



# POLICY GUIDELINES

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*KIRIWINA GOODENOUGH SCHOLARSHIP PROGRAM*

MAJOR REVIEW OCTOBER 2017

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## **KGSP Chairman's Message**

The Kiriwina Goodenough District has, for a long time been suffering from lack of Government services in the district. The need for basic government services is so demanding.

In the Education Sector, it is of great concern with the influx of students who completed their basic education from Grades 8, Grades 10, and Grades 12 but have missed out on further studies or training and employment opportunities. These students are expected to return to their communities and integrate with their rural community and live a meaning full life without any formal skills training.

It is a common perception by school leavers that the certificate they attain can secure them a job. Therefore, most of these students migrate to urban areas like Alotau, Port Moresby and even to other towns and cities. While this scenario is true during the 1960's and 1970's, it is no longer true today. In order to attain a job, one needs to attain a further education level and quality training with certified skills. Also tuition fees for all Higher Institutions are very costly and simple village parents could not afford.

On behalf of the people of Kiriwina Goodenough Electorate we salute the visionary Member elect, Honourable Douglas Tomuriesa for the first time to initiate and put in place a scheme called," Kiriwina Goodenough Scholarship Program (KGSP)', to address this issue. The underlying philosophy of this scheme is that 'an educated population, equipped with appropriate training skills, will in turn bring Developments to the electorate.

This Program is set up to address the issue of struggling parents within our District from the burden of their children's fees. It is an establishment committed to ensuring developing our Human Resource which is one of the Priorities of this Government.

I also acknowledge the Kiriwina Goodenough District Development Authority Committee for accepting the Program in Principle and approving funding and the hard working KGSP Committee in implementing this program.



**Mr Mark Sailoia**

KGSP Chairman

Kiriwina Goodenough District

October 2017

## **Introduction**

It is of major concern in this current trend of Education System where majority of students miss out to further their educations to Higher Institutions. School leavers, who are the youths, create social problems in every community causing disharmony.

The Kiriwina Goodenough Scholarship Program's is established with its' main objective aligned with the Medium Term Development Strategy, District Plans and the Vision 2050. It focuses to build and develop the Human Resources of Kiriwina-Goodenough District by assisting the parents pay for their children's education by way of subsidizing the students' fees and other related cost to various institutions within the country in return will boost the economy.

Since the initiation of the Program in 2012 till now 2017, over the 5 years period the program has shown improvement and progress every year with proper monitoring and evaluation mechanisms in place but there is still room for better improvements.

After critical evaluation and analysis from the past term, in this term the Program has transformed to be implemented on Need Base Analysis.

Therefore, this Policy Guideline will serve as a legal document to support any queries and discrepancies relating to the program coordination. Any decision made by the committee must be in line with the policy. This policy guideline was drafted, documented and endorsed by the DDA in 2016 and now reviewed in 2017.

## **Statement of Values**

The Kiriwina Goodenough Scholarship Program (KGSP) is an establishment through the initiative of the Open Member then approved and endorsed by the District Development Authority (DDA) to setup this program and fund it through the District Services Improvement Program (DSIP) Funding.

It is a public funding therefore the citizens of Kiriwina Goodenough Electorate are the direct recipients of this funding. It would be proper to have a fair Distribution of Sponsorship and the Recipients of this funding must take Pride and total Responsibilities for maximum benefit since it is a privilege.

## **Purpose of the Policy and Guidelines**

The purpose of this KGSP Policy Guideline is to improve and strengthen the effectiveness and efficiency of the Scholarship process.

Where students and parents do not uphold or abide by the values of this Program the policy procedures provides the process of addressing with appropriate authorities concern. It is a legal document to safe guard the coordination of this Scholarship Program.

## **Background to the Policy and Guidelines**

The formulation of the KGSP policy and guideline took place in 2014 and draft documents were written. In May 2015, a draft of the policy guideline was presented to the DDA and endorsed to be a legal document that was used by the committee as a reference.

Building on the feedback from the stakeholders and the public, this committee has now reviewed and amended the Policy and Guidelines to improve this Program.

## **SECTION 1: ESTABLISHMENT AND PURPOSE**

### **1.1 Application.**

The Kiriwina Goodenough Scholarship Program Policy (the “Policy”) applies to all Scholarship Program Funds (“Scholarships”) held by The Kiriwina Goodenough District Development Authority (“KGDDA”) created on or after October 11, 2012. A Scholarship fund may provide for certain deviations from this Policy, such as higher spending rate. However, if a Scholarship fund budget is ambiguous or silent, then the Policy and any subsequent changes to the Policy will govern. Therefore, after critical analysis from the past term, the KGSP will now be mostly based on ‘User Pay Policy’.

### **1.2 Authorization.**

KGDDA has authorized the establishment of Scholarships as component funds of Education Sector of the DSIP Funding and has provided procedures and policies for the establishment and administration of such funds.

### **1.3 Establishment of Scholarship Funds.**

KG Scholarship funds may be established from the DSIP component every year of 20% of 10 million kina which is of 2 million kina given to the Education Sector. That funding will constitute 50% for KG Scholarship Program and other 50% for Education Infrastructure and other Education Programs according their Annual Action Plans (AAPs).

### **1.4 Purpose.**

This Policy recognizes that the goal of KG’s Scholarship program is to make it possible to assist subsistence rural parents within the Electorate by subsidizing their children’s fees at Higher Institutions and after completing their education and are employed then bring back economic benefits back to the Electorate thus increasing the capita income per household. Human Resource Development is one of the Resources that this Electorate has tapped into.

### **1.5 Ownership of Funds.**

Each Scholarship is irrevocable and shall be the property of KGDDA, held in its normal corporate capacity, and shall not be deemed a trust fund held by KGSP in a trustee capacity. The KGDDA shall have exclusive legal control of all funding in the Scholarship Program.

### **1.6 Name of Funds.**

KG Scholarship Funding is entirely from the DSIP which the Education Sector and the Committee may budget every year to expedite on their Budget. At times the founder of the program may assist in funding when there is need be.

### **1.7 Amendment of Policies.**

This Policy may be amended from time to time by the Kiriwina Goodenough Scholarship Program Committee.

## **SECTION 2: SCHOLARSHIP AWARDS/SPONSORSHIPS**

### **2.1 Compliance.**

The approval of the KGSP Committee is required to ensure that all Scholarship grants are awarded on an objective and non-discriminatory basis from a group of potential candidates sufficient in number to constitute a target class. Scholarship grants must be made in accordance with policies, procedures and criteria that are approved in advance by the KGDDA. The KGDDA will approve membership of Scholarship Committees as further defined below. All Scholarship grants must be recommended by a Scholarship Committee and approved by the KGDDA. All Scholarship grants must satisfy categories of permitted grants to institutions as stated below;

#### ***2.1.1 Group A- School Leavers considered for Negotiated Places.***

These are students to attend various institutions where prior negotiations have been done for reserved places for Kiriwina Goodenough students only.

The negotiated places were secured after the National Selection has taken place. The focus is for students who were not selected due to low Grade Point Average (GPA) or applied with wrong subject combination. The Kiriwina Goodenough Scholarship Program will consider these students as self-sponsored entrants to the colleges. The Assistance Scheme will cover the following for this group of Students:

- ✓ Airfares to and from respective institution.
- ✓ Tuition Fees

#### ***2.1.2 Group B- TESAS Students***

Students who are selected under the TESAS either AES, HECAS or Self sponsor selected under the Office of Higher Education for further studies in Colleges or Universities but are unable to pay the parent component fees (tuition fees). For this group of students, the TESAS has covered all costs except the tuition fees. The Kiriwina Goodenough Scholarship Program can cater for the tuition fees only on behalf of the parents on 'User Pay Policy' basis. Parents and students must apply for assistance to the Kiriwina Goodenough Scholarship Program Committee with students offer letters from the receiving institutions must be attached for verification and consideration by the Kiriwina Goodenough Scholarship Program Committee.

#### ***2.1.3 Group C: Further Education on Merit***

This group is considered to be the cream or the top students from Kiriwina Goodenough who have completed their undergraduate Program and wishing to advance to Post Graduate studies. These students will be selected on academic merit. Kiriwina Goodenough Scholarship Program has allocated 3% of its total funding. They will need to fill in an application form or a written letter seeking assistance to the Selection Committee attention to the Honourable Member. The letter must be attached with a conformation letter from the receiving institution, an active passport, academic transcript

from the previous institution, school fee break up, and the length of study. School fee component may include;

- ✓ Airfares to and from the institutions
- ✓ Board and Lodging fees
- ✓ Books and Equipment
- ✓ Tuition Fees
- ✓ Student Excursions
- ✓ Living Allowances

Due to limited funding, selection will be done on relevance and applicable methodologies in Developing the District.

## **2.2 Web-Based Application Process.**

KGSP's website is underway which will serve as the exclusive medium for providing detailed Scholarship information to interested students, parents and the community at large. The website will have enhanced functionality to electronically match student enquiries with Scholarship eligibility criteria and to access Scholarship application materials. However, currently a page is created on the Face Book and is currently in use temporarily.

## **2.3 Common Application.**

KGSP uses a common scholarship application form and requires common supporting materials for all KGSP Scholarships. The general criteria used in selecting Scholarship recipients include, but are not limited to, past academic performance, place of origin, recommendations from faculty or community members in some cases and financial fee structure. Other Scholarship-specific criteria such as school or geographic limitations, postsecondary academic interests or professional aspirations may be incorporated into eligibility criteria if approved by the KGSP Committee. Application forms will only be obtained at the District level- Losuia and Bolubolu. This is to enable students within the electorate to apply and lodge in their applications whilst being at home during their breaks.

## **2.4 KG Scholarship Committees.**

The KGDDA Board shall approve KG Scholarship Committees comprised of District Education Administrator, Goodenough Reps, Kiriwina Reps, and Member's Office Rep/Program Coordinator. The Scholarship Review Committee will evaluate/screen applications and make recommendations for Scholarship recipients based on the approved eligibility requirements. All members of the Scholarship committee are subject to conflict of interest and confidentiality policies. Below are the current KGSP Committee Members.

- Chairman- *- Mr Mark Sailoia*
- Member's Office Rep/Program Coordinator- *Mr Richard Luvakesa*
- Kiriwina LLG Reps-
  - 1. Mrs Linda Sailoia*
  - 2. Mr Amos Kelakasi*
- Goodenough LLG Reps-
  - 1. Mr Smith Samson*
  - 2. Mr Tony Earnest*



## **2.5 DSIP-Based Scholarships.**

In the case of DSIP-based Scholarships (i.e., Scholarships funding from the District), the funding will purposely cater for students whose parents reside within the Electorate only. Also in this Review, it is clear that KG Scholarships will only sponsor student's Tuition Fees and Air Fares based on the type of category starting in year 2018 onwards. Other related costs as from the past will be the parents' responsibility.

## **2.6 Donor Involvement.**

Donors have involved in sponsoring our students but have operated independently from the DSIP funding. The principal donor to the Scholarship, defined as any individual who has signed the Scholarship fund agreement and is a substantial contributor to sponsoring the students. KGDDA may permit donors and related parties who have established Scholarship funds to participate in sponsoring KG students only if they agree to recuse themselves from deliberations about persons in whom they may have a special interest. Current Donor Scholarships are, European Union, AusAid, Manalos Choppers, etc;.

## **2.7 Final Approval**

KGDDA Board has the legal responsibility to control, approve and allocate funds of all Scholarship recipients and authorizes the KGSP Committee to implement.

## **2.8 Spending Rules for Scholarship Funds.**

Scholarship Funds placed in the District Treasury allocation from DSIP are permanent endowments and may distribute annually. Drawings from the District Treasury to respective Institutions for tuition fees and other service providers is done by the KGSP Committee as per the annual budgets. Other expenditures apart from the Budget must go before the DDA for budget review and endorsement. Over payments or excess funds to Institutions, the funds are to be put forward for the coming year. Reimbursement will only be authorized by the KGSP Committee upon writing to them stating the validity of their reasons.

## **2.9 Minimum & Maximum Scholarship Award.**

Generally, the minimum annual Scholarship award is K500.00 per student. The maximum award limit is K10,000.00 per student but based on the 'User Pay Policy'. Only category C students may be considered over the maximum amount but must obtain approval from the DDA.

## **2.10 Delivery of Scholarship Awards.**

Funds through Cheque form will deliver all grants from Scholarships directly to the educational institutions chosen by recipients through application forms. Distributions will not be made directly to scholarship recipients but through bank deposits of direct delivery to the Institutions by the KGSP Committee members.

### **2.11 Reports to DDA Board.**

KGSP committee will at least annually provide to the KGDDA Board a list of all scholarship awards, including names of individual students and the colleges/schools/universities they are attending. Presentations of Annual Budgets, Updated Data and Progress Details must be presented before the DDA to deliberate on.

### **2.12 Students Contract Agreement.**

A bonding contract or agreement is devised and the chairman KGSP Committee to sign as a declaration commitment to serve in the electorate. The declaration will tie all graduating students sponsored by the Kiriwina Goodenough Scholarship Program to give at least two (2) consecutive years of service in Kiriwina Goodenough Electorate before transferring out of the district.

### **2.13 Termination of Sponsorship.**

The KGSP Committee have every right to terminate any sponsorship if he/she is confirmed suspended or terminated from any institution they are attending. Upon advice from the particular institution concern the committee may decide on the continuity of sponsorship for the following year or forfeit based on the seriousness of the case.

Every recipient of the KG Sponsorship is expected to perform to the Education Standard Bench Mark of 2.5 GPA. Failure to that, will result in 50% decrease in sponsorship.

The KGSP Committee reserves the right to withdraw the sponsorship if any student is found not complying with this Policy Guideline.

## **Disclaimer**

This document is for informational purposes only. Although every reasonable effort has been made to attain factual accuracy in this publication, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes. In addition, this publication does not constitute a contract between Kiriwina Goodenough Scholarship Program and its students, or applicants for admission or with any other person. Kiriwina Goodenough Scholarship Program reserves the right to add or to drop programs and courses, to increase fees, to change the calendar that has been published, and to institute requirements when such changes appear desirable. Every effort will be made to minimize the inconvenience such changes might create for students.