



STUDENT AWARDS

EFFECTIVE DATE October 31, 2001

RESPONSIBILITY FOR IMPLEMENTATION Financial Aid Coordinator/Dean of Student Experience

POLICY STATEMENT

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

CROSS REFERENCE

Student Awards Committee Terms of Reference
Students with Disabilities Policy

PURPOSE

This policy has been established to ensure the fair and equitable disbursement of awards at Grande Prairie Regional College.

SCOPE

This policy applies to the entire awards program at Grande Prairie Regional College.

DEFINITIONS

SCHOLARSHIPS: A monetary award given on the basis of academic achievement. Additional secondary selection criteria may also be applied.

BURSARIES: A monetary award given on the basis of demonstrated financial need and satisfactory academic achievement. Additional secondary selection criteria may also be applied.

AWARD: Is a general term used to indicate an item of financial or other value presented to a student. The term "Award" does not of itself carry any implication of criteria used in the selection decision, including academic merit.

PRIZES: An award given in recognition of noteworthy accomplishments in a designated area of study. Additional secondary selection criteria may also be applied.

ENTRANCE AWARDS: Available to students who are entering a program at GPRC for the first time.

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.

NOMINATED AWARD: These awards are designated to a specific department and their students are automatically considered. There is no need to submit an application; students are nominated by the department.

PROCEDURES/RULES STATEMENT

1.0 Principals:

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.

2.0 Eligibility

Unless otherwise stated by the donor, the following are the eligibility guidelines applicable to GPRC administered awards:

- 2.1 Scholarships and bursaries are available for Canadian citizens, and permanent residents. International students who are in at least their second year of studies at GPRC are also eligible to apply.
- 2.2 Prizes are open to all GPRC students.
- 2.3 In some cases, specific eligibility criterion may be developed by a department to reflect the special nature of the program.
- 2.4 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.

- 2.5 Students with verified disabilities may be eligible for consideration if their minimum course load is 40% of a normal full-time course load and documented by a professional qualified to assess their disability.
- 2.6 The term "resident of Alberta", when used as a condition of eligibility for an award, shall be defined as a Canadian Citizen or Permanent Resident (Landed Immigrant) who has continuously resided in the Province of Alberta for at least one year immediately before the first day of classes of the term for which admission is sought. The one-year residence period shall not be considered broken where the Awards Office is satisfied that the applicant was temporarily out of the province on vacation, in short-term employment, or as a full-time student.
- 2.7 An Aboriginal person in Canada is a member of an Indian/First Nation, Métis or Inuit community as defined in the Constitution of Canada (Constitution Act, 1982, Part II, Section 35.2). Indian/First Nation includes "Status", "Treaty", or "Registered" Indians as well as "Non-Status" and "Non-Treaty" Indians.
- 2.8 A full course load is unique to each department. Individual programs of study have their own criteria for full-time status, which are approved by their department and advertised in the GPRC calendar. In the event that more than one department is involved, the Awards and Financial Aid Office will establish the definition of a full course load.

3.0 Scholarship/Prize Selection

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

- 3.1 Minimum GPA;
- 3.2 Course load;
- 3.3 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.
- 3.4 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.)
- 3.5 In the case of a candidate presenting previous post-secondary records from another institution, consideration will be based on academic achievement of a full course load (as determined by the sending institution).

4.0 Bursary Selection

The Student Awards Committee will select recipients in accordance with the terms set out in the award criteria. The Financial Aid Liaison will undertake to collect the necessary data required by the Committee for the selection process.

Bursary recipients will be selected using the following guidelines:

- 4.1 Bursaries require only one application to be considered for all bursaries that are administered by the Awards Office. Generally, a student who has completed a General Bursary Application form will be considered for all general awards and all awards they have checked off.
- 4.2 Unless otherwise stated, students must have a GPA of 1.7, based on full-time study in the previous semester, and be registered full-time in the current semester to be eligible for bursary selections. In the event of a tie and all things are equal, the GPA may be used as a deciding factor to determine the most qualified applicant.
- 4.3 The applications will be prioritized on the basis of financial need calculated by the Awards Office, and shall be awarded according to highest need. The information presented will be confirmed wherever possible. (i.e. student loan and sponsorship information.) Should incomplete and inaccurate information be supplied, or if a student has checked all boxes, the application may be disqualified.

5.0 Administration of Awards

5.1 Distribution

5.1.1 Bursaries

Bursaries are awarded according to student financial need.

5.1.2 Scholarships

Scholarships are awarded on the basis of academic achievement. Total value of awards received by the applicant is not a consideration unless the specific award criterion states otherwise.

5.2 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 Grande Prairie Regional College.

5.3 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.

5.4 Un-awarded Monies

In the event that an eligible recipient cannot be found, the donor may be contacted by the Financial Aid office. The donor may be asked to consider additional information, or indicate that the award is to remain un-awarded for that academic year.

5.5 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.

5.6 Liability

Grande Prairie Regional College assumes liability for payment of awards only to the extent that gifts from donors or finances permit. Grande Prairie Regional College, therefore, reserves the right to make the necessary changes that circumstances may require, including the cancellation of particular awards.

5.7 Protection of Awards Information:

Personal information collected about students and donors for the purpose of administering Grande Prairie Regional College financial assistance and awards program will be treated and protected in accordance with the Freedom of Information and Protection of Privacy Act.

5.8 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.