|  |  |
| --- | --- |
| **Edited by** | **Adopted from** |
| **Hassan Mohamed Al , Tamimi** | **Rashid Abdullah Al-Qahtani** |

Name and signature

**Goal**

Start the work of the scholarship after the start to pay his dues

**Application area**

 University staff

**Reference**

 Ministry of Education Regulations and Regulations

Regulations and instructions of the University Council and the Scientific Council

**Definitions and shortcuts**

AHR:Training and Scholarship Management

P:Procedure

**Amendments**

**Attached documents**

**Explain the steps**

1. A letter of direct work from the employer in which the scholarship works is addressed to the Department of Training and Scholarships.

2. Send a letter to the employer asking about the status of the respondent whether or not he has obtained the qualification.

3. The answer is given from the employer, explaining the status of the emitter.

4. If the scholarship has obtained the scientific qualification, the Training and Scholarship Department sends a direct letter to the Payroll and Expenses Department in order to pay all dues.

5. If the respondent does not receive the scientific qualification, the administration will submit an offer to the Standing Committee for scholarship and training on the status of the emitter to decide what it deems appropriate.