

Social Aid Office / (social assistance office)

Vision and idea of establishing the office

The idea of establishing the Social Aid Office emanating from the university President and Vice President for Education and Student Affairs, to present support to fully students, belief in justice in university education and raising the slogan "No nepotism in Solidarity Fund". Nepotism was playing A prominent role in obtaining support for those who do not deserve it, hence the idea of establishing a social assistance office to facilitate procedures for obtaining support and to confirm the idea that support is delivered to the student in a complete and appropriate manner for university student.

Office Objectives:

- 1- Achieving social security for students in different ways from insurance and social care.
- 2- Contributing in student and social services implementation.
- 3- Working on solving the problems facing students and preventing them from continuing their studies due to fiscal and economic deficit of the family.
- 4- Studying requests for assistance and recommending with the necessary for each case separately.
- 5- The office, working through a trained group of social workers, provides financial and in-kind assistance to students to obtain support, through a social study of these students and presentation this study to Vice President for Education and Student Affairs.

office provides social assistance through

1- Submission of subsidy from the Solidarity Fund to pay university course fees, conditions as follows:

A - The student submits an application for youth welfare in his faculty, accompanied by a payment permit and a copy of social research attachment by the Social Affairs Office of his residence place approved by the seal of the Republic's emblem and a copy of any other papers which support his application.

B - Youth Welfare prepares lists of names of students applying for subsidy, reviewing, signing, and sending them to the Social Aid Office in the General Administration of Youth Welfare.

C- The office examines sent applications and begins ever say which student needs support to submits the matter to Vice President for Education and Student Affairs to determine the amount of the subsidy.

D - the student goes to financial and administrative affairs in General Administration; Youth Welfare to obtain value and subsidy proof to submit to the Department of Student Affairs in his college to complete the procedures to get university card and curriculum.

E - The Financial Affairs sends a list of student's names who received the subsidy, explaining the subsidy fees, approved by Vice President for Education and Students Affairs, to the Student Affairs Department in faculty.

F- student goes to the Student Affairs Department with proves that he has obtained the subsidy then Student Affairs is responsible for issuing permission to pay the difference value between the total fees, curriculum, and subsidy value.

2- Providing an educational loan to pay tuition and electronic curriculum fees in the following condition:

A- The student applies for a loan with a maximum of 500 EGP to the Social Aid Office in the General Administration of Youth Welfare according to the prepared form about this, to sign a declaration to the repayment of the loan.

B - The office examines the submitted applications and prepares lists of students' names for each faculty separately, indicating the value of the loan, signed by the director of the office, and then submitted to the Vice President for Education and Student Affairs for approval.

C - The office keeps the original payment documents, gives a copy to the student, and sends another copy to the relevant college.

D- The Vice President of the University approves the statements and sends them to the General Administration of Education Affairs, which in turn will send them to the Student Affairs Departments in the faculties, to the Student Solidarity Fund and the Social Aid Office.

C - Vice President for Education and Student Affairs office, in coordination with the Aid Office, delivers confirming that the student loan was accepted.

H- The student head to the college with a form that proves that the loan was accepted and a copy of the loan repayment to submit it to the Student Affairs Department of his faculty, it turns sends an approved statement from the Prof. For each student to the Student Solidarity Fund to prove the civil amounts to these students for the value of the loans granted to them.

G- Student Affairs Department at the College Reviewing the form that the student submits with the statements sent by the General Administration of Education and approved by the Vice President for Education and Student Affairs.

D - The Student Affairs Department hands the student the university card and a sealed receipt addressed to the book center in the college to receive the cylinder after the student submits a proof of payment of the difference value as explained previously.

Y- The accounting unit in each college collected money paid by students on loan and sends them to the Student Solidarity Fund on a payment order to settle the debtors' account opened for each student separately.

T- The student may repay the loan in three instalments according to the following percentages:

- 1- 40% from the first payment instalment.
- 2- 30% from the second payment instalment.
- 3- 30% from third payment instalment.