

**"APPROVED"** by the  
**Decision of the Board of Directors**  
**NJSC Narxoz University**  
**Protocol No. 2** dated "15" 06 2023

**REGULATION**  
**on the provision of educational benefits**  
**to students of the Non-Commercial Joint Stock Company Narxoz University**

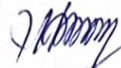
Almaty, 2023

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Approval sheet

CFO



M.V. Kapustyanskaya

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Department Director



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## Passport of the document

<b>Title of the document:</b>	Regulation
<b>Brief description:</b>	The regulation defines the conditions and procedure for providing educational benefits to students of the Non-Commercial Joint Stock Company Narxoz University
<b>Subject:</b>	Educational benefits
<b>Status:</b>	current
<b>Approval date:</b>	"15" 06 2023 years
<b>Action end date:</b>	Until cancellation
<b>Responsible for audit:</b>	Deputy Chairman of the Student Financial Support Committee



## 1. General Provisions

1.1. This Regulation on the provision of educational benefits to students of the Narxoz University Non-Commercial Joint-Stock Company (hereinafter referred to as the "Regulation") determines the procedure for granting benefits to persons studying under the educational programs of the Narxoz University Non-Commercial Joint-Stock Company ( hereinafter referred to as the "University") on a contractual basis <sup>1</sup>, and also to persons entering <sup>2</sup>the University to study (hereinafter referred to as the "Student").

1.2. The Regulation comes into effect from the day the decision is made by the University Board and cancels all previous versions of the Regulations on the provision of educational benefits for undergraduate programs, the Regulations on the provision of educational benefits to student athletes and postgraduate programs at Narxoz University Non-Commercial Joint Stock Company .

### 1.3. Basic Rules for the provision and use of educational benefits.

An educational benefit is provided for applicants/students for full-time form of study;

- educational benefits do not cover the cost of retake the course "retake" and academic difference;
- educational benefits are assigned to the Student, according to the educational program chosen at the time of the conclusion of the contract. In the event of a change in the educational program, educational benefits cover only the cost of the initially chosen educational program;
- educational benefits cannot be exchanged for a cash equivalent;
- educational benefits received by the Student are not cumulative. The largest educational benefits absorb all the smallest ones;
- Educational benefits do not cover non-tuition related expenses. The student independently pays fines, expenses for books, food, transport, etc.;
- The University has the right to cancel educational benefits in case of violation by the student of the requirements established by the Regulations;
- on the basis of the submitted application and the necessary documents, according to the list established in this Regulation, educational benefits are provided to the Student for one academic year with the right to further extension, with the exception of social educational benefits provided for in paragraphs 3.1.1, 3.1.2 of this Regulation;
- the amount of the educational benefit is calculated for each academic period (semester) and is divided into two semesters - autumn 50% and spring 50% (depending on the size of the educational benefit);
- educational benefits are not provided for the past academic period;
- educational benefits are not provided to full-time students using distance learning technologies.

## 2. Requirements for applicants for educational benefits

The Regulation provides for the requirements for obtaining and maintaining an educational benefit, which are mandatory for compliance / compliance of the Students.

In case of non-compliance with the requirements established by the Regulations, the Student is deprived of educational benefits.

*Performance requirements for all categories of educational benefits:*

- No academic debt;
- Absence of violations of the legislation of the Republic of Kazakhstan, the requirements of the internal documents of the University, including the Code of Ethical Conduct, rules within the facility regime and other documents;
- Absence of violations of the rules and principles of academic honesty;
- Absence of facts of causing damage to the property of the University;
- Active participation in public and research activities of the University;
- For all categories, additional conditions for academic performance are provided, with the exception of the categories established by paragraphs . 3.1.1 and 3.1.2 of this Regulation.

<sup>1</sup>Full- time students

<sup>2</sup>An applicant entering the University for educational programs of higher and postgraduate education



Compliance with the criteria is checked and confirmed by the Office of the Registrar, the Dean's Office for Student Affairs, the Research Department of the University in accordance with the requirements established by the Regulations, for each category of students separately. In case of non-compliance with the criteria, the information is transferred to the Committee for the Provision of Educational Benefits (hereinafter referred to as the "Committee") for making an appropriate decision, after which, based on the decision of the Committee and the decision of the University Board, the accounting department of the University recalculates the cost of education.

### **3. Types of educational benefits**

**3.1. Educational benefits are provided in the form of social discounts for the following categories of persons:**

**3.1.1. Orphans, Children left without parental care, under 23 years old - 50% of the cost of annual education.**

**3.1.2. Students with disabilities (disabled people of the first, second and third groups, disabled since childhood) - 50% of the cost of annual education.**

The level of the average GPA score of the student is not lower than 2.67 for 1 academic year of study.

**3.1.3. One parent with disabilities (has an established disability of the first, second, third group) - 30% of the cost of annual education.**

The average GPA score of the student is 2.67 for 1 academic year of study.

### **3.2. Loyalty program for University employees**

**3.2.1. Employees, close relatives, spouses of employees of the University / subsidiaries of the University** are provided with an educational benefit for all levels of educational programs of the University:

- a) in the amount of 20% of the annual cost of training, if the employee has at least 5 (five) years of work experience;
- b) in the amount of 40% of the annual cost of training, if the employee has at least 7 (seven) years of work experience.

The level of the average GPA score of the student is not lower than 3.33 for 1 academic year of study.

### **3.3. Educational benefits for academic achievement**

**3.3.1. Educational allowance for college graduates - 15% of the annual cost of education.**

The level of the average GPA score is not lower than 3.33 for 1 academic year of study.

**3.3.2. Educational benefit for students for academic achievements - 30% of the annual tuition fee, based on the results of GPA not lower than 3.80 for the previous academic year.**

Specialist Office of the Registrar sends to the Secretary of the Benefits Committee transcripts of students of 2-4 courses with a GPA of at least 3.80 for the previous academic year.

**3.3.3. An educational benefit for foreign students at the Narxoz University at the undergraduate level under contracts for educational services is provided with a benefit of 15% of the annual tuition fee.**

Specialist Office of the Registrar sends the transcripts of foreign students of 2-4 courses with a GPA of at least 3.33 for the previous academic year to the Secretary of the Committee for Benefits.

### **3.4. Educational benefits for University graduates**

**3.4.1. University graduates entering/studying master's degree programs - 20% of the annual tuition fee; MBA, EMBA, DBA, doctoral studies -10% of the cost of annual education.**

**3.4.2. Educational benefit 50% of the annual tuition fee for studying in the educational program "Applied Finance", the benefit is provided on a competitive basis.**

**3.5. Educational benefits based on the results of internal Olympiads.**



**3.5.1. Educational scholarship for participants in the competition "Future Business Leaders" B.Zh.Utemuratova .**

The educational benefit is provided and maintained in accordance with the Regulation "Future Business Leaders" B.Zh.Utemuratov .

**3.5.2. Educational scholarship for participants of the competition "International Olympiad".**

The educational benefit is provided and maintained in accordance with the Regulations "On the organization and holding of an international Olympiad among foreign applicants".

**3.5.3. Educational scholarship for participants in the competition for the award of educational grants from Verny LLP Capital ".**

The educational benefit is provided and maintained in accordance with the Regulations of the competition for the award of educational grants from Verny LLP Capital ".

**3.6. Educational benefits for citizens of the Republic of Kazakhstan who have completed military service.**

**3.6.1.** Citizens of the Republic of Kazakhstan who have served their military service an educational benefit is provided for all levels of the educational programs of the University.

The level of the average GPA score is not lower than 3.0 for 1 academic year of study.

**3.7. Educational benefits for students - holders of educational benefits in 2020-2022 of admission**

Extension of benefits for students of 2-4 courses enrolled in 2020-2022 (with the exception of the categories: Orphans, Children left without parental care under the age of 23; Students with disabilities (disabled people of the first and second groups, disabled since childhood) ; One parent with disabilities (has an established disability of the first or second group), provided that the average GPA score is not lower than 3.5 for the academic year.

For categories: Orphans, Children left without parental care, under 23 years old; Students with disabilities (disabled people of the first and second groups, disabled since childhood); One parent with disabilities (has an established disability of the first or second group) is subject to maintaining an average GPA score of at least 2.67 for the fall semester of 2023, in a subsequent review of the benefits based on GPA results occurs for the academic year.

**3.8. Educational discounts for corporate clients applying for MBA and DBA programs:**

- a) in the amount of 5% of the annual tuition fee, when 3-7 employees enter from one company;
- b) in the amount of 10% of the annual tuition fee, when applying from 7 employees from one company.

**4. Student Support Committee**

4.1. Decisions on the provision of educational benefits are made by the Committee, the secretary of the Committee draws up a protocol, an extract from the protocol, forms tables indicating the cost of education, the amount of educational benefits and makes a general summary of the costs of the benefits provided. Then the data and documents are submitted for consideration and approval by the University Board.

The meeting of the Committee for the provision of educational benefits for the first academic year of the corresponding year is held upon completion of the acceptance of documents (September). Acceptance of documents for the provision of educational benefits for the first academic year is carried out from July 01 to September 10 of the corresponding academic year. of the year.

4.2. The composition of the Committee is formed in the amount of no more than 7 people from among the employees of the University (at least three employees from among the management team): one



chairman, one deputy chairman, members of the Committee and one secretary (without the right to vote). The composition of the Committee is approved by the order of the Chairman of the Board of the University.

4.3. Responsibility for the activities of the Benefits Committee rests with the Chairman of the Committee.

4.4. The competence of the Committee includes:

- consideration of materials on the provision of educational benefits / grants;
- making a decision on the provision and/or refusal to provide educational benefits/grants;
- making a decision on the extension and / or refusal to renew educational benefits / grants;
- consideration of issues of deprivation of educational benefits / grants.

4.5. The decision to grant benefits is made by open voting by a simple majority of votes of the members of the Committee. In case of an equal number of votes, the vote of the Chairman of the Committee is decisive.

4.6. The decision of the Committee is approved by the decision of the University Board and sent to the accounting department, which adjusts the calculation of the cost of tuition, taking into account the granted / deprived benefit, and sends the information to the specialist of the Department of Information Technology to form an annex to the training agreement .

### **5. The procedure for granting educational benefits**

5.1. Consultations on the provision of educational benefits and the acceptance of the necessary documents on an ongoing basis are carried out by a responsible employee of the Accounting and Tax Accounting Department , during the admission campaign, together with the Admissions Committee.

5.2. Benefits are provided to students only if they do not have academic, financial debt for previous academic periods of study, subject to the requirements established by the Regulations.

5.3. One person cannot be simultaneously provided with several types of educational benefits.

5.4. A person studying at the University may be deprived of an educational benefit in the following cases:

- non-compliance with any requirement for the assignment or extension of an educational benefit;
- decrease in academic performance at the end of the academic year (according to the criteria specified in this Regulation);
- the presence of academic debt for the corresponding period of study;
- in case of violation of the legislation of the Republic of Kazakhstan, the Code of Ethical Conduct, the Internal Regulations of the University, other internal acts and documents of the University;
- dismissal of the student's parent from the University, subsidiaries .

5.5. Benefits remain in the following cases:

- a person studying at the University is on academic leave due to illness, pregnancy and childbirth, academic mobility, in connection with conscription for military service in the Armed Forces of the Republic of Kazakhstan.

5.6. In exceptional cases, the Committee has the right to consider and provide benefits to students who become orphans during their studies, that is, after the deadline for submitting documents for benefits. The educational benefit is provided from the 1st day of the next month after the submission of documents.

5.7 . \_ After the end of the corresponding academic year, the educational benefit is extended if the student fulfills all the requirements reflected in this Regulation. If any requirement is not met, the educational benefit will not be extended.

5.8 . \_ Academic debt at the end of the academic year is unacceptable. When calculating the GPA, data for the summer semester is not taken into account. The exception is cases when the student studied under the program of academic mobility /dual program/ was on academic leave.

5.9 . \_ Compliance with the specified criteria is checked and confirmed by the Office of the Registrar every year, in case of a decrease in academic performance, the information is transferred to the Committee for an appropriate decision .



## 6. Responsibility

- 6.1 Control over the academic progress of students and responsibility for the timely provision of data to the Committee rests directly with the head of the University Registrar's Office. The head of the University Registrar's Office is fully responsible for the accuracy of the data provided by the Committee.
- 6.2. Members of the Committee are not responsible for the fact that the student did not familiarize himself with the conditions for the provision of educational benefits.
- 6.3. Students are solely responsible for the authenticity of documents submitted for consideration by the Committee.
- 6.4. The Director of the Marketing and Admissions Department is responsible for the timely submission of all applications and documents of applicants to the Secretary of the Committee.
- 6.5. Members of the Committee are responsible for the legitimacy, objectivity, and transparency of decisions made.
- 6.6. Responsibility for the quality and timely performance of the tasks and functions assigned to the Committee lies with the Chairman of the Committee.
- 6.7. The Secretary of the Committee is responsible for timely informing students of the results of the Committee meeting , signing and storing the minutes of the Committee meeting within one year from the date of their receipt by the Committee with subsequent archiving.
- 6.8. The head of the Registrar's Office is responsible for signing supplementary agreements to student contracts.
- 6.9. The Director of the Department of Legal and Human Resources is responsible for providing the Committee with information on the length of service of employees at the University at the request of the Committee.
- 6.10. Control and responsibility for the ethical behavior of students at the University is assigned directly to the Dean for Student Affairs, Heads of Educational Programs/Principals of Schools.
- 6.11. Documents received for consideration for the provision or extension of educational benefits and the results of the work of the University Committee are subject to storage in the archives of the University for the entire period of study of the person who was granted an educational benefit, as well as for three years after completion of training.

## 7. Final provisions

- 7.1. The regulation is approved by the University Board, changes and additions are submitted for the decision of the Board.
- 7.2. From the moment the Regulations are approved by the University Board, the Regulations “On the provision of educational benefits to students of the Non-Profit Joint-Stock Company Narxoz University ” approved by the University Board (Protocol No. 6 of 05/06/2022) loses its force .

Developer:

Head of Recruiting and Admissions Department

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Document check mark:

Head of Office and Archives Department

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