

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. E28
	ORIGINATOR Director, Student Services	
	APPROVED BY RAC	
TITLE BURSARIES	EFFECTIVE DATE 1995.01.01	REPLACES New

PREAMBLE

The College recognizes the ongoing financial challenges being addressed by students and, as such, has established a general bursary fund. It also administers bursary funds donated by private organization donors for financially needy students. In addition the College organizes several fund-raising events to increase bursary funds available to its students. These funds are administered by the Manager of Financial Aid.

POLICY

1. Bursary funds will be disbursed according to the following terms:
 - 1.1 disbursements from the Algonquin College Bursary Fund will be in amounts no greater than \$250 per applicant per academic year.
 - 1.2 funds from private donors will be disbursed according to the criteria identified by the donor.
 - 1.3 a student must have been in full-time attendance for a least 8 weeks of the current term to qualify for a bursary. Bursary funds funded by donors may have different time requirements.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Applications for bursary funds will be considered by the Bursary Committee which will meet three times a year (December, February, April). An application for Bursary Assistance must be completed and accompanied by the student's detailed budget for the academic year.

2. Selection Procedure

2.1 Criteria for the selection of bursary recipients will include:

2.1.1 Full-time students in the last term of his/her program of study;

2.1.2 Full-time students in the last year of his/her program of study;

2.1.3 Full-time students in 2nd and/or 1st year of program of study;

2.1.4 Students studying on a part-time basis;

2.1.5 International students.

2.2 Consideration will be given to students attending the College in the following order:

- good academic standing
- ability to show that he/she has sufficient funds available to him/her in order to complete the term/year for which bursary assistance is sought

2.3 Bursary decisions will be made by assessing a student's need relative to that of other students.

3. Bursary Committee

3.1 The Bursary Committee will be composed of 3 members plus the Manager of Financial Aid as the Chair of the Committee. The membership shall include: one representative from the Financial Aid Office; one representative from the academic area and one representative from the Registrar's Office.

3.2 The Bursary Committee reserves the right

- to refuse assistance to any student who is eligible for, but has not applied to, the Federal/Provincial student aid program in his/her home province (e.g. OSAP)
- to request receipts or invoices to substantiate any or all expenditures being claimed on the student's budget
- to request copies of official or legal documentation in connection with the bursary application
- to refuse to consider a bursary application if it is not completely filled out.

3.3 The Bursary Committee will submit a yearly report at the end of the fiscal budget year to the Director, Student Services.

RELATED DIRECTIVES

Glossary of Terms

(original signed by)

Vice President, Student Life &
Human Resources