

# Shukonna Scholarship Program (SSP)



*Be the reason a girl thrives*

একজন কণ্যা সন্তানের বেড়ে উঠায় মায়া ও ছায়ার উৎস হয়ে উঠুন আপনিও

Standard Operating Procedures (SOP)



Managed by: Spartan Academy

## 1. Introduction

Shukonna Scholarship Program (SSP) is an initiative for underprivileged school-going girls who have a strong desire to pursue their studies but are deprived of this opportunity due to financial challenges. In essence, the purpose of the Shukonna Scholarship Program is rooted in the belief that education is a fundamental human right and a powerful catalyst for social change. By providing opportunities for underprivileged students, girls in particular to access higher education, will pave the way for a bright future for families, society and the country.

## 2. Purpose

The purpose of establishing the Shukonna Scholarship Program for underprivileged girl students are as follows:

- a) **Equitable Access to Education:** To reduce financial barriers to quality education and ensure that deserving students from economically disadvantaged backgrounds have the opportunity to pursue their academic aspirations.
- b) **Poverty Alleviation:** The program will contribute to poverty alleviation by helping families reduce the burden of regular expenses.
- c) **Community Development:** Investing in the education of underprivileged students benefits the individuals directly supported by the program and contributes to the overall development of communities and society at large by fostering a skilled workforce, promoting innovation, and driving economic growth.
- d) **Fulfillment of Zakat or Sadaqah Obligations:** The program provides a scope for individuals and organizations to fulfill their religious obligations of Zakat or Sadaqah towards a noble cause that has a tangible and lasting impact on the lives of those in need.
- e) **Empowerment through Education:** Education is recognized as a powerful tool for empowerment, enabling individuals to unlock their potential, pursue meaningful careers, and become active contributors to their communities.

## 3. Scope

The program operates within the following parameters:

- a) **Target Beneficiaries:** The program targets underprivileged but meritorious female students of the age group ranging 12-19 years who are enrolled in Spartan Academy.
- b) **Geographical Coverage:** The Scholarship Program extends its support to eligible female students from all over Bangladesh enrolled in Spartan Academy.
- c) **Financial Assistance:** The financial assistance will cover educational expenses, including tuition fees, textbooks, study materials, transportation costs, food, accommodation, and other essential expenses related to academic pursuits. The scholarship funds will be disbursed to the awardee's bank accounts. Subsequently, they will pay for their education.

- d) **Monitoring and Evaluation:** There will be a monitoring and evaluation framework to assess the effectiveness and impact of the scholarship initiatives. This involves tracking the academic progress of scholarship recipients, collecting feedback, and conducting periodic reviews to ensure transparency, accountability, and continuous improvement.
- e) **Compliance and Governance:** The program operates in compliance with all relevant legal and regulatory requirements governing charitable activities and scholarship disbursements in Bangladesh. This includes adherence to established procedures, financial transparency, and accountability including Zakat or Sadaqah funds.
- f) **Sustainability and Expansion:** While initially focused on supporting underprivileged students, the scope of the program may be expanded over time to include additional measures for quality education in nearby schools, depending on availability of resources and strategic priorities.

#### **4. Right Holder Selection Process**

- a. A committee will be formed by the school management committee to complete entire process.
- b. Circulation of scholarship among the students of Spartan Academy.
- c. Receive applications.
- d. Check the validity of received applications.
- e. Interview of parents/Guardians.
- f. Interview Result Processing.
- g. Take Management approval and publish the result.
- h. Documentation.

#### **5. Guideline for Selection of SSP Right Holder**

- a. The committee will brief the guardians on the sources of the scholarship fund and obtain their consent to accept the scholarship from Zakat Money (where applicable).
- b. The committee will assess the family's vulnerabilities and economic conditions.
- c. To verify the given information, the interviewer may contact the applicant's references, family members, or other relevant individuals.
- d. The interviewer(s) must sign the application paper.

#### **6. Documentation**

Spartan Academy would preserve the following documents (online or physical) of selected awardees during the tenure of scholarship:

- i. Applicant's Picture.
- ii. Application form.

- iii. Bank Statement.
- iv. Payment documents.
- v. National ID Card or Birth Registration Certificate.
- vi. Academic Transcript.

## **7. Scholarship Disbursement**

- a. Stipend amounts will be deposited into the students' Bank Accounts. If an awardee is unable to open a Bank Account due to a lack of proper documentation, the stipend will be deposited into the guardian's bank account.
- b. Stipends will not be handed over or transferred in cash.

## **8. Scholarship Duration and Renewal**

- a. The scholarship tenure is for 12-months.
- b. At the end of the tenure, it may be renewed subject to fund availability.
- c. Additionally, academic results, other performances, and discipline standards will also be considered.
- d. School Management is to approve the renewal applications.

## **9. Scholarship Cancellation**

Spartan Academy management may cancel selected students' scholarships for the following reason:

- a. If a student breaches the scholarship conditions.
- b. If a student hides or misguides the selection process with counterfeit data and wrong information.
- c. If a student is involved in any activity against the law imposed by the country.
- d. If a student is actively involved in drug abuse (consumption, buying, selling, supplying), ragging which may risk or hamper the image of the Academy.
- e. If a student is involved in any activity against Islamic Shariah principles.
- f. If a student violates discipline, which is grave.
- g. If the donor discontinues or disagrees to provide the required funds.
- h. If there is a change in the student's family's economic condition.
- i. If a student fails to attain a minimum 60 % marks in annual exams.
- j. If a student is persistently absent in academic activities (online or physical).

## **10. Sponsor Management**

- a. The Sponsor/donors will be communicated by the School management committee.
- b. Sponsor/donors may be individuals or organizations.

- c. The Sponsor/donors may contribute any amount starting from 100 BDT.
- d. The Sponsor/donors may take the responsibility of one or more students also. Otherwise, Spartan Academy will plan and manage to support deserving students educational expenses.
- e. The School Management Committee shall keep the donor informed and get their consent about funding and promises.

## **11. Conclusion**

We envision a world in which every child, girl in particular is educated, skilled, protected, respected, valued, and grows up to turn the tide of poverty. We see the world from her perspective and dismantle the social and financial barriers that keep her from developing her full potential. We strive to ensure girls secure their right to learn and lead. We dream of working together to change the status quo for girls for good.