

SA05 Scholarships, Awards and Bursaries

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Executive Sponsor:	Vice President, Student Services
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PURPOSE

To define the process of 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, award, and bursary programs.

DEFINITIONS

Word/Term	Definition
Academic Good Standing	Academic Good Standing is a status assigned to a student who achieves a grade point average (GPA) at or above 1.7 (equivalent to a letter grade C-) as well as any minimum grade requirements in a particular course(s) or program. A student is ineligible for an Academic Good Standing status when: <ol style="list-style-type: none"> 1. the program stipulates other requirements that are unmet; and/or 2. a student is assigned an Academic Probation status
Award	Given in recognition of a student's academic achievement with a 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	A bursary is a 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	The College Community refers to Algonquin College students, employees, volunteers, and contractors.
Department of Advancement	Official unit 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.

Government Funded Bursary	A Government Funded Bursary is a financial support provided by the Ministry to a student based on proven financial need and possibly other eligibility requirements, as listed in the bursary description.
Nominator	An individual who nominates a student for an award.
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.
Private Funded Student Aid	Is a Financial support provided to a student based on various eligibility requirements. This money is donated to Algonquin College or provided through external organizations or sponsors.
Provincially Mandated Student Aid	Provincially Mandated Student Aid is an allocation of funds collected from a percentage of full-time tuition fees for financial aid programs such as bursaries and a college student employment program.
Scholarship	Sum of money awarded based on academic achievement, highest GPA.
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.

POLICY

1. Scholarships

- Scholarship criteria are based on academic achievement. 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. GPA will be determined based on grades formally reported in the Student Information System. Grades or GPA submitted to the Financial and Student Awards (FASA) Office by other means may not be used.
- If it is a donor-funded scholarship, the donor and the Department of Advancement, in consultation with the Financial Aid and Student Awards (FASA) Office, will establish a formal agreement to confirm the scholarship terms. Any periodic instruction from philanthropic donors or amendments to scholarship criteria must be communicated to FASA by the Department of Advancement.
- The selection of the recipient is determined by Financial Aid and Student Awards. When necessary, the relevant school, department, or service within the College will be consulted during the adjudication process before FASA determines the most suitable candidate. Typically, a student would not receive more than one scholarship per academic year.
- The selected student will be notified by Financial Aid and Student Awards.
- The recipients of scholarships may be recognized publicly by the College or philanthropic donors.

2. Awards

1. Awards are granted based on a variety of possible criteria. Criteria may include, but are not limited to: academic achievement, extracurricular activities, volunteerism, leadership, or a portfolio of work. Financial need may be a criterion, but award criteria may not be based primarily on financial need. Philanthropic donors can partner with the College to establish privately funded awards. Criteria are established in a formal agreement between the donor and the Department of Advancement in consultation with Financial Aid & Student Awards Office. Any periodic instruction from philanthropic donors or amendments to award criteria must be communicated to FASA by the Department of Advancement.
2. Candidates for awards may be collected through applications submitted directly by the student or by nomination as specified in the terms of the award. Application or nomination are to be submitted to FASA for final adjudication. In principle, the award recipient must have achieved a grade point average at or above 3.0 (equivalent to the letter grade B) to be considered for an award. A lower or higher minimum GPA may be specified by the donor in the award term.
3. The adjudication process is administered by the Financial Aid & Student Awards Office typically through a selection committee consisting of representatives from a school, department, or service. The final recipient selection is made by FASA. Typically, a student would not receive more than one award per academic year.
4. The selected student will be notified by FASA.
5. Award recipients may be publicly recognized by the College or philanthropic donors.

3. Bursaries

1. Bursary criteria are primarily based on financial need. Recipients must also be in academic good standing.
2. Philanthropic donors can partner with the College to establish privately funded bursaries. Eligibility criteria beyond financial need are established in a formal agreement between the donor and the Department of Advancement in consultation with FASA. Any periodic instruction from philanthropic donors or amendments to bursary criteria must be communicated to FASA by the Department of Advancement.
3. Provincially-mandated bursaries are established by the College in accordance with MCURES guidelines.
4. Students must apply for bursaries through their student web portal. The selection of bursary recipients is based on demonstrated financial need as determined by the Financial Aid & Student Awards Office. Typically, a student would not receive more than one philanthropic donor funded bursary per academic year. Additionally, a student would typically not receive more than one of the same type of provincially-mandated bursary in the same academic term.
5. The selected student will be notified by FASA.
6. The recipients of bursaries are not published nor recognized publicly by the College due to the highly sensitive financial criteria required to be a recipient. Bursary recipients may be given the option to identify themselves to the donor after bursary funds have been awarded; however, a bursary recipients is not

obliged to identify themselves to the donor or the general public. Bursary funds will neither be withheld or withdrawn if the recipients chooses to remain anonymous.

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

Action		Responsibility
Scholarships		
1.	Select recipients for scholarships according to established criteria.	FASA
2.	Coordinate the distribution of the scholarship funds to student.	FASA
3.	Maintain a current list of awarded scholarships in order to help create impact reports for the Department of Advancement.	FASA
Awards		
1.	Students apply or are nominated for awards.	Student or Nominator
2.	Select students for award based on the established criteria.	FASA, Schools, Departments, and College Services
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 award recipients in order to help create impact reports for the Department of Advancement	FASA
Bursaries		
1.	Apply for bursaries through 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 students.	FASA
4.	Keep a current list of awarded bursaries and report the annual expenditures to the Department of Advancement.	FASA
Scholarships, Awards and Bursaries – Third Party Funders		
1.	Complete an application for the external organization if required.	Student
2.	Select recipients according to the third party's criteria.	Third-Party Funder
3.	Notify FASA of the recipients.	Third-Party Funder
4.	Notify recipients.	FASA or Third-Party Funder
5.	Coordinate the distribution of funds as instructed by the third-party funder.	FASA

RELATED POLICIES

AA14: Grading System

SA09: Project Hero Award

RELATED MATERIALS

[MCU Tuition and Ancillary Fees and Reporting - Operating Procedures](#)