

# STUDENT MAINTENANCE GRANT

CODE: P061

Section: Student Maintenance Grant

Policy Owner: BOG

Procedure Owner: CEO

## POLICY

### 1. Policy

The stipend is an initiative that the Government of Malta takes to support students in pursuing further and higher education. This initiative serves as an extension of the scholarship system to all those students who seek to develop their knowledge and skills within the Institute of Tourism Studies. The Institute of Tourism Studies safeguards that all students receive the stipend as per established calendar.

### 2. Regulations of the Policy

The regulations herewith shall apply as follows:

1. To full-time ITS students who satisfy all necessary requirements;
2. Full-time students following an undergraduate course at the Institute of Tourism Studies

## PROCEDURES

### 1. The organisation set-up

The student maintenance grant policy shall be administered by the Registrar's Office, which shall be under the direct supervision of the CEO. The stipend office (Accounts) will be responsible for the timely dissemination of information related to the maintenance grant, as well as any disputes and grievances that may occur from time to time.

The Registrar's Office shall be responsible to update and inform the public about any changes that shall directly affect the maintenance grants, specifically through main government budgetary initiatives, or as directed by the Minister for Tourism. Example: the ministry in charge of the Institute of Tourism Studies.

### 2. Entitlement

The maintenance grant shall be a financial benefit provided to all full time post-secondary, vocational and tertiary students, attending any of the institutes' campuses or any student educational services provided within its organisation structure.

In other words, the maintenance grant shall apply to students who have completed the compulsory term in secondary education, and are now following a full-time day course at the Institute of Tourism Studies.

Such entitlements shall be further extended to all students who engage on full time studies as mature students, and meet the following criteria:

a) those who can prove to the registrar that the grant is expected to improve their employment prospects or as directed by the Registrar's office.

### **3. Eligibility**

The students that shall avail themselves from a student maintenance grant shall be those whom are engaged on full time basis, through formal registration and acceptance by the Institute of Tourism Studies. Furthermore, the student shall: -

1. Be a Maltese citizen;
2. Have resided in Malta for not less than 5 (five) years from the commencement of the relevant course;
3. Have completed the compulsory education term;
4. One of the parents or students should have paid 5 (five) years of National Insurance before the start of the course.

### **4. Rights for Maintenance Grant**

Students whom shall repeat any scholastic year, shall be entitled to a maintenance grant during the same year they repeat. The grant shall reflect the following structure; students repeating a course attending up to 9 hours a week are entitled for 25% of the stipend. Students repeating a course attending for more than 9 hours a week are entitled for 50% of the stipend.

In addition, under performing students who do not successfully perform in their duties, shall not be entitled to a grant. This under performance shall be through:

1. Assessment procedures the Institute may elect as part of its structured assessment criteria (be it practical or theoretical); or
2. Course attendance (according to ITS Rules & Regulations). Nevertheless, should a student effectively provide plausible reasons for the Maintenance Grant Board to decide otherwise, the pre-mentioned conditions may be availed or otherwise the Maintenance Grant may be partly or fully awarded.

### **5. Maintenance grant fee structure (subject to cost of living)**

The student maintenance grant fees (be paid every four weeks in arrears), shall be structured as follows:

Foundation, Certificate and Diploma courses at €29.53 per week; First year Higher National Diploma course at €47.46 per week;  
Second year Higher National Diploma course at €54.84 per week.

Higher National Diploma (1 year basis) or first year Bachelor Degree course at €54.84 per week.

Second year and third year Bachelor Degree course at €58.53 per week.

In addition, students are also entitled to receive the amount of €333.00 as an Initial Grant with their first stipend. In December and June of each year, students shall avail themselves from the statutory student bonus, together with the cost of living benefits allocated by the central government. Students can also apply for the Supplementary Maintenance Grant which amounts to 85% of their stipend.

See link: Supplementary Maintenance Grant Scheme

<https://its.edu.mt/stipendsandgrants>

### **6. Refunding (Initial Grant)**

If a student resigns within first semester he/she has to refund full amount of Initial Maintenance Grant. If a student resigns in the second semester he/she has to refund half the amount of the Initial Maintenance Grant.