



Olubiyi Education Fund (OEF) – Applicant Handbook

Investing in the Next Generation of Leaders

The Olubiyi Education Fund (OEF), established by the Tayo & Toyin Olubiyi Foundation Inc., provides financial support to undergraduate or graduate students enrolled in accredited universities. This handbook explains the scholarship program, eligibility criteria, application process, evaluation, and recipient responsibilities.

1. About the Olubiyi Education Fund (OEF)

The OEF Scholarship Program aims to reduce financial barriers and expand access to quality higher education. Scholarships are awarded annually to eligible students, subject to available funding, demonstrated financial need, qualified educational expenses, and approval by the Foundation. The Foundation anticipates awarding scholarships annually. Initial awards may generally begin at approximately \$350 per recipient; however, award amounts may vary and may be increased as funds become available, including support for partial tuition, up to full tuition, or other qualified educational expenses, consistent with the Foundation’s approved selection process and charitable purposes.

Qualified Educational Expenses include:

- Tuition
- Room and board (on-campus or off-campus housing)
- Academic textbooks
- Laptops or essential academic technology

Whenever possible, funds are paid directly to the university. When expenses involve third-party vendors, recipients must provide invoices, receipts, or agreements. The foundation may pay vendors directly or reimburse students, when necessary, provided documentation is complete.

2. Eligibility Requirements

To be considered for the OEF Scholarship, applicants must:



- Enrollment: Be enrolled in or accepted for enrollment at an accredited University for undergraduate or graduate study.
- Academic Merit: Have achieved, or be on track to maintain, at least a Second-Class Upper Division (2:1) or its equivalent.
- Financial Need: Demonstrate significant financial need or hardships interfering with educational progress.
- Essay Requirement: Submit a personal essay outlining academic goals, personal background, and financial challenges.
- Application Submission: Complete the foundation's formal application form available on its website.

3. Application Period

The Foundation anticipates opening the OEF Scholarship Program application annually on or around April 15, with applications generally due on or around May 30. The Foundation may adjust the application period from year to year based on administrative needs, school calendars, funding availability, or other relevant considerations. Any changes to the application period will be published on the Foundation's website or application materials.

Applications must be complete and submitted by the stated deadline. Late, incomplete, or unverifiable applications may not be considered.

4. Publicity and Access to Information

Information about the OEF Scholarship is made available through the Foundation's website and social media platforms (including Instagram). Announcements are shared with student and academic communities to ensure broad and nondiscriminatory access.

5. Application and Selection Process

Applications are submitted online through the Foundation's website. A Selection Committee of three to five individuals, appointed by the Foundation's Board, reviews all applications. The selection process includes:

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- Eligibility screening
- Evaluation of the essay using the official grading rubric (AI generated essays are disqualified)
- Review of academic merit and financial need
- Interviews with shortlisted candidates
- Final approval of recipients by the Board

6. Essay Grading Rubric

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Content & understanding	Thoroughly addresses prompt; deep understanding; accurate & relevant.	Addresses prompt clearly; minor gaps.	Partially addresses; some misunderstanding.	Does not address prompt; major inaccuracies.
Organization & Structure	Excellent flow; strong structure; smooth transitions.	Generally organized; minor lapses.	Some organization; weak intro/conclusion.	Disorganized; unclear structure.
Analysis & Critical Thinking	Insightful; original arguments; strong support.	Good analysis; mostly supported.	Limited analysis; mostly summary.	No analysis; unsupported arguments.
Grammar & Usage	Error-free, polished writing.	Minor errors; meaning clear.	Frequent distracting errors.	Frequent distracting errors.

7. Interviews

Shortlisted applicants may be invited to a virtual interview. The interview assesses communication skills, clarity of academic and career goals, professionalism, and alignment with the Foundation's mission.



8. Renewal and Recipient Responsibilities

Where scholarships are renewable, continued support is contingent upon the recipient:

- Maintaining at least a Second Class Upper Division (2:1) GPA or equivalent.
- Remaining enrolled full-time at an accredited Nigerian university.
- Submitting an official academic transcript each year.
- Providing receipts and invoices for eligible educational expenses paid outside the university.
- Submitting a brief annual update on academic progress.

Recipients are expected to provide accurate information, meet all deadlines, and use funds only for approved educational purposes. Failure to meet these responsibilities may result in probation or termination of the award.

9. Violations and Possible Consequences

A scholarship may be suspended or revoked if a recipient provides false information, fails to meet academic requirements, misuses funds, does not submit required documentation, or withdraws from the university without notifying the Foundation. In such cases, the Foundation will issue written notice, review the situation, and may place the student on probation or terminate the award if issues are not resolved.

10. Contact Information

For questions or assistance, applicants may contact:

Email: info@olubiyifoundation.org

Website: www.olubiyifoundation.org