



UNIVERSITY
OF CENTRAL ASIA

Financial Aid Application Package (2017-18)

for Students from All Countries

(Excluding Kyrgyz Republic, Tajikistan or Kazakhstan)



FINANCIAL AID APPLICATION PACKAGE

Academic Year 2017-2018

Application Deadline: Friday, 19 May 2017

This application package includes the following:

1. Guidelines and Instructions

2. Financial Aid Application Checklist

3. Financial Aid Application Form

- ⇒ Section A: Personal and Contact Information
- ⇒ Section B: Household Information
- ⇒ Section C: Household Income and Expenditure
- ⇒ Section D: Household Assets and Liabilities
- ⇒ Section E: Additional Information
- ⇒ Section F: Expected Contribution for Educational Expenses for the year 2017-18
- ⇒ Section G: Undertaking

4. Annexures to the Financial Aid Application

- ⇒ Annexure A: Work Related Information for all Earning and Retired members of the Household
 - ⇒ Annexure B: Educational Spending for all Students in the household
 - ⇒ Annexure C: Annual Household Expenditure (*excluding educational spending as per Annexure B*)
 - ⇒ Annexure D: Land owned by any member of the Household
 - ⇒ Annexure E: Property owned by any member of the Household
 - ⇒ Annexure F: Motor Vehicles owned by any member of the Household
 - ⇒ Annexure G: Live Stock owned by any member of the Household
 - ⇒ Annexure H: Cash and Bank Balances and Deposits of all members in the Household
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If you require clarification or further assistance in completing UCA’s Financial Aid Application Package, please feel free to contact Scholarships and Financial Aid Office by email at sfa@ucentralasia.org or contact the following UCA personnel. The following officers will be available for one on one consultation sessions and the University will be organising a series of information sessions for students’ benefit. The dates and times will be announced in due course through the website and UCA’s social media channels.

Name	Location	Phone Number
Ms Natalia Stavitskaia	Bishkek, Kyrgyzstan	+996 770 822 997
Ms Aizuura Dzhumataeva	Bishkek, Kyrgyzstan	+996 770 822 025
Ms Zamira Seidakmat kyzy	Naryn, Kyrgyzstan	+996 770 822 820
Mr Khurshed Davlatnazarov	Khorog, Tajikistan	+992 93 477 9994
Ms Lola Mamadalieva	Dushanbe, Tajikistan	+992 93 505 1808
Ms Laura Kanashzhanova	Tekeli, Kazakhstan	+7 747 490 0159

Please email the completed financial aid application checklist and form to sfa@ucentralasia.org or submit to any one of the following UCA locations.

**University of Central Asia
Central Administration Office**
138 Toktogul Street
Bishkek, 720001
Kyrgyz Republic
Tel: +996 (312) 663 822

SPCE Learning Centre, Dushanbe
47A Druzhba Narodov Avenue
Dushanbe, 734013
Republic of Tajikistan
Tel: +992 (37) 22 458 23

SPCE Khorog
126 Lenin Street
Khorog, GBAO 736000
Republic of Tajikistan
Tel: +992 (3522) 22 277

UCA Campus Naryn
310 Lenin Street
Naryn, 722918
Kyrgyz Republic
Tel: +996 (3522) 57 820

SPCE Tekeli
13 Gagarin Street
Tekeli, 041700
Republic of Kazakhstan
Tel: +7 (72835) 44 177, 43 444

GUIDELINES AND INSTRUCTIONS

All financial information and documents submitted to UCA will be treated as **confidential**.

The application does not guarantee award of financial aid. UCA will grant awards according to the demonstrated financial needs, subject to verification and University policies.

The University reserves the right to verify applicant's information from a recognised source, a third party or visitation and/or request additional documents or explanation of information or circumstances.

Please note that by signing the documents as part of Financial Aid Application package, you are **certifying that all information provided** therein, whether prepared by you or not, **is complete and true in all respect**. Concealing information or providing incorrect information will result in denial of financial aid and may also result in strict disciplinary action, including possible expulsion from the University.

A student has the right to apply for a review only ONCE if dissatisfied with UCA's Financial Aid Committee's decision. However, the University's resulting decision to such a review will be final.

APPLICATION INSTRUCTIONS

- ⇒ Read the Form and accompanying instructions carefully before completing it.
 - ⇒ Complete the Form in ENGLISH in BLOCK LETTERS or typewritten or printed from a computer.
 - ⇒ Answer all questions and sign all forms where applicable. Use extra sheets where necessary.
 - ⇒ If a question does not apply to you, do not leave the answer field blank.
 - ⇒ If the question does not apply in the case of a numeric field put the number (0).
 - ⇒ If the question does not apply in a text field indicate "N/A".
 - ⇒ You must also write "N/A" in any *Sections* or *Schedules* that are not applicable to you.
 - ⇒ All dates should be entered in the DD-MM-YYYY format – for example: *5 March 1982 should be written as 05-03-1982*.
 - ⇒ Carefully read and sign the **Section G** of the Financial Aid Application Form.
 - ⇒ Submit the completed Financial Aid Application Package as an organised, consolidated file including the Checklist, Application Form, All Schedules and all required documents **NO LATER THAN Friday, 19 May 2017**. Incomplete and/or late applications will not be considered.
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Follow these important instructions as you fill the application:

1. Enter the **Application #** provided by UCA’s Registrar’s Office.
2. Enter your **Name** (*First Name, Middle Name, and Last Name/Family Name*) as it appears on your Passport and other official identification documents.
3. Enter your **Date of Birth** (*Day, Month and Year*) as it appears on your Passport or official documents.
4. Enter your country of **Citizenship**. If you are a citizen of more than one country enter the names of all countries.
5. Enter **Passport Details** (*Passport Number, Name of issuing authority, Date of Issue and Date of Expiry*) in respective boxes.
6. Enter **Place of Birth** (*City/Town and Country*) in the respective boxes.
7. Tick appropriate box for **Student’s Gender** (*Female or Male*).
8. Tick appropriate box for **Student’s Marital Status** (*Married, Separated/Divorced or Single*).
9. Tick appropriate box for **Parents’ Current Marital Status** (*Married, Separated/Divorced or Single*).
10. Enter complete **Home/Permanent Address** (*Apartment/House#, Block/Street #, Street Name, City/Town, Province/Oblast, Country and Postal Code*) as per required details in respective boxes.
11. Enter **Mailing Address** (*Apartment/House#, Block/Street #, Street Name, City/Town, Province/Oblast, Country and Postal Code*) if different from the Home/Permanent Address as per # 10 above. If the Postal Address and the Home/Permanent Address are the same enter “Same as above”.
12. Enter **Email Addresses** for **Student** and **Parent/Guardian** in respective boxes. In cases where no email address is available, enter “N/A”.
13. Enter **Home Phone #** including the country code and area code in separate box.
14. Enter **Mobile #** including country code in separate box.
15. Enter information related to **Current Residence** (*Type, Legal Status, Number of Rooms, Total Area and Covered Area*) where applicant resides or registered.
 - ⇒ **Type** select from: Apartment or House
 - ⇒ **Legal Status** select from: Owned, Rented or Provided by Employer
 - ⇒ **Number of Rooms**: Enter total number of rooms in the Apartment or House
 - ⇒ **Apartments**: *Total Area and Covered Area* shall be the same
 - ⇒ **House**: Enter plot size in *Total Area* and House size in *Covered Area*

16. Enter **total number of members in the household** including the applicant. The numbers in Question # 16 shall correspond and be equal to a sum total of the numbers included in Questions # 17 to 20.

For the purposes of UCA's Financial Aid Application the **members of a household** include:

- ⇒ All immediate family members of the applicant including parents/guardians, siblings and children whether they live together or separately i.e. family members working elsewhere or attending residential school/university, etc.
- ⇒ Grandparents if they live together with the applicant.
- ⇒ All other individual persons who live together with the applicant and help the family to meet their daily needs regardless of whether they have a blood or marital relationship with any member of the family. However, this does not include servants, guests or tenants, etc.

17. Enter the number of all **earning members** in the household. If any member with a disability included in Question # 21 is also an earning member, include them in the total count of all earning members. If the retired member is still an earning member, include them in the total count of all earning members and do not include them in the count for Question #19.
18. Enter the number of all **non-earning members** in the household, including dependents and, excluding retired members included in Question # 19 and members attending school, college or university included in # 20. If any member with a disability included in Question # 21 is not an earning member, include the count with non-earning members.
19. Enter the number of all **retired members** in the household. If any member with disability included in Question # 21 is a retired member, include the count with retired members. If the retired member is still an earning member, include them in the count of Question #17 total earning members and. Also include her/his current income, as well as pension in Annexure A. Do not include a retired member still earning an income in the count of retired members.
20. Enter the number of all **students** in the household whether attending school, college or university. If any member with disability included in Question # 21 is attending school, college or university, include the count with students.
21. Enter the number of **members with disability** in the household. Also include the relevant count in Questions # 17 to 20 based on the classification of the member with disability as earning, non-earning or retired or as attending school, college or university.
22. Enter the following **details of all members of the household** included in Question # 16. Enter information of Mother and Father, even if he or she is deceased. If any of them are not alive, enter *deceased* in the *marital status* column.

- ⇒ **Age:** Enter the age as of 31 March 2017
- ⇒ **Marital Status** select from: Single, Married, Divorced, Widow or Deceased
- ⇒ **Economic Status** select from: Earning, Retired, Unemployed, Student or Dependent
- ⇒ **Physical Status** select from: Physically Fit or Disabled
- ⇒ **Living with Household** select from: Yes or No

⇒ Complete the following **Annexures** (as applicable):

Annexure A for all earning and retired members of the household

Annexure B for all students in the household

Annexure C for annual household expenditure (*excluding educational spending as per Schedule B*)

Annexure D for land owned by any member of the household

Annexure E for property owned by any member of the household

Annexure F for motor vehicles owned by any member of the household

Annexure G for livestock owned by any member of the household

Annexure H for cash and bank balances and deposits for all members in the household

23. Complete **Annexure A, Annexure B and Annexure C**, as per instructions provided with Question # 22 and enter the *Amounts* for all line items within **Annual Household Income and Expenditure**. The figures in Question # 23 should correspond with the figures from relevant Annexures.

This should include all income and expenditure related to the entire household listed in Question # 22

24. Tick appropriate box (*Yes*) or (*No*) to indicate whether or not **the annual household expenditure is greater than the annual household income**. If yes, provide the required explanation of how the household manages this shortfall in the space provided. Try to limit your response to the space provided.

25. Tick appropriate box if you are expecting **significant changes in your household income next year** (*Increase, Decrease or No Change*). Also provide relevant explanation and reasons in the space provided. Try to limit your response to the space provided.

26. Complete **Annexure D, Annexure E, Annexure F, Annexure G and Annexure H**, as per instructions provided with Question # 22 and enter the *Amounts* for *Land, Property, Motor Vehicles, Livestock, Cash and Bank Balances and Deposits*. The figures in these lines should correspond with the figures from relevant Annexures.

Also enter *Amount* for *Stocks, Securities and Bonds* in respective lines. If using the line “*Others*” please specify and enter relevant details.

This should include current market value of all the assets owned by any members of the household as listed in Question # 22. *Use your best estimate of the price on which these assets can be sold in the current market to determine the current market value.*

27. Enter relevant details for all **Loans taken by any member of the household** as listed in Question # 22.

28. Tick appropriate box for the **overseas travel by any member of the household in the last three years** (*Yes or No*). In case of overseas travel in the last three years, enter the relevant information.

⇒ **Purpose of Travel** select from: Leisure, Business, Education or Medical

⇒ **Paid by** select from: Self, Employer or Sponsor. If Sponsor, please provide details

29. Enter the **number of times you went on a family vacation** in the last three years.
30. Enter relevant details of **other organisations/institutions/individuals approached for financial assistance** including the *Currency, Amount Applied for* and *Amount Approved*. Also include relevant estimate for the possible financial aid from these sources in relevant line of Question # 32.
31. Enter **any additional information** not covered in other sections which you feel may be useful during the review of your Financial Aid Application by UCA. Try to limit your response to the space provided.
32. Enter information about all **available and potential sources** for meeting UCA's annual tuition, residence and other fees.
33. UCA will offer a combination of scholarships, needs-sensitive grants and student loans as part of its Financial Aid. For student loans, two **Guarantors** will be required including a parent/guardian. Enter names and relevant details of individuals who will provide a financial guarantee for your student loan. One of the guarantors should be a parent or a guardian. Also enter information if any of these individuals have provided or are providing a guarantee for any other student(s).



UNIVERSITY
OF CENTRAL ASIA

SUBMISSION DOCUMENTS

Financial Aid Application Checklist

Financial Aid Application Form

Annexures to the Financial Aid Application



FINANCIAL AID APPLICATION CHECKLIST

Academic Year 2017-2018

Application Deadline: Friday, 19 May 2017

This checklist provides students and their families with a guide to documents required for UCA’s Financial Aid Application for the academic year 2017-2018. Please ensure the completed checklist is submitted with your application as **the cover page**.

Be sure to compile and organise your supporting documents **matching the order on the checklist** and tick each item. If your application does not have all the required documents, the Financial Aid Committee may not fully understand your financial situation. This will delay the review process and may affect the outcome.

If you are providing any document, please tick the “YES” column. If you are unable to provide any of the required documents, please tick the “NO” column and include a written explanation with full detail as to why that document is unavailable. If any document does not apply to you, please tick the “N/A” column.

UCA will accept documents in **ENGLISH, RUSSIAN, KYRGYZ, TAJIK OR KAZAKH**. If the documents are any other language, send a notarised (certified) English translation with a copy of the original.

	Format	Yes	No	N/A
1. Fully completed and signed Financial Aid Application Form with required Schedules and a recent (3cm x 4cm) colour photograph of student	Original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. House Register or any other official document to confirm the number of members in the household <i>Note: For students registered and living separately from their parents/guardians, two certificates are required, one for the student and one for the parents/guardians</i>	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Disability Certificate for any disabled member in the household	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Passport of student, parents/guardians and other employed/earning members in the household – <i>Identification pages and pages showing any amendments</i>	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Adoption Certificate, Certificate of Divorce or Death Certificate (as applicable) by students from a single-parent family or without parents	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Format	Yes	No	N/A
6. Salary Certificate from the employer (salary history for the period from January 2016 to December 2016) for all employed members in the household – <i>signed/stamped by the employer</i>	Original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Employment Book for unemployed parents/ guardians - <i>Identification page and last page showing any amendments</i>	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Retirement Certificate for parents/guardians retired due to age or disability	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Registration Certificate and Tax Registration Number for all business and enterprises owned by any member in the household; Certificate of Registration as private entrepreneur	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Latest Income Tax Declaration/Return (all pages) for individual earners and business/enterprises owned by any member in the household (as applicable)	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Bank Statements for all bank accounts maintained by any member of the household for the period from 1 April 2016 to 31 March 2017	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Loan Inquiry providing evidence of loans taken by any member in the household including updated repayment schedule – <i>duly signed and stamped by the issuer</i>	Original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Utility bills including electricity, gas and heating for the period from October 2016 to March 2017	Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCIAL AID APPLICATION FORM

IMPORTANT NOTES

- A. Read the Form and accompanying instructions carefully before completing it.
 B. Complete the Form in ENGLISH in BLOCK LETTERS or typewritten or printed from a computer.

SECTION A: Personal and Contact Information

1. Student Application #:				Recent colour photograph of student (3cm x 4cm)								
2. Name of Student:												
	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name/Family Name</i>									
3. Date of Birth:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> </tr> <tr> <td style="text-align: center;"><i>Day</i></td> <td style="text-align: center;"><i>Month</i></td> <td style="text-align: center;"><i>Year</i></td> <td></td> </tr> </table>					<i>Day</i>	<i>Month</i>	<i>Year</i>		4. Citizenship:		
<i>Day</i>	<i>Month</i>	<i>Year</i>										
5. Passport/Official Identification:												
	<i>Number</i>	<i>Issued by</i>										
	<i>Date of Issue DD-MM-YYYY</i>		<i>Date of Expiry DD-MM-YYYY</i>									
6. Place of Birth:			7. Gender:	Female <input type="checkbox"/>								
	<i>City/Town</i>	<i>Country</i>		Male <input type="checkbox"/>								
8. Student's Marital Status:	Married <input type="checkbox"/>	Separated/Divorced <input type="checkbox"/>	Single <input type="checkbox"/>									
9. Parents' Current Marital Status:	Married <input type="checkbox"/>	Separated/Divorced <input type="checkbox"/>	Single <input type="checkbox"/>									
10. Permanent Address:												
	<i>Apartment/House #</i>	<i>Block/Street #</i>	<i>Street Name</i>	<i>City/Town</i>								
	<i>Province/Oblast</i>	<i>Country</i>	<i>Postal Code</i>									
11. Mailing Address: <i>(if different from # 10)</i>												
	<i>Apartment/House #</i>	<i>Block/Street #</i>	<i>Street Name</i>	<i>City/Town</i>								
	<i>Province/Oblast</i>	<i>Country</i>	<i>Postal Code</i>									
12. Email Addresses:												
	<i>Student</i>		<i>Parent/Guardian</i>									
13. Home Phone #:			14. Mobile #:									
	<i>Country Code</i>	<i>Area Code and Number</i>										
			<i>Country Code</i>	<i>Number</i>								
15. Current Residence:				<i>m²</i>								
	<i>Type</i>	<i>Legal Status</i>	<i>No. of Rooms</i>	<i>Total Area</i>								
				<i>Covered Area</i>								

SECTION C: Household Income and Expenditure

23. Annual Household Income and Expenditure

Currency:

US Dollars

	Reference	Amount
Income from Salary and Business	Annexure A	
Income from Investments	Annexure A	
Other Income	Annexure A	
Financial Aid Received	Annexure B	

ANNUAL HOUSEHOLD INCOME (HI)

Education Expenditure	Annexure B	
All Other Expenditure	Annexure C	

ANNUAL HOUSEHOLD EXPENDITURE (HE)

NET DISPOSABLE INCOME (HI minus HE)

24. Is the annual household expenditure greater than the annual household income: Yes No

If yes, provide an explanation of how the household manages to meet this shortfall/difference.

25. Projected changes in your household income next year: Increase Decrease No Change

Please explain and provide reasons for significant projected changes

SECTION D: Household Assets and Liabilities

26. Current Market Value of Assets Owned by the Household

Currency:

US Dollars

	Reference	Amount
Land	Annexure D	
Property	Annexure E	
Motor Vehicles	Annexure F	
Livestock	Annexure G	
Cash and Bank Balances and Deposits	Annexure H	
Stocks, Securities and Bonds		
Others - <i>please specify</i> :		
Others - <i>please specify</i> :		
Others - <i>please specify</i> :		

27. Loans taken by any member of the Household listed in Question # 22 above.

Name of Lender	Purpose	Currency	Principal Amount	Annual Repayment	Interest Rate	Outstanding Balance (31 December 2016)

SECTION E: Additional Information

28. Have you or members of your household been overseas within the last three years: Yes No

Name	City, Country Visited	Purpose of Visit	Dates	Total Costs		Paid by
				Currency	Amount	

29. How many times did you go on a family vacation during the last three years:

30. Details of other organisations/institutions/individuals approached for financial assistance
(Banks, parent's/guardian's employer, development agencies, etc. - please provide evidence)

Name of Organisation/Individual	Name of Funding/Programme Applied For	Currency	Amount Applied For	Amount Approved

31. Enter here any additional explanation or information about special circumstances that you would like to provide, relevant to this application, not covered in the sections above. Special circumstances may include, major medical care, natural disaster, death in the household, wedding, etc. Please provide documentary evidence supporting entered information, if applicable.

SECTION F: Expected Contribution for Educational Expenses for the Year 2017-18

32. Request for Financial Aid

Total Costs

US Dollars

Annual Tuition

5,000

Annual Residence and Other Fees

3,000

Total Costs (TC)

8,000

Available and Potential Sources

Parents'/Guardian's Contribution

--

Contribution by other members of the household

--

Household Assets

--

Funding from other sources - *refer to Question # 30 of Financial Aid Application*

--

Others - *please specify*

--

Total Available Sources (TAS)

--

Financial Aid Requested from UCA (TC minus TAS)

--

33. Details of Guarantors who will provide Guarantee for Student Loan

	First Guarantor - must be a Parent/Guardian	Second Guarantor
Name:		
Relationship		
Home Address:		
Passport #:		
Mobile/Contact #:		
Email Address:		
Occupation:		
Office Address:		
Have you provided guarantee to other UCA student(s):	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the name(s):	<table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"></table> <table border="1" style="width: 100%; height: 40px;"></table>	<table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"></table> <table border="1" style="width: 100%; height: 40px;"></table>

SECTION G: Undertaking

1. We understand that submitting a Financial Aid Application does not guarantee financial aid, nor does it absolve us of any financial responsibility towards the University of Central Asia's education costs.
2. UCA has our permission to verify information provided by obtaining documentation needed or through other sources.
3. We confirm our permission to allow UCA or any authorised personnel assigned by UCA to visit our land and property, place of living and place of business to examine and verify information. We also agree to provide additional information/documents as and when requested by UCA.
4. We certify that all the information and documents provided as part of Financial Aid Application are true, correct and complete. We understand that any misrepresentation, omission, failure to provide supporting documents, concealing information or providing incorrect information will result in denial of financial aid and may also result in strict disciplinary action, subject to UCA's policies and/or applicable country law.
5. We understand that UCA reserves the right to deny financial aid to anyone whom it considers not qualified, and to require withdrawal of any student at any time for any reason it considers sufficient, including academic standing, and personal conduct.
6. We agree to abide by the decision of the Financial Aid Committee. We also certify that we act voluntarily and we lay no claims against the University, UCA's governing body, University management and personnel.

Signature of Student: _____

Date: _____

Signature of Parents/Guardian: _____

Date: _____

Annexure C: Annual Household Expenditure (excluding educational spending listed in Annexure B)

Currency:

US Dollars

Classification	Amount
House Rent (if applicable)	
Utilities: Electricity, Gas and Heating	
Utilities: Water, Garbage and Others	
Utilities: Telephone, Mobile, TV and Internet	
Government Taxes and Social Security Contribution	
Food and Grocery	
Insurance (Health, Property and Vehicle)	
Transportation	
Vehicle Maintenance	
Medical Expenses	
Dental Care	
Clothing	
Fitness and Personal Care	
Dining-out and Entertainment	
Vacations	
Travel (overseas and within the country)	
Loan Repayment	
Salary paid to housekeeper, cleaner, cook, gardner, child care, driver, security, etc.	
Donations/Charity	
Other Expenses - <i>please specify</i>	
Other Expenses - <i>please specify</i>	
Other Expenses - <i>please specify</i>	

How many persons does your household employ as housekeeper, cleaner, cook, gardner, child care, driver, security, etc.

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