UID (allotted by office)
INSTITUTE/COURSE CHANGE FORM	

PURPOSE OF THIS FORM:

This form is applicable where an applicant who previous was approved a grant within the assessed grant eligibility limits of his profile now wishes change the institute/course and apply for additional grant from the balance of his/her eligibility. However, approval/disapproval of which is subject to the committee's review.

GENERAL INSTRUCTIONS:

The form is to be filled up by the candidate himself / herself if Major (above 18 years) otherwise by his/her parent guardian if Minor in Block Capitals with BLUE colour ball point pen. The form is to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted.

The candidate must provide factful reasoning of such change and put forward for re-consideration of the Grant Evaluation Committee re-requesting the Grant. Even if this mid term re-grant request is rejected, the candidate shall be eligible to apply for a grant for next academic year of the new Institute/Course.

APPLICANT'S PREVIOUS UID NUMBER (TO BE FILLED BY APPLICANT)

FOR OFFICE USE ONLY

CURRENT INSTITUTE/COURSE DETAILS (FOR WHICH GRANT WAS RELEASED)

Course Title												
Stream												
Institute												
Institute Address	Number, Plot and Street											
	Landmark							PO Box				
	City					Country						
Cell	+255				Email							
Admission Date	DD	MM	YYYY	Course Start		DD	MM	YYYY				
Fees Amount					Fees paid		DD	MM	YYYY			
What is being changed?				Institute				Course/Stream				

REASON FOR CHANGE

Justification/ Explanation											
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NEW INSTITUTE/COURSE DETAILS (FOR WHICH GRANT IS REQUESTED)

SUBMISSION: A copy of admission letter or an official communication from the institute confirming admission is must submission.

Course Title											
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Stream			
Institute			
Institute Address	Number, Plot and Street		
	Landmark	PO Box	
	City	Country	
Cell	+255	Email	
Course Start	DD	MM	YYYY
Course End	DD	MM	YYYY
Admission Date	DD	MM	YYYY
Fees Deadline	DD	MM	YYYY

COST OF STUDIES AND ARRANGEMENTS

A. FOR CURRENT INSTITUTE/COURSE (AS PER THE ORIGINAL APPLICATION FORM)

Cost Component	Institute Cost	Maintenance Cost	Total
Arranged Through	Institute Cost	Maintenance Cost	Total
Other Sources			
Grant			

B. FOR NEW INSTITUTE/COURSE

In this section, the applicant is required to provide details of cost of studies application at the new institute/course, managed contribution from his/her side (through other sources) and portion requested through grant. It is important to note that chances of this grant approval increase if the applicant manages to arrange a portion of cost through refund from current institute. Also, it is important to know that the maintenance cost component of the grant is not applicable for such change in-between the academic year. Final decision of approving or rejecting re-grant shall remain with the EC.

SUBMISSIONS: Official details/breakup of the institute cost/fee as desired to be paid by the institute.

Cost Component	Institute Cost	Maintenance Cost	Total
Source of Fund	Institute Cost	Maintenance Cost	Total
Refund from Institute			
Family Contribution			
Other Sources			
Requested through Grant			

DECLARATION

I hereby confirm that I have carefully read and understood the applicant guidelines issued by KSIJ-DAR and are available at www.ksijdar.org and terms and conditions mentioned there-in. I also represent and warrant that all the information contained on this application form is, true and correct to the best of my knowledge and belief and no fact has been falsely stated or concealed or suppressed herein. I agree to abide by all terms and conditions at all point of time stated in the form and applicant guidelines should my application be approved. I shall also indemnify KSIJ-DAR for their approval or rejection of this application and or the requested grant. I, further take an oath in the name of my religion, ISLAM and of my faith, SHIA ITHNA-ASHERI that having received the grant, I shall not misuse it and provide enough justice by sincerely completing my studies and service to the community as way of repayment. May the Almighty help me to keep my Oath and to fulfil it for His pleasure.

Applicant Signature	Parent/Guardian Signature 1	Parent/Guardian Signature 2
Date	Date	Date