

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2018-02</b>	<b>Vice President Academic and Provost</b>		
Policy Name			
<b>Student Awards</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>E.706; E.707; E.709; E.709; B.203; B.204; ARM 1076</b>		<b>June 6, 2023</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>June 6, 2018</b>		<b>Appendix A – University Funded Student Awards</b>	

## 1 PURPOSE

This policy is to provide direction regarding Student Awards, including Scholarships, Bursaries, Awards and Prizes (SBAP) at Capilano University.

## 2 DEFINITIONS

For the purposes of this policy, the following definitions apply:

**“Scholarships”** are financial support provided to students primarily on the basis of demonstrated academic achievement as demonstrated through term grade point average (TGPA) and/or cumulative grade point average (CGPA). International students are eligible to apply for consideration for scholarships, unless otherwise specified. All scholarships are administered by the Registrar’s Office.

**“Bursaries”** are financial support provided to students based on attainment of minimum academic requirements and the assessment of demonstrated financial need. International students are not eligible for consideration for bursaries. All bursaries are administered by the Registrar’s Office.

**“Emergency Bursaries”** are financial support provided to students who have exhausted all other financial aid resources available to them and have a demonstrated unforeseen financial circumstance. The determination of need shall be governed by the same rules and procedures as apply to the Student Financial Assistance Program managed by the BC Ministry of Advanced Education. Students must meet the scholastic standing and course load criteria of the Student Financial Assistance Program.

**“Awards”** are financial support provided to students based on the attainment of minimum academic requirements and the assessment of a combination of criteria that include, but are not limited to, two or more of the following: academic achievement, financial need, community involvement, extra-curricular activities, demonstrated leadership, outstanding athletic or artistic participation, or service to the university community or the community at large. International students are eligible to apply for consideration for awards, unless otherwise specified. All awards are administered by the Registrar’s Office.

**“Student Awards”** refers, generically, to all student scholarships, bursaries and awards that are funded by the university, or by donors through the university, and administered by the Registrar’s Office. They include both Continuing Student Awards and Student Entrance Awards as defined below:

**“Continuing Student Awards”** refers, generically, to all scholarships, bursaries, and awards provided to students on the basis of academic and/or other achievements demonstrated in their course of studies at the university.

**“Student Entrance Awards”** refers, generically, to all scholarships, bursaries, and awards provided to first-time, entering students on the basis of academic and/or other achievements demonstrated prior to the commencement of studies at the university.

**“Prizes”** are financial support provided to students. Prizes are established if the criteria does not meet the university criteria for scholarships, bursaries and awards administered by the Registrar’s Office. All prizes are administered by program and/or faculty areas in conjunction with Financial Services.

**“External Awards”** are financial support that are normally funded and administered outside the university. In these cases, the university assumes no responsibility for any part of the funding, administration, and selection processes; however, the Registrar’s Office may decide to publicize these awards as a service to the university community. In limited instances, the university may provide administration assistance, if there is deemed to be a significant benefit to our students and it has been approved by the Registrar or Vice President, Academic and Provost.

**“Full-Time Enrolment”** refers to registration in a minimum of nine (9) credits at the undergraduate level (100 level), or higher, in a program of study.

**“Satisfactory Academic Standing”** refers to a student’s eligibility to continue in or graduate from the program in which the student is registered, exclusive of those students allowed to continue on a probationary basis. For Student Entrance Awards, a student will be deemed to have achieved satisfactory academic standing provided the student has been granted admission to a program of study at the university.

### **3 SCOPE**

- 3.1 This policy applies to both university and donor funded student awards.
- 3.2 This policy relates to the establishment, criteria development, definitions, equitable competition, and fair and wide distribution of funding for all student awards administered by the Registrar's Office at the university and for all prizes administered by program and/or Faculty areas at the university. This policy relates only to those funds available to students entering or registered in academic programming or on a limited basis for upgrading programming.

### **4 POLICY STATEMENT**

- 4.1 The university's goal of student success is supported by the provision of financial support for our students to assist those who demonstrate financial need, to encourage and recognize academic excellence or other areas consistent with the goals of the university, or those in combination in support of the university's student recruitment and retention goals.
- 4.2 The *Freedom of Information and Protection of Privacy Act* as well as university policies related to information protection and access of personal information shall govern all aspects of the SBAP process, including but not limited to, application and nomination forms, nomination committee decisions, and information provided to donors and others concerning award recipients.
- 4.3 To ensure the full utilization of all university funds allocated to supporting students through scholarships, bursaries and awards, all university-funded scholarship and award funds that are unclaimed or unutilized in a given year will be moved to bursary funds for that same year.

### **5 GENERAL TERMS AND CONDITIONS OF STUDENT AWARDS AND PRIZES**

- 5.1 Terms and conditions specific to student awards and prizes are derived from this policy and must:
  - a. Benefit students and have a minimum of limiting criteria;
  - b. Ensure equity in competition and distribution;
  - c. Ensure fair and wide distribution of funds;
  - d. Abide by any relevant government policy, regulations, and/or guidelines (e.g. BC Human Rights Code, FOIPPA, CRA regulations, etc.);
  - e. Be consistent with the University's vision, mission and values;
  - f. Comply with pertinent University policies, procedures, and academic regulations;  
and
  - g. Be practical for the University to administer.

- 5.2 The university is sensitive and cautious regarding the selection criteria contained in terms of reference for student awards and may reject awards if selection criteria are deemed to be inappropriate. Student award criteria may be mathematical in nature (e.g. to be given to the student with the highest cumulative grade point average) or judgmental, where other criteria are included (e.g. demonstrated interest and achievement) that are based on supporting documentation from the student.
- 5.3 Academic requirements will be calculated by the Registrar's Office:
- a. New students direct from high school will be evaluated on their high school grade point average (GPA).
  - b. New students with prior post-secondary experience will be evaluated on the cumulative grade point (CGPA) average of their previous post-secondary studies;
  - c. Continuing students will be evaluated on their term grade point average (TGPA) and/or cumulative grade point average (CGPA).
- 5.4 In the case of a tie, preference will be given to students who have successfully completed a greater number of credits for the term under consideration.
- 5.5 To eligible for student awards, applicants must have satisfactory academic standing and be enrolled at a minimum of full time at the university in the term of application. Additionally, to be eligible for Continuing Student Awards, students must have successfully completed a minimum of nine (9) credits at the undergraduate level (100 level), or higher, at the university.
- 5.6 The above conditions apply to all student awards unless the student award criteria states otherwise or the student is approved to study on a reduced course load by StudentAid BC or Capilano University Accessibility Services. In these cases, the student must meet the definition of a full-time student as defined for students with permanent disabilities.
- 5.7 Prizes can be issued by a Faculty or program area if normally acceptable criteria, financial cost centres, advertising, record keeping, recipient selection, and prize presentation procedures are established and/or used. Outlined procedures must be followed for the reporting and vetting of such prizes prior to choosing a recipient. Prizes are not advertised or reported through the Registrar's Office.

## **6 STUDENT AWARD NOMINATION**

- 6.1 Minimum levels of scholarship, academic standing, and acceptable conduct standards for all student awards will be established by the university.
- 6.2 All nomination committee members must be current university employees and approved by the Vice President, Academic and Provost. If a student(s) is required for the nominating committee, the student(s) are approved by the Vice President, Academic and Provost in consultation with the Registrar.

- 6.3 Nomination committees are responsible for ensuring and maintaining the confidentiality of candidates and nominees as well as for the transparency of the candidate consideration and nomination processes.
- 6.4 Student award donors may not be involved in the nomination or selection process, and no nomination committee member may have a conflict of interest with any student award applicant. All conflicts of interest must be declared.

## **7 STUDENT AWARD DISTRIBUTION**

- 7.1 The total monetary value that a student can receive in a given academic year must not exceed the highest monetary value of an existing university award. The university may determine alter the highest monetary value on an annual basis.
- 7.2 The university reserves the right to limit the number of student awards where too few suitable candidates exist or to withhold or cancel a student award in the absence of a suitable candidate or if a donor withdraws the student award.

## **8 STUDENT AWARD ACCEPTANCE**

- 8.1 Only students receiving a Student Entrance Award are required to formally accept the award and the conditions of the award. Acceptance is for a program of studies at the university that commences in the academic year immediately following award notification.
- 8.2 If a recipient, who has formally accepted the Student Entrance Award, fails to register at the university by the Fee Payment deadline for the applicable term, the award will be cancelled.

## **9 STUDENT AWARD PAYMENT**

- 9.1 Student awards applied to the student's Capilano University student account.
- 9.2 Students who withdraw, reduce their course load or otherwise alter their program of study so that they no longer meet the criteria for granting the student award may be required to forfeit all or part of the student award.
- 9.3 Student awards may not be deferred.

## **10 STUDENT AWARD RENEWAL**

- 10.1 Approval of the second or subsequent portions of a student award will be conditional upon the recipient's meeting renewal criteria. Recipients who do not meet the renewal criteria will forfeit the remaining portions of their student award.

## **11 STUDENT AWARD RETENTION**

- 11.1 Student award recipients may retain the honour of an award, but resign the monetary value. Any funds made available by the resignation will be made available to another eligible student.
- 11.2 Students enrolled in less than a full-time course load in their final term of studies may retain a student award if that number of credits is sufficient for graduation. In this case, a student award may be prorated.

## **12 STUDENT AWARD AUDIT AND REVERSAL**

- 12.1 All submitted student award applications are subject to audit and verification by the Registrar's Office. Applicants may be required to submit additional supporting documentation (e.g. financial, income tax, family information, etc.) as part of the audit process at the time of application, during the study period, or at the time of subsequent application. Student awards will be revoked from students who misrepresent themselves on applications.
- 12.2 Any student award may be withheld, reduced, cancelled, or retracted from a student for any of the following reasons: failure to meet required terms and conditions, reduction in course load, withdrawal from the university, or student misconduct.