

STUDENT AWARDS

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

Category:	A. Academic
Parent Policy:	A20
Approval Date:	June 18, 2024
Effective Date:	June 18, 2024
Procedure Owner:	Registrar & Director, Student Services

Overview:	<p>This procedure guides fair and consistent administration of a student awards program at Olds College of Agriculture & Technology (the “College”).</p> <p>Administration of Student Awards</p> <ol style="list-style-type: none"> 1. The Office of the Registrar is responsible for the administration, application procedures and disbursement of the student awards program. 2. Olds College Athletics is responsible for the determination of Athletic Scholarships. Once awarded, the Office of the Registrar will verify for compliance and disburse the awards. 3. The Development Office is responsible for donor relations and donor fund management.
Procedures:	<p>Procedure Principles</p> <ol style="list-style-type: none"> 1. The closing date for applications for all Scholarships, Bursaries, Grants and Awards will be established and communicated through the College Website and Awards Portal. The Office of the Registrar will utilize approved campus communication methods to communicate the awards application timelines. 2. The College disburses awards only to the extent that gifts from donors or available funds permit. 3. International students are eligible for College awards unless otherwise specified by award criteria, donor agreement or institutional procedure. 4. Award recipients must provide a Canadian Social Insurance Number in order to receive funds. 5. Students will be selected according to published eligibility criteria. 6. Eligibility criteria related to course load may vary for students receiving accommodation for a disability. 7. The College may limit the overall amount of money awarded to a student in any given academic year. 8. 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.

9. 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. Alternatively, the College reserves the right to distribute unawarded Scholarship, Bursary or Award funds in the current fiscal year under criteria determined to meet the Awards objectives and current needs of its students.
10. Awarding is based on meeting all eligibility criteria at the time of selection. Students who are placed on academic suspension at the time of disbursement will forfeit any awards they have previously qualified for.
11. T4A tax forms will be issued by the College as per Canada Revenue Agency guidelines.

Internal Awards

1. Internal Awards are accessed through:
 - a. Application - Students complete an online application.
 - b. Qualification - Some awards are automatically awarded to qualifying students without submission of an application.
 - c. Nomination - Recommendation by a Faculty member or other specified nominator.
2. Eligibility
 - a. Full-time, part-time or apprenticeship student at the College.
 - b. Dual credit students are not eligible unless noted as criteria on the award.
 - c. Students receiving the Tuition Waiver as a result of the Employee Education Benefit are not eligible for financial need awards and may be eligible for awards related to academic achievement.
 - d. Non-credit students are not eligible unless noted as the criterion on the award.
 - e. Must be in good academic standing, according to the Academic Standing Policy.
 - f. Must meet criteria specified by each individual award.
3. Application Process
 - a. Students must complete the online application by the posted deadline.
 - b. Applications are valid for one academic year only.
 - c. Incomplete applications may result in ineligibility.
 - d. Applications are reviewed by the Student Funding and Awards Officer. Depending on award criteria, Faculty and/or a Student Awards Committee are included as applicable.
 - e. Award recipients are notified approximately eight (8) weeks after the deadline.
 - f. 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.
 - g. A thank you card addressed to the donor must be completed by the deadline provided. If the recipient fails to submit a thank you card, the recipient forfeits the award and the next eligible student will be notified.
 - h. Award disbursements are applied to the student's college account or an approved payment method via Business Services will be issued if the student's college account is paid in full. Outstanding fees will be deducted from the award payment before an approved payment method via Business Services is issued.

External Awards

1. External awards are administered according to the terms and criteria set by the sponsor. Requests to advertise external awards on the 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.

Athletic Awards

1. The Athletics Scholarship offer applies to a new student-athlete who is signed to a Letter of Intent (LOI), or a returning student-athlete that meets all scholarship criteria transitioning from the previous academic year.
2. Value of the scholarship is determined by the Head Coach and is approved by the Manager of Athletics.
3. Recipients of an Olds College Athletic Scholarship must meet the following criteria:
 - a. They must sign a letter of Intent (LOI) and scholarship offer with the College.
 - b. They must be enrolled as a full-time student at the College.
 - c. They must compete on an ACAC or CCRA varsity team at the College.
 - d. They must maintain a minimum 2.0 GPA per term.
 - e. They must adhere to the Student Code of Conduct.
4. Notice of these LOI's and scholarship offers will be given to the Office of the Registrar prior to August 31st and January 5th each year.

Emergency Funding and Financial Support

1. The Office of the Registrar administers need-based student financial supports including the emergency bursary and emergency loan program for students. Emergency Funding is provided to students who encounter an unforeseen financial emergency or catastrophic event that could prevent them from continuing their education or otherwise impact their success at the College. This fund is to address short-term emergency financial need and not meant to supplement a student's income or other funding sources. Students will be expected to complete the Emergency Funding Application to apply for the Emergency Bursary or Loan program.
 - a. Emergency Bursary: Short-term source of emergency funding that is non-repayable. It is considered a bursary with applicable tax forms issued.
 - b. Emergency Loan: Short-term assistance resulting in a repayable loan to the College. A demonstrated source of funding is required to access this service. Failure to repay this loan will result in the corresponding account hold and procedures as outlined in Policy 110 Tuition and Fees.
2. The Office of the Registrar provides advising and support for government support programs.
3. Primary selection criteria for need-based student financial support is based on demonstrated financial need.
4. Secondary selection criteria may include the learner's performance, leadership, and commitment to the College community.
5. Access to Emergency Funding may be contingent on demonstrated access to other available services and supports.
6. Emergency Funding and Financial Support will only be offered to a maximum value of \$2000 within an academic year and is dependent on availability of funds.

Definitions:

Apprenticeship: A student who is enrolled in an Apprenticeship Training program at the 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 A09 Student Academic Record (Records, Grading & 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.

Internal Award: Award administered by the 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 the 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.
- Scholarship: Award based on academic performance.

Emergency Bursary: Award based on financial assistance due to a sudden and unexpected emergency. It is intended to be a short term source of financial assistance.

External Award: Award not administered by the College. It may be open to students from other post-secondary institutions. Students apply directly to the sponsor.

Related Information:

A09 Student Academic Record (Records, Grading & Academic Standing) Policy
I11 Tuition Waiver - International Student Athletes Policy

Review Period:

3 years

Revision History:

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