

SA05**Scholarships, Awards and Bursaries**

Classification:	Student Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Vice President, Student Services
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To define the process of creating, evaluating, awarding and administering scholarships, awards and bursaries to students.

SCOPE

This policy applies to all members of the College Community including third party funders and philanthropic donors who contribute and participate in the scholarship, awards and bursary programs.

DEFINITIONS

Word/Term	Definition
Academic Good Standing	Unless the program has stipulated otherwise, a student who achieves a grade point average at or above 1.7 (equivalent to a letter grade of C-), as well as any minimum grade requirements in a particular course(s) or program.
Department of Advancement	Official until of the College whose core business is to build connections with graduates, grow and strengthen the College's donor base, and provide funding to the College to help students transform their hopes and dreams into lifelong success.
Award	Given in recognition of a student's academic achievement with combined effort in extracurricular activities or other activities such as volunteerism and leadership. This takes various forms, including a sum of money, medal, plaque, books, tools or memberships.
Bursary	Financial support provided to a student based primarily on proven financial need as assessed by the College's Financial Aid and Student Awards Office.
College Community	Includes all students, employees of the College, staff of the Student's Association, contractors, clients, volunteers and visitors to the College.

Philanthropic Donor	An individual, group, or organization that donates money to the College in accordance with Canadian Revenue Agency guidelines in order to create an award, bursary, or scholarship to students that meet the established criteria. Donors are entitled to a tax receipt for their donation.
Third Party Funder	Includes individuals or organizations who select a recipient for a specific bursary, award and scholarship program. These organizations inform the Financial Aid and Student Awards office of the recipient.
Financial Aid and Student Awards (FASA)	Administers federal and provincial student loan programs, as well as scholarship, award and bursary programs. FASA also provides guidance and financial advice and information to students and is the liaison between Department of Advancement, College departments, and third party funders.
Government Funded Bursaries	Financial support provided to a student based on demonstrated financial need. Other eligibility requirements may have to be met and will be listed in the bursary description. These funds are provided to Algonquin College through the Ministry of Colleges and Universities (MCU).
Nominator	An individual, group or committee of individuals who nominate a student for an award.
Privately Funded Student Aid	Financial support provided to a student based on various eligibility requirements. This money is donated to the Department of Advancement or provided through third party funders.
Provincially Mandated Student Aid	The province mandates that a percentage of the tuition fees collected from full time students is used for financial aid programs
Scholarship	Sum of money awarded based on academic achievement.

POLICY

1. Scholarships

- 1.1 Scholarship criteria is based on academic merit. Students must achieve a grade point average at or above 3.6 (equivalent to the letter grade A-) to be considered for a scholarship. If the scholarship is categorized as an entrance scholarship, the academic criteria from the previous institution must be shown to be equivalent. The College's grading system can be found in AA14 Grading System directive. If it is a donor-funded scholarship, the donor and the Department of Advancement in consultation with Financial Aid and Student Awards (FASA), establish a formal agreement to confirm the scholarship terms.
- 1.2 The selection of the recipients is determined by FASA. When necessary, the school or department within the College will be consulted to determine the most suitable candidate. Typically, a student would not receive more than one scholarship per academic year.
- 1.3 The selected student will be notified by FASA.
- 1.4 The recipients of scholarships are recognized publicly by the College, typically at the School level achievement celebrations.

2. Awards

- 2.1 Award criteria is primarily based on academic merit and extracurricular activities such as volunteerism and leadership. A student may apply and/or be nominated for an award through FASA. The student must have achieved a grade point average at or above 3.0 (equivalent to the letter grade B) to be considered for an award. If it is a donor-funded award, the donor and the Department of Advancement in consultation with FASA, establish a formal agreement to confirm the award terms.
- 2.2 The selection process is administered by FASA typically through a selection committee consisting of representatives from a school or department. Typically, a student would not receive more than one award per academic year.
- 2.3 The selected student will be notified by FASA.
- 2.4 Award recipients are publicly recognized by the College, typically at the School level achievement celebrations.

3. Bursaries

- 3.1 Bursary criteria is primarily based on financial need.
- 3.2 Philanthropic donors can partner with the College to establish privately funded bursaries. Criteria is established in a formal agreement between the donor and the Department of Advancement in consultation with FASA. Students must also be in academic good standing.
- 3.3 Provincially mandated bursaries are established by the College in accordance with MCU guidelines.
- 3.4 Students must apply for bursaries through the bursary portal on ACSIS, the student web portal. The selection of bursary recipients is based on demonstrated financial need. Typically, a student would not receive more than one provincially mandated government funded bursary and one privately funded bursary per academic year.

- 3.5 The selected student will be notified by FASA.
- 3.6 The recipients of bursaries are not recognized publicly by the College and should not be included in any School level celebration due to the highly sensitive financial criteria required to be a recipient.
- 3.7 Typically, a student involved in a collaborative program with another institution would be governed by the Memorandum of Understanding (MoU) which defines who administers the student's financial aid.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
Scholarships	
1. Select recipients for scholarships according to established academic criteria.	FASA
2. Notify the recipients and the Faculty or School of the scholarship.	FASA
3. Coordinate the distribution of the scholarship funds to student.	FASA
4. Coordinate a recognition opportunity or event for the scholarship recipients.	Faculty or School
5. Maintain a current list of scholarships in order to help create impact reports for the Department of Advancement.	FASA
Awards	
1. Students apply or are nominated for College awards.	Student or Nominator
2. Select students for award based on the award criteria.	FASA and Academic Areas
3. Notify the recipients and Faculty or School of the recipient(s) of the awards.	FASA
4. Coordinate the distribution of the award to student.	FASA
5. Maintain a current list of awards in order to help create impact reports for the Department of Advancement.	FASA

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| 6. Co-ordinate a recognition opportunity or event for the award recipients. | Faculty or School |
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Bursaries

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| 1. Apply for bursaries through the bursary portal on ACSIS, the student web portal. | Student |
| 2. Notify all applicants of the results of their bursary application. | FASA |
| 3. Coordinate the distribution of the bursary funds to student. | FASA |
| 4. Keep a current list of bursaries and report the annual expenditures to the Department of Advancement and/or the appropriate department, Faculty or School. | FASA |

Scholarships, Awards and Bursaries – Third Party Funders

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| 1. Complete an application for the external organization. | Student |
| 2. External organization recipients are selected by external organization according to the established criteria. | External Organization |
| 3. Notify FASA of the recipients. | External Organization |
| 4. Notify recipients. | FASA |
| 5. Coordinate the distribution of funds as instructed by the third party funder. | FASA |

SUPPORTING DOCUMENTATION

RELATED POLICIES

SA10 - Student Loans

AA14 - Grading System

RELATED MATERIALS

MCU Tuition and Ancillary Fees and Reporting - Operating Procedures