

VINCENTIAN FOUNDATION FOR TRAINING OF KIDS (VIFTOK)

RULES AND REGULATIONS

In order to assist the management of the foundation monitor the academic progress of every child who is a beneficiary of the program, the following instructions and rules are to be kept by the child through his/her parents and school management (where school management is directly involved).

1. The school attendance of the child **MUST** be 100%. If there is any reason the child must be absent from school for more than five days in a row (may be health challenge) the management of the Foundation must be informed. This is to make sure that the aim of paying the child's school fees is not defeated.
2. From time to time, the management may need to visit the school where the child is schooling to check if the school environment, the teaching methods, and the necessary things needed to give the child the best academic training meet up with the objective and the dream of the Foundation for the child. When we find the school not good enough, we may need to recommend another school to the parents/guardian of the child. In case the parents/guardian do not accept the recommendation but insist that the child should remain in the school, the Foundation will evaluate their reasons, and then make some considerations if necessary or decide to take some measures.
3. From time to time, the management will speak with the child, either physically or visually, to be sure that the child is comfortably following his trainings and see if there are other things needed to do for the child in order to make sure that the objective of the scholarship program is met.

4. Before the beginning of each term, the management will speak with the parents/guardians of the child to see if they are still OK with the scholarship program for the child.
5. At the end of each term, the result of the child **MUST** be sent to the Foundation. This helps the Foundation to monitor the academic progress and level of the child. If there is any reason that the child's result will not reach the management on or before seven days after the end of the term, the parents/guardian or the school management (where involved) should notify the management and then send the result as soon as it is available. Failure to send the child's result on time may lead to the denial of that term's school fees or even complete termination of the scholarship program for the child by the Foundation.
6. When a particular child is consistently not measuring up in a particular class and academic level, after evaluating the cumulative at the end of the academic session, the Foundation may recommend that the child repeats the class. This is to enable the child to be well prepared. Our aim is not that a child graduates by all means, but that he/she becomes well trained and formed. The parents/guardian have right to agree or to disagree in this case. But if it continues in the next class, the Foundation will have no option but to terminate the scholarship.
7. In some cases where a child is being sponsored by a particular person, persons, or organization through **Vincentian Foundation for Training of Kids**, the result of the child will always be sent to the benefactor(s) by the Foundation's management.
8. The next term's school fees of the child **MUST** be communicated to the Foundation through the school management. If the school management does not have an official way of communicating the school fees of the kids, the

parents/guardian of the child should request that from the school management. This is to assist the Foundation to maintain the certainty of what it pays for the child. This must be done at most two weeks after the end of the term. Failure to provide the information on time may lead to the denial of that term's school fees by the Foundation.

9. In a situation whereby a child has a direct benefactor or benefactress through the Foundation, an online video call or video message from the child to his/her benefactor/benefactress may be organised by the Foundation. This is to enable the Foundation to maintain that link between the child and his/her benefactor or benefactress.
10. If a child who is already a beneficiary of **Vincentian Foundation for the Training of Kids**, happens to receive another scholarship from another person, persons, or organization, the Foundation must be notified. It is not good for one person to be enrolled in two similar scholarship offers when there are many other kids in dire need of such offers and have none.
11. When there is any change or any serious reason to terminate the scholarship, resulting not as a penalty, the Foundation will inform the parents/guardian or school management of the child.
12. Above all, our intention is to guarantee a perfect and total human formation of every child in our scholarship program. Hence, we HIGHLY request the parents/guardian to make sure that their child is taught from childhood how to love and respect people, how to make a positive change in his/her community.
13. These rules are to be read by the parents or guardians of the child and explained to the child.

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Rev. Fr. Henry Chukwuezugó Nnamah

(The Director)

