
Policy Title:	Student Awards	
Policy No:	9009	
Approval Body:	Academic Council	Approval date: May 7, 2015
Effective date:	May 7, 2015	Review date: May 2018

Purpose

This policy provides the framework for the creation, administration and adjudication of student award programs at University Canada West.

Scope

This policy applies to prospective and continuing students for undergraduate and graduate programs and students in academic preparatory courses at University Canada West.

Awards shall not contain criteria that contravene any Canadian or British Columbian human rights legislation.

Policy Statement

The Student Awards program is a fundamental element of any university and represents a critical component of University Canada West's enrolment management plan. Student awards play a vital role in supporting the University's priorities of excellence, accessibility, community involvement and good citizenship as a means to recruit and retain students who demonstrate these qualities.

The following principles will be followed in the development of student award programs :

- Recognize student achievement both academically and personally,
- Enhance public recognition of the recipients and of the University,
- Promote academic excellence,
- Assist students to overcome financial barriers to their education,
- Encourage enrolment, and
- Improve student retention.

1. Types of Awards

Student awards can include: scholarships, awards, bursaries, medals, prizes, and other forms of formal recognition (see definitions section).

2. Awards Oversight

- 2.1. University Canada West shall constitute a Student Awards Committee to provide recommendations and oversight to the Student Awards program as guided by this policy. Terms of reference for the Committee are established by the President (or designate) in consultation with Academic Council.
- 2.2. The Awards Committee will make recommendations for the creation and continuation of awards, including their selection criteria, within the funds available.
- 2.3. The President & Vice Chancellor reviews and approves the recommendation of the Student Awards Committee.

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- 2.4. UCW shall provide comprehensive information on the Awards Program through appropriate publications and communication channels including the University Calendar and website.

Regulations

3. Disbursements

- 3.1. Unless otherwise specified, monetary awards will be disbursed to the students UCW account and will be applied to tuition fees.
- 3.2. Monetary awards may be designated as single-or multiple-disbursements.
- 3.3. Financial award values are subject to change based on funds available and demand.
- 3.4. Entering students may apply for awards at the time of application to the University and must be registered in classes at the time the award is disbursed. If the student withdraws in the term of disbursement, the award will be refunded to the University.
- 3.5. Applicant for awards for continuing students must be in good academic standing and be registered in classes at the time of application and disbursement of the award. If the student withdraws in the term of disbursement, the award will be refunded to the University.
- 3.6. Financial awards may be approved for deferral for a maximum of one (1) term. Requests for deferral must be submitted in writing.

4. Applications, Identification and Nominations

- 4.1. Awards by application: Applicants must provide a complete application and all requested supporting documentation. Incomplete award applications will not be considered.
- 4.2. Awards by identification and nomination: The University may identify or nominate students for specific awards. If supporting documentation is required for such an award, the University shall request the supporting documentation from the student. If the student declines to provide the requested documentation or does not supply the documentation by the deadline provided, the University will withdraw the nomination.
- 4.3. If a student declines an award, another recipient may be selected at the discretion of the University.

5. Award Donations

- 5.1. If an award is provided or sponsored by a donor, the University will ensure the donor's requested criteria are consistent with Canada's and B.C.'s human rights legislations as well as meeting University policy or practice.
- 5.2. The University shall award donor sponsored awards after the donation has been received by the University.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Award	Generic term that encompasses scholarships, bursary, prize or any other type of recognition awarded to a student
Bursary	A non-repayable financial award based on recognition of demonstrated financial need combined with achieving a minimum academic standard as defined by the University
Medal	An academic medal based on academic excellence for which specific selection criteria are defined
Prize	A tangible or physical award (e.g. book) based on recognition of excellence for which specific selection criteria are defined
Scholarship	A non-repayable financial award based on academic achievement, for which specific selection criteria are defined

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Enrolment Management	Strategic enrolment management (SEM) is an institution's program to shape the type and size of its student body in accordance with its educational mission and fiscal requirements. SEM centers on the integration and improvement of traditional student services, such as recruitment, admissions, financial aid, registration, orientation, academic support, and retention. (definition: AACRAO)
In good standing	The status of a student who is at or above the required program GPAs, is not on academic probation, has no record of academic or non-academic misconduct, and who has no outstanding financial obligations to the University
Community & extracurricular activities	Regular participation in activities outside the formal educational setting where people within a community come together to achieve a common objective
Volunteer activities	Activities by a person who works without financial gain, occasionally or regularly, to help individuals, groups, or organizations to accomplish goals

Related legislation

British Columbia Human Rights Code
Canadian Human Rights Act

Related policies or documents

Policy Number	Policy Title
n/a	Student Award Committee Terms of Reference

Responsibility

1. The President & Vice Chancellor is responsible for:
Approving the award programs, the award criteria and award processes recommended by the Student Awards Committee.
2. The Student Awards Committee is responsible for:
 - 2.1. Recommending to the President creation or revisions to awards within the designated allocation, including their selection criteria and developing award descriptions for publication.
 - 2.2. Adjudication of specified awards based on the approved criteria.
 - 2.3. Notifying the Registrar's Office and Financial Services of the selection criteria, monetary values and disbursement conditions for new or revised awards.
3. Student Services is responsible for:
 - 3.1. Ensuring comprehensive awards information, both internal and external, is available for students.
 - 3.2. Publishing application deadlines and distributing the awards program information within the University.
 - 3.3. Organizing the awards celebration.
4. Financial Services is responsible for:
 - 4.1. Financial Services is responsible for applying the financial awards to individual student accounts.
5. Registrar's Office is responsible for:
 - 5.1. The Registrar's Office records awards in the student's permanent record.
 - 5.2. Administering the awards program and organizing the Awards presentation.