

# STUDENT AWARDS POLICY



STUDENT AWARDS POLICY			
<b>Effective Date</b>	October 10, 2019	<b>Policy Type</b>	Academic
<b>Responsibility</b>	Manager, Financial Aid	<b>Cross-Reference</b>	1. Students with Disabilities Policy 2. Student Awards 3. Committee Terms of Reference
<b>Approver</b>	Academic Council		
<b>Review Schedule</b>	5		

## 1. Policy Statement

1.1. The GPRC awards program exists to encourage and reward academic excellence in all areas of study and to provide financial assistance for students who may face financial challenges. The awards program also seeks to recognize achievement, reward good character, community involvement and leadership, and to encourage continued educational pursuits. The College offers awards described using the terminology below.

## 2. Background

In order to provide a fair, unbiased, consistent and equitable awards program, a policy must be in place to ensure continuity when awards are being granted to students

## 3. Policy Objective

3.1. This policy has been established to ensure the unbiased disbursement of awards at GPRC.

## 4. Scope

4.1. This policy applies to the entire awards program at GPRC.

## 5. Definitions

- 5.1. SCHOLARSHIPS: A monetary award given on the basis of academic achievement. Additional secondary selection criteria may also be applied.
- 5.2. BURSARIES: A monetary award given on the basis of demonstrated financial need and satisfactory academic achievement. Additional secondary selection criteria may also be applied.
- 5.3. AWARD: Is a general term used to indicate an item of financial or other value presented to a student. The term "Award" does not carry any implication of criteria used in the selection decision.
- 5.4. ENTRANCE AWARDS: Available to students who are entering any program for the first time at GPRC on a full-time basis.
- 5.5. RENEWABLE AWARDS: An award that may be disbursed to the student recipient again in subsequent years, as long as he/she continues to meet the all conditions for renewal specified in the terms of reference for the award.
- 5.6. NOMINATED AWARD: These awards are designated to a specific department and their students are automatically considered. Students are selected by department nominating committees and vetted by Financial Aid to ensure eligibility has been observed.

## 6. Guiding Principles

- 6.1. The criteria and conditions of all awards established at GPRC effective April 2009 must comply with the Alberta and Canadian Human Rights Act and must be free of criteria based on personal characteristics such as race, ancestry, colour, ethnic origin, sex, creed, age, marital status, family status, sexual orientation or handicap.
- 6.2. Eligibility: Unless otherwise stated by the donor, the following are the eligibility guidelines applicable to GPRC administered awards:
  - 6.2.1 Students must be enrolled full-time at GPRC
  - 6.2.2 Scholarships and bursaries are available for Canadian citizens, and permanent residents. International students who have attended at least one year of full-time studies at GPRC are also eligible to apply.
  - 6.2.3 Students must submit all required documentation and provide full and complete information on their application. Should the required documentation not be provided with the initial application the application may be disqualified.
  - 6.2.4 Students with disabilities enrolled at 40% of a normal full-time course load will be eligible for full-time awards, provided that the Accessibility Services and Disability Supports Team has approved a reduced courseload.
  - 6.2.5 The term "Alberta Resident", when used as a condition of eligibility for an award, shall be defined as a student who has lived in Alberta for twelve full months without being a full-time student.
  - 6.2.6 An Indigenous person in Canada is defined by the Constitution of Canada and regulated by the Indian Act.
  - 6.2.7 A full course load is unique to each program. Full time is defined as a minimum of 9 credits per semester.
- 6.3. Scholarship/Award Selection

In many cases the conditions for scholarships and awards are such that winners are automatically identified. Scholarships will be awarded by applying the following guidelines:

  - 6.3.1 Minimum GPA;
  - 6.3.2 Where students submit high school records for Entrance Awards based on academic achievement, eligibility will be determined by calculating the average mark on a minimum of five high school core courses. A core course has a credit value of 5.
  - 6.3.3 In the event of a tie for awards using high school records, the recipient will be determined through the use of grades from courses in the same discipline from the preceding year. (i.e. If English 30 is used in first round use English 20 to break the tie.)
- 6.4 Bursary Selection

The Student Awards Committee will select recipients in accordance with the award criteria. The Manager, Financial Aid will prepare the necessary data required for the selection process.

  - 6.4.1 Bursary recipients will be selected using the following guidelines:

- 6.4.2 Unless otherwise stated, students must have a GPA of 1.7 and be registered full-time to be eligible for bursaries. In the event of a tie in financial need, GPA will be considered.
- 6.4.3 Applications will be assessed by financial need.
- 6.4.4 Every attempt will be made for fair and equitable distribution.

## 6.5. Administration of Awards

- 6.5.1 Disbursement: In general, every effort is made to make payment to the recipient at the earliest possible date, pending confirmation of enrolment if required. Any outstanding debts payable to GPRC are the first charges against the award. Unless otherwise stated in the terms of any award, awards administered by the Awards and Financial Aid Office are tenable only at GPRC.
- 6.5.2 Withdrawal from Studies. In the event that an award winner withdraws from study within the academic year in which the award was paid, no attempt shall be made to recover the amount of the award from the student. However, should there be a second instalment it will be cancelled.
- 6.5.3 Un-awarded Monies. In the event that an eligible recipient cannot be found, the donor may be contacted by the Community Relations Office. The donor may be asked to consider additional information, or indicate that the award is to remain un-awarded for that academic year.
- 6.5.4 Cancelling of Awards. Any awards may be withheld or cancelled for any of the following reasons: lack of eligible candidates, failure to meet terms and conditions of award, withdrawal from the College, withdrawal of the award by the donor
- 6.5.5 Liability. GPRC assumes liability for payment of awards only to the extent that gifts from donors or finances permit. GPRC, therefore, reserves the right to make the necessary changes that circumstances may require, including the cancellation of particular awards.
- 6.5.6 Protection of Awards Information: Personal information collected about students and donors for the purpose of administering GPRC financial assistance and awards program will be treated and protected in accordance with the Freedom of Information and Protection of Privacy Act.
- 6.5.7 Other: Any conditions, criteria or guidelines outlined by the donor which are described in the specific awards information supersede the general guidelines and definitions outlined in this document.

## 7. Roles and Responsibilities

Stakeholder	Responsibilities
Academic Council	<ul style="list-style-type: none"> <li>• Approve and formally support this policy.</li> </ul>
Vice-President, Academics and Research	<ul style="list-style-type: none"> <li>• Review and formally support this policy.</li> </ul>
Director, Student Experience	<ul style="list-style-type: none"> <li>• Monitor successful implementation of this policy</li> </ul>

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Manager, Financial Aid	<ul style="list-style-type: none"><li>• Implement the policy</li></ul>
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## 8. Exceptions to the Policy

- 8.1. Any exceptions to this policy shall be directed to the Vice-President, External Relations and the Vice-President, Academics & Research

## 9. Inquiries

- 9.1. Director, Student Experience

## 10. Amendments (Revision History)

Approved by Academic Council: November 8, 2001  
Revised and Approved by Academic Council: November 13, 2003  
Revised and Approved by Academic Council: December 7, 2006  
Revised and Approved by Academic Council: April 12, 2007  
Revised and Approved by Academic Council: September 10, 2009  
Approved by Academic Council: October 10, 2019

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### Appendix 1 – Name of Appendix

Can include any schedules and detailed guidelines that enable members of the College community to follow the required course of action. For some policies this may include information that changes on a regular basis such as college travel reimbursement costs.

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