

Covenant University Alumni Association

3rd Floor

CUCRID Building,

Covenant University,

Ota, Ogun State.

POLICY NAME	TUITION SUPPORT		
EFFECTIVE DATE			
ADMINISTRATOR RESPONSIBLE	Finance, Corporate Communications and University Relations Directorates, Alumni Secretariat	CONTACT INFORMATION	vpfinance.alumni@covenantuniversity.edu.ng vpcorpcomm.alumni@covenantuniversity.edu.ng vpunirel.alumni@covenantuniversity.edu.ng secretariat.alumni@covenantuniversity.edu.ng
APPLIES TO			
GROUP 1	Final year students of Covenant University who who are yet to pay their tuition fees in full by the beginning of Omega semester		

POLICY STATEMENT

This policy is to guide the administration of the Tuition Support Scheme by the Covenant University Alumni Association for the final year students of Covenant University and the processes are stated below:

- i. To kick off the scheme, call for applications will be broadcasted on all Covenant University student platforms for a stipulated timeline
- ii. A committee is set up to review applications (priority is given to final year students), committee verifies list with Academic Affairs, financial status with the parents/guardians of applicants and figures with Financial Services
- iii. The call for donation follows on all CUALA platforms with the collated amount verified. Updates will be shared with the Alumni community periodically
- iv. The fees are paid directly into the University's account and PINs received from the Bank
- v. PINs are shared with students for upload on their portals
- vi. Feedback is received from students and parents/guardians for impact report
- vii. Impact report is shared with the community and on public domain

EXCEPTIONS

Students in their penultimate years who apply for the support may be considered if amount donated exceeds the needs of the final year applicants.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
VP, University Relations	<ol style="list-style-type: none"> i. Project owner and member of selection committee ii. Responsible for verifying figures and status of applications received with the Academic Affairs and Financial Services units of the University
Secretariat	<ol style="list-style-type: none"> i. Coordinate project calendar ii. Screen and collate applications to share with committee for review and selection iii. Inform successful applicants and initiate payment into University's account upon approval iv. Share PIN with students for their portals
VP, Finance	<ol style="list-style-type: none"> i. Approve payment upon verification of figures from VP, University Relations
VP, Corporate Communications	<ol style="list-style-type: none"> i. Run donation campaigns on all social media platforms