

STUDENT AWARDS PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	Student/Academic
Parent Policy:	D43
Approval Date:	May 20, 2021
Effective Date:	May 20, 2021
Procedure Owner:	AVP Students and Registrar

Overview:	<p>This procedure guides fair and consistent administration of a student awards program at Olds College</p> <p>Administration of Student Awards</p> <ul style="list-style-type: none"> • The Office of the Registrar is responsible for the administration, application and disbursement of the student awards program. • The Department of Athletics is responsible for the administration and disbursement of athletic awards. • The Office of Development is responsible for donor relations and donor fund management.
Procedures:	<p>Procedure Principles:</p> <ul style="list-style-type: none"> • The closing date for applications for all Scholarships, Bursaries, Grants and Awards will be established in a timely manner and communicated appropriately. • The College disburses awards only to the extent that gifts from donors or available funds permit. • Unless otherwise specified by award criteria, Donor agreement or institutional procedure, International students are eligible for Olds College awards. • Award recipients must have a Canadian Social Insurance Number in order to receive funds. • Students will be selected according to published eligibility criteria. • Students who withdraw or are removed from their program prior to disbursement will forfeit any awards they previously qualified for. If a student withdraws or is removed from a program after an award is disbursed the student will retain the award. • The Office of the Registrar will make every reasonable attempt to disburse

all available award monies. Awards not disbursed may be reserved for the following year.

- Awarding is based on meeting all eligibility criteria at the time of selection. Students that are placed on academic suspension at the time of disbursement will forfeit any awards they have previously qualified for.
- T4A tax forms will be issued by Olds College as per Canada Revenue Agency guidelines.

Internal Awards:

Internal Awards are accessed through:

1. Application - Students complete an on-line application,
2. Qualification - Some awards are automatically awarded to qualifying students without submission of application, or
3. Nomination - Recommendation by a Faculty member or other specified nominator.

Eligibility:

- Full-time, part-time, or apprenticeship student at Olds College.
- Dual credit students are not eligible, unless noted as criteria on award.
- Students receiving the Tuition Waiver as a result of the Employee Education Benefit are not eligible.
- Non-credit students are not eligible, unless noted as criterion on award.
- Must be in good academic standing, according to the Academic Standing Policy.
- Must meet criteria specified by each individual award.

Application Process:

1. Students must complete the online application by the posted deadline.
2. Applications are valid only for one academic year.
3. Incomplete applications may result in ineligibility.
4. Applications are reviewed by the Student Advisor, Awards depending on award criteria, Faculty and/or a Student Awards Committee are included as applicable.
5. Award recipients are notified approximately eight (8) weeks after the deadline.
6. Once notified, recipients have the option to accept or decline the award by a deadline. If declining, the recipient forfeits the award and the next eligible student will be notified.
7. A thank you card addressed to the donor must be completed by a deadline. If the recipient fails to submit a thank you card, the recipient forfeits the award and the next eligible student will be notified.
8. Award disbursements are applied to the student's college account or a cheque will be issued if the student's college account is paid in full. Outstanding fees will be deducted from the award payment before a

cheque is issued.

External Awards:

External awards are administered according to the terms and criteria set by the sponsor. Requests to advertise external awards on the Olds College website will be reviewed and approved on an individual basis. Posting to the College website is at the discretion of the Office of the Registrar.

Definitions:

Apprenticeship: A student who is enrolled in an Apprenticeship Training program at Olds College.

Criteria: The factor(s) by which a student who meets the eligibility requirements for an Award is ranked.

Eligibility: The conditions that qualify a student to be considered for an award.

Full-time: For Student Award purposes, refers to a student deemed full time by Alberta Student Aid.

Good Academic Standing: The status of a student who is not on Academic Suspension (See Academic Standing Policy).

Grade Point Average (GPA): GPA is the standard average measure of performance used to determine, but not limited to, academic standing, awards eligibility, honours and distinction status and graduation.

Award Categories and Definitions:

Internal Award: Award administered by Olds College to Olds College students. They include:

Bursary: Award based on demonstrated financial need.

Continuing Award: Award designated for students who are continuing from one year to the next within the same program.

Entrance Award: Award designated for students entering their first year at Olds College and/or the first year of a program.

Graduate Award: Award designated for eligible graduates from the current academic year.

Prize: Award given in recognition of specific participation, accomplishments, or contributions.

	<p>Scholarship: Award based on academic performance.</p> <p>Emergency Bursary: Award based on financial assistance due to a sudden and unexpected emergency. Intended to be a short term source of financial assistance.</p> <p>External Award: Award not administered by Olds College. It may be open to students from other post-secondary institutions. Students apply directly to the sponsor.</p>
<p>Related Information:</p>	<p>Student Awards Policy Academic Standing Policy Tuition Waiver - International Student Athletes Policy Tuition Waiver- Employee Education Benefit</p>
<p>Review Period:</p>	<p>3 years</p>
<p>Revision History:</p>	<p>September 2017: Revision May 2021 : Revision</p>

APPENDIX 1

Emergency Bursary:

Eligibility:

- Enrolled full-time, part-time or apprenticeship. Dual credit and Continuing Education students are not eligible.
- Have recently encountered a sudden and unexpected financial emergency.

Designation of Committee Members:

The Emergency Bursary Committee will consist of two (2) members from Development, and one (1) member from the Office of the Registrar or Student Support Services. The Student Advisor, Financial Aid is an ex-officio member (non-voting) and is the liaison between the student and the committee. As the liaison, the Student Advisor, Financial Aid brings forward emergency bursary requests forward to the Emergency Bursary Fund committee.

Fund Administration:

- Olds College emergency bursaries are offered on an as-needed basis, provided that funds are available.
- Applications are reviewed by the Emergency Bursary Committee.
- If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- The maximum emergency bursary amount that may be allocated to an individual is \$2,000.00 per fiscal year; under exceptional circumstances, the emergency bursary committee may agree to waive this maximum.
- An annual report will be compiled at the end of each fiscal year, outlining disbursement of funds.

Application and Review Process:

- Applications submitted through the Olds College Student Advisor, Financial Aid. Applications must be complete with required documentation such as a letter stating the emergency need, a budget.
- The request is reviewed within two (2) working days and a decision is communicated back to the student via the Student Advisor, Financial Aid.
- If approved, the Student Advisor, Financial Aid will submit a request to Business Services to issue the payment by cheque to the student. Business Services will normally issue the cheque within two (2) business days of receiving the request.
- The decision of the committee is final and cannot be appealed.