



STUDENT FINANCIAL SUPPORT POLICY

(In line with the institution's commitment to equity, access, and academic excellence)

1. PURPOSE

To ensure that eligible students with financial need are supported to continue and complete their medical education at KIMS without financial hardship.

2. SCOPE

This policy applies to all enrolled MBBS students at KIMS who meet the eligibility criteria for financial assistance, merit scholarships, or need-based support.

3. TYPES OF FINANCIAL SUPPORT

- Need-Based Financial Assistance
- Merit-Based Scholarships
- Emergency Financial Grants
- Special Scholarships for Orphans, Differently-Abled Students, and Students from Remote Areas

4. ELIGIBILITY CRITERIA

- Demonstrated financial need based on income thresholds, verified by documentary evidence
- Satisfactory academic standing (minimum GPA as defined by the Academic Council)
- Good disciplinary record with no major violations
- For merit scholarships: academic ranking in the top 10% of the cohort

5. APPLICATION PROCESS

- Students must submit a formal application to the Student Affairs Office
- Required documents include family income certificate, utility bills, academic transcripts, and a personal statement
- Applications will be reviewed by the Financial Aid Committee

6. ASSESSMENT AND AWARDING

- The Financial Aid Committee will assess each case confidentially and equitably
- Awards may include full or partial tuition waiver, examination fee coverage, or monthly stipends
- Final approval rests with the Principal in consultation with the Finance and Academic Affairs Committees

7. DISBURSEMENT AND RENEWAL

- Financial aid will be disbursed through the Finance Office on a semester-wise or annual basis
- Students must reapply annually and maintain academic and disciplinary standards to continue receiving support

Confidentiality Clause: No medical information will be disclosed to academic departments, or external bodies without the student's written permission, unless required for emergency treatment or public health purposes.

6. STORAGE AND SECURITY

- All academic and medical records shall be stored securely in physical and/or digital formats with restricted access.
- Backup copies of digital records will be maintained by the IT Department under the direction of the Registrar and Health Services Coordinator.

7. DURATION OF RETENTION

Academic Records: Retained for a minimum of 10 years post-graduation.

Medical Records: Retained for a minimum of 5 years after the student's graduation or last clinical exposure.

8. DATA PROTECTION AND BREACH PROTOCOL

- Any breach in confidentiality must be immediately reported to the Principal and Data Protection Officer.
- Disciplinary actions will be taken against any unauthorized access, sharing, or tampering of records.

9. POLICY REVIEW

This policy shall be reviewed every three years by the Academic Council and the Institutional Health Committee to ensure alignment with evolving regulations and best practices.

