



# Regional High School Scholarship Programme – Child’s Dream Foundation

## Selection criteria

Students who have completed lower secondary level education and who:

- Lack educational funding
- Have strong academic performance
- Are fit to study
- Demonstrate good moral and ethical behaviour
- Have a strong desire to pursue higher education

## Selection process

Within that period, we conduct the following activities:

- Marketing and distributing application forms to students from our targeted middle schools
- Shortlisting and selecting potential candidates based on our selection criteria
- Interviews and home visits will be conducted to help us understand our scholars and their living conditions
- Announcement of results and signing of agreements with our scholars will take place in August

We implement our high school scholarship programme in three countries: Thailand, Laos and Cambodia. The academic years start at different times. Below, you can see the implementation timeline for each country.

Implementation Timeline												
Country	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Thailand	2nd Semester		School break			1st Semester				School break	2nd Semester	
	Interviews, Announcement of results					Scholarship/ Alumni camp, Contract signing, Fund transfers		Distribution of application forms & Shortlisting				Fund transfers, Scholarship camp
Laos	1st Semester	1 week school break	2nd Semester			School break			1st Semester			
	Distribution of application forms, Shortlisting, Interviews		Alumni camp					Announcement of results	Contract signing, Distribution of application forms		Scholarship camp period (2-3 days camp)	
Cambodia	1st Semester			School break	2nd Semester			School break	1st Semester			
				Distribution of application forms, Shortlisting, Interview, Announcement of results					Contract signing, Fund transfers	Scholarship camp		

## Monitoring

We have developed a multi-step approach to monitor and evaluate scholars' progress in school:

- Our staff will visit the scholars twice every semester
- Their teachers will act as advisors and will support us in mentoring and monitoring the scholars
- Scholars will submit written reports {at least twice per semester} to share their reflections and highlight issues that they encounter during the academic period

## Who is at risk for dropping out of the Scholarship Programme?

The key indicators that researchers have identified as indicative of who is most likely to drop out are:

- Poor grades in core subjects
- Low attendance
- Failure to be promoted to the next grade level
- Disengagement in the classroom, including behavioural problems

## Dropout and Scholarship Termination Procedure

**Drop out:** *Action to take*

1. Every effort should be extended to identify the underlying reason for a dropout and try to bring the student back to school (by talking to teachers, friends, parents/guardians, and other students).
2. The scholarship student **MUST** write a letter to Child's Dream stating that he/she is dropping out from school and the reasons why.

In the case that the scholarship student cannot be contacted to write the letter, Child's Dream must acquire a letter of confirmation from the host school stating that the scholarship student has dropped out from school and will no longer require any support from the scholarship programme.

3. The school and parents of the scholarship student must be informed through an official letter that the scholarship has been withdrawn/cancelled. The letter must be written in the local language of the concerned student.
4. In the database, the Project Manager must update the status from "active" to "dropped". An additional entry field will be provided and must be filled in accordingly: dropout year, reason, and **Journal Entry**.

In the **Journal Entry**, the following information should be included:

- Personal observation about the student
- Actions taken to bring the student back to school
- Mode of contact i.e. through mobile, home visit, a teacher or parents.

5. The remaining money will be withdrawn by Child's Dream from the bank account of the scholarship student.
6. The Scholarship Manager must inform the founders Marc or Daniel about the case, as they might need to update the donor.
7. Once a student has withdrawn from the programme, he or she cannot return at a later date without re-applying to the programme via the normal admissions process.

### **Termination:**

The termination process will be initiated if the student has committed a serious offence such as: involvement in drugs, low grades, poor class attendance, misuse of funds, or serious misbehaviour.

The final decision on the termination will be decided upon by the Termination Committee which is composed of the Country Manager, Scholarship Manager, and Focus Group Head.

#### *Action to take:*

1. The Scholarship Team must exercise every effort to identify the underlying reason/s by talking to the student's teachers, friends, parents/guardians, and other students.
2. On the first offence, a written warning will be issued to the scholar outlining the offence committed.

On the second offence, a final written warning will be issued outlining the offence committed and the possible consequence.

On the third offence, a dismissal letter will be issued to the scholar.

3. The Scholarship Manager must note all the actions taken chronologically and include a summary of the follow up meetings.
4. If the committee has decided to terminate the scholarship student, the following steps should be carefully observed:
  - Approach the student personally and try to explain the reasons why
  - Give the summary of offences committed by the student
  - Inform the parents, teachers, and the school through an official letter
  - In the scholarship database, the Scholarship Manager must update the status of the student's profile from "Active" to "Terminated" and the year of termination.
  - The Scholarship Manager must list all the actions taken chronologically during the termination process in the **Journal Entry** field on the database.