



UNIVERSITY OF HEALTH AND ALLIED SCIENCES



**POLICY ON STUDENT FINANCIAL
SUPPORT SCHEME**

UNIVERSITY OF HEALTH AND ALLIED SCIENCES
Directorate of Academic Affairs



**POLICY ON STUDENT FINANCIAL
SUPPORT SCHEME (SFSS)**

March 2023

FOREWORD

The University of Health and Allied Sciences (UHAS) is unique as its mission is to provide quality education, advance knowledge through scholarship and research that improves health and quality of life. One of the priorities of the Strategic Objective five (5) of the University's Strategic Plan (2017-2027) is to prioritize attention to students with special needs.

Around the world, higher education is viewed as an engine of social mobility, opening new opportunities for students from disadvantaged backgrounds. There is ample evidence that equity and access to higher education are not evenly distributed at UHAS due to financial challenges. While there have been significant improvements in access to higher education all over the world, completion outcomes have not followed suit. When students who are already disadvantaged drop out of the University and fail to attain a degree, there is a risk of social inequality.

The purpose of the Student Financial Support Scheme (SFSS) Policy is to provide consistent guidelines to the University Community for the award of university-wide and specific scholarship schemes. Through the effective use of the guidelines, the number of students receiving awards will increase. In doing so, UHAS will create opportunities for those who would have been denied tertiary education. It is believed that when this Policy is effectively implemented, it will transform UHAS into an efficient and effective provider of financial aid to disadvantaged students in a sustainable manner that promotes access to, and success in higher education in pursuit of Ghana's national human resource development goals, especially in the health sector.

Prof. Lydia Aziato
Vice Chancellor, UHAS

March, 2023

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TABLE OF CONTENTS

FOREWORD.....	1
ACKNOWLEDGEMENT	2
1.0 INTRODUCTION	4
2.0 RATIONALE OF THE POLICY	4
3.0 PURPOSE AND SCOPE OF THE POLICY	5
4.0 JUSTIFICATION AND OBJECTIVES OF THE POLICY.....	5
5.0 CRITERIA/ELIGIBILITY	5
6.0 THE SFSS BOARD.....	6
8.0 COMPOSITION OF THE SFSS BOARD/COMMITTEE	6
9.0 MANDATE OF THE SFSS BOARD	7
10.0 SOURCES OF FUNDING OF THE SFSS (UHAS)	7
11.0 VISION OF THE SFSS BOARD	7
12.0 MISSION OF THE SFSS BOARD.....	7
13.0 GOALS AND OBJECTIVES OF THE SFSS BOARD	8
14.0 HOW TO APPLY FOR FINANCIAL SUPPORT FROM THE SCHEME.....	8
15.0 CONTACT OF THE SCHEME	8

1.0 INTRODUCTION

The University of Health and Allied Sciences, (UHAS) Ho, was established by an Act of Parliament (Act 828) in December, 2011. UHAS is envisioned to become a pre-eminent research and practically-oriented health educational institution dedicated to community service. The main campus, including the central administration, is in Ho. A second campus is located in Hohoe. The University currently runs several undergraduate and post-graduate programmes in the various schools and institutes namely:

1. School of Allied Health Sciences
2. School of Basic and Biomedical Sciences
3. School of Medicine
4. School of Nursing and Midwifery
5. School of Public Health
6. School of Pharmacy
7. School of Sports and Exercise Medicine
8. Institute of Health Research
9. Institute of Traditional and Alternate Medicine
10. Institute of Medical Education

2.0 RATIONALE OF THE POLICY

The University of Health and Allied Sciences is committed to the establishment of a student financial support scheme, owing to the substantial evidence that the lack of financial support scheme in the University may have to some extent affected the smooth and continuous studies of some students, especially 'brilliant but needy' ones.

In certain instances, students who are unable to register for their courses due to non-payment of tuition fees are not able to sit for examinations. Students' inability to access financial support from the University and from other sources put them under pressure in their effort to attain tertiary education. There seem to be a number of students who cannot afford the payment of tuition fees with varying and genuine reasons.

The plight of 'brilliant but needy' students who often seek such financial support outside the University is further worsened by the fact that the University at present does NOT have a direct role in the selection and granting of awards to the privileged few by the various scholarship schemes (i.e., National Scholarship Secretariat, GETFUND, GNPC Foundation, MTN Foundation, CAMFED, etc.). Regrettably, the awards granted by some of the existing scholarship schemes usually end up going to students who cannot be termed 'needy'. In some instances, the genuine students who require such financial support are left out completely.

Though there have been some efforts by some individuals to put in place schemes for needy students, there is the need to consolidate these schemes through a university-wide policy. This move goes a long way to re-echo the need for a student financial support scheme in a growing and promising university like UHAS. For instance, Professor Margaret Gyapong, Director, Institute of Health Research donated 20,000

Euros to the Dora Gertrude Quaye Scholarship Scheme to provide financial support to needy but brilliant students. The University, therefore, took the initiative to institute a lecture to be known as Professor Margaret Gyapong Annual Mentorship Programme for Female Students and Academics.

3.0 PURPOSE AND SCOPE OF THE POLICY

The purpose of this Policy is to provide the needed aid to address the plight of 'brilliant but needy' students who often seek such financial support for their course of study in the University.

This Policy rolls out the roadmap which spells out the broad guidelines for the management of student aid at the University.

4.0 JUSTIFICATION AND OBJECTIVES OF THE POLICY

The Office of Student Affairs (OSA) has monitored the trend of financial challenges faced by students over the past years and has been inundated with several inquiries and requests for non-existent financial support. Students who are unable to secure financial support for payment of their tuition fees may tend to experience a certain degree of psychological and emotional trauma which oftentimes is attributed to their inability to register for their courses. Such students may eventually decide to defer their programmes and this affects their entire period of studies.

Undeniably, over the years certain generous individuals of the University have independently supported several students who could not raise money to pay for their tuition fees due to the nonexistence of SFSS in the University.

Despite the support from the benevolent individuals to the fortunate few, the current total number of students (i.e., 557) on the existing scholarship schemes by awarding organizations [i.e., MTN, Campaign for Female Education (CAMFED), GETFUND, Ghana National Petroleum Corporation (GNPC) Foundation and the Scholarship Secretariat (MMDAs)] also accounts for only 8.6% of the total student population.

Furthermore, a piece of empirical evidence gathered from the Office of the Registrar indicates an increasing number of students who are unable to raise funds to pay off their fees and oftentimes write to seek permission to register for their courses, a practice which is very inimical to the effective operations of the University due to the undue delay in the payment of appropriate tuition fees.

The SFSS once established would, therefore, strategically enable the 'needy but brilliant' students who otherwise would not be able to complete their university education to do so. The Scheme which could either be classified as a full scholarship or partial scholarship; (i.e., student accommodation concession, fee payment dispensation to students) would inevitably remove the cost barrier which oftentimes prevent some students from pursuing and achieving their educational goals and aspirations.

The Scheme shall be granted to academically-inclined students who will demonstrate a high level of financial need, and the yet-to-be constituted SFSS Board of the University shall ensure that such support is directed to the payment of only tuition fees.

5.0 CRITERIA/ELIGIBILITY

For a student to qualify to apply for financial support from the SFSS (UHAS), they must meet the following proposed requirements:

The student must:

- a) be a Ghanaian citizen
- b) be enrolled as a student (i.e., undergraduate and postgraduate) in a full-time programme of study.
- c) be able to demonstrate limited family income which is insufficient to cover students' educational needs (including documentary evidence).
- d) be a female or a male student with a CGPA of 3.0 or better and a CGPA of 3.5 or better respectively (to be determined by the yet-to-be-established SFSS Board).
NB: Special consideration will be given to sports men and women.
- e) be making excellent academic progress (i.e., continuing students only) as determined by the yet-to-be-constituted SFSS Board.
- f) have attended a less endowed school (GES approved).
- g) confirm that he/she is **NOT** currently receiving financial support through any other financial or scholarship scheme.

6.0 THE SFSS BOARD

1. The SFSS Board has the prerogative to either remove or add any of the criteria herein which it may deem fit or unfit for purpose.
2. Information regarding the criteria shall be made available by the yet-to-be-established SFSS Secretariat and on the website of the University at all times.
3. The application process for the SFSS for students shall commence on October 1 of each academic year and the qualified/deserving students shall receive their awards at the end of the second semester, to be utilized in the following academic year.

7.0 PROPOSED SUPPORTING DOCUMENTS

As part of the application process for accessing the SFSS, the following should be submitted as supporting documents to be reviewed by the SFSS Board:

- i. Official pay slip or payroll record of parents/guardians
- ii. For parents in the informal sector, residential address, and ECG or water bill will be required.
- iii. Most recent school fees receipts of the student (issued and authenticated by the institution)
- iv. Recent educational bills of siblings of school-going age and their birth certificates.
- v. Tax return receipts– IRS, VAT
- vi. Death certificate or burial permit (in case of the death of a parent/guardian)
- vii. Bank statements/SSNIT contribution statements
- viii. Electronic money transfer statement
- ix. Ghana Cocoa Board Farmers' Association passbook

8.0 COMPOSITION OF THE SFSS BOARD/COMMITTEE

To ensure an efficient implementation of the SFSS (UHAS), it is extremely important to constitute a standing committee or board, the composition of which is being proposed to include, but not limited to, the following:

- i. The Dean of Student Affairs
- ii. The Dean, International Programmes

- iii. A representative from the Finance Directorate
- iv. A representative from the Internal Audit Directorate
- v. A representative from the Academic Affairs Directorate
- vi. A representative from the ICT Directorate
- vii. An SRC representative
- viii. A representative from GRASAG
- ix. A senior assistant registrar/assistant registrar from OSA (as the Secretary)

9.0 MANDATE OF THE SFSS BOARD

The SFSS Board/Committee's core mandate shall include, but not limited to, the vetting of all applications received within the academic year and ensuring that there is fairness in the selection process. Statistics on the beneficiaries of the SFSS shall be published annually by the yet-to-be-established Secretariat and detailed reports submitted to the appropriate office.

The Chair of the Board/Committee shall report directly either to the Vice-Chancellor or the Pro-Vice-Chancellor, whichever is appropriate. It is further proposed that the Board Chairman of the SFSS should NOT necessarily be the Dean of Students.

10.0 SOURCES OF FUNDING OF THE SFSS (UHAS)

The proposed sources of funding in support of the SFSS include, but are not limited to, the following:

- a) University funding (internally generated fund – IGF, e.g., Facility Rentals)
- b) Corporate institutions
- c) Financial institutions
- d) State departments/MMDAs
- e) Religious bodies
- f) Philanthropists
- g) International corporations
- h) Benevolent individuals (e.g., staff)
- i) NGOs
- j) The SRC
- k) UHAS Alumni

11.0 VISION OF THE SFSS BOARD

The SFSS is to ensure that financial challenges faced by 'brilliant but needy' students do not limit their access to equal and quality education.

12.0 MISSION OF THE SFSS BOARD

The SFSS seeks to corroborate the mission of the University to develop world-class human resources with capabilities to meet national developmental needs, most especially in the health sector.

It seeks to promote the aspirations of individual students who may not be able to access university education due to financial constraints which they face while studying at the University of Health and Allied Sciences.

The SFSS would continually seek external funding to provide financial support to such individual students to enable them to achieve their university education and career aspirations.

13.0 GOALS AND OBJECTIVES OF THE SFSS BOARD

The SFSS would seek to achieve the following:

- a) To make access to financial support for deserving but most qualified students in the University very easy, transparent, and timely;
- b) To collaborate with Management to introduce more work-study programmes and opportunities to less endowed students;
- c) To aggressively embark on sustainable fund-raising efforts/activities to ensure the sustainability and success of the scheme;
- d) To collaborate with the various schools and institutes to establish other scholarship schemes to support the 'brilliant but needy' students.

14.0 HOW TO APPLY FOR FINANCIAL SUPPORT FROM THE SCHEME

Eligible applicants would be able to access downloadable forms from the UHAS website whenever the process commences in early October in each academic year. A fully completed application form with all the supporting documents shall be submitted to the SFSS Secretariat or the Dean, Office of Student Affairs (OSA).

It shall be the responsibility of each applicant to respond fully to all the questions on the form that apply to him/her. Additional information shall be required whenever necessary.

Shortlisted applicants shall be contacted thereafter for an interview. All successful applicants shall receive written notification which shall provide details of the award from the yet-to-be-established SFSS Secretariat or OSA. All awardees would have their student fees accounts subsequently credited with their respective approved funds.

15.0 CONTACT OF THE SCHEME

The address to which all applications for the student financial support shall be submitted would be:

The SFSS Secretariat
Office of Students Affairs
University of Health and Allied Sciences
PMB 31 Ho VR
TEL: 0362 290 046
EMAIL: studentaffairs@uhas.edu.gh

LOCAL POSTAL ADDRESS

University of Health and Allied Sciences
Pmb 31 Ho, Volta Region, Ghana

Phone: +233 (0) 36-2196136

Phone: +233 (0) 50-8534404

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Email: info@UHAS.edu.gh

Web: www.UHAS.edu.gh

UHAS WEBSITE

www.UHAS.edu.gh

UHAS ALUMNI WEB PAGE

www.UHAS.edu.gh/en/alumni

UHAS COVID – 19 INFO

www.UHAS.edu.gh/coronavirus.html

OVERSEAS ADDRESS

The Overseas Representatives
Universities of Ghana Office
321 City Road, London EC1V 1LJ
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Phone: +44 (0) 207-2787413

Fax: +44 (0) 207-7135776

E-mail: ugoouk@aol.com

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