



<b>Category:</b>	<b>Student Services and Support</b>
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<b>Policy Sponsor:</b>	<b>Provost and Vice President Academic</b>
<b>Policy Administrator:</b>	<b>Registrar</b>

## Student Awards and Financial Aid Policy

### Purpose

The purpose of the policy is to ensure the fair and equitable disbursement of student awards and financial aid and to provide clarity on the administration of student awards at Lethbridge College.

### Scope / Limits

This policy applies to all employees of Lethbridge College.

### Definitions

**Student Award(s):** The umbrella term used to describe any scholarship, prize, medal, or fiscal grant assigned to a student in recognition of some attribute.

Examples of student awards include, but are not limited to:

**Awards** may be based on a single criterion or combination of criteria such as leadership or involvement in extracurricular activities or student affairs at the college or in the community, work-related experience, athletic achievement or participation, or work-term performance, and may include academic performance or a financial need component.

**Scholarships** are based primarily on outstanding academic merit or excellence in a specific subject or group of subjects.

### Policy Statements

1. Lethbridge College's student awards and financial aid program strives to support student success by:
  - 1.1. encouraging and rewarding academic excellence in all areas of study;
  - 1.2. providing financial assistance for students who may otherwise face financial challenges while studying; and
  - 1.3. recognizing specific achievements, rewarding good character, community involvement and leadership, and encouraging continued educational pursuits.
2. Lethbridge College will administer the student awards and financial aid program in a fair, consistent and transparent manner.

3. The Registrar's Office is responsible for the administration of the student awards program at Lethbridge College.
4. All student award activities must comply with any and all applicable college policies, provincial, federal laws and regulations and donor agreements.

## **A: Policy Supports**

[Student Awards and Financial Aid Procedures – Appendix A](#)

## **B: Legislated References**

## **C: Other References**

## **D: Related Policies**

Donations and Fundraising  
Lethbridge College Code of Conduct  
Board of Governors:  
    EL-1 Treatment of Students



<b>Parent Policy</b>	<b>Student Awards and Financial Aid</b>
<b>Effective Date:</b>	<b>April 13, 2016</b>
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<b>Appendix A</b>	

## **Student Awards and Financial Aid Procedures**

### **Part A: General**

Lethbridge College offers a variety of awards, scholarships, financial need based awards (also known as bursaries), emergency funding and a medal, to recognize academic achievement, student leadership and other qualities or criteria. These awards are managed by the Student Awards and Financial Aid Office within the Registrar’s Office.

### **Eligibility and Selection Criteria**

1. Each award will have specified eligibility and selection criteria which will be outlined in the Terms of Reference (TOR) for the award. The TOR will establish the conditions for each award including the award name, the award value, the number of disbursements, and eligibility criteria such as student level (entering, continuing or graduating student) and the qualities or attributes identified as required for consideration.
2. Each award will undergo the appropriate selection process with the appropriate committee.
3. Selection committees must adhere to the criteria of the award established in the TOR (in exceptional circumstances the TOR may need to be revisited). An award may be undisbursed if no suitable candidate is found.
4. Selection criteria and eligibility will be reviewed by the Student Awards and Financial Aid Office to ensure compliance with provincial and federal legislation and college policy.
5. Depending on the award selection criteria, monies may be awarded by application, internal selection or nomination.
  - 5.1. When award criteria does not reside in the student information system applications are required. Award decisions will be based on the qualifications demonstrated within the applicant pool.
  - 5.2. In some cases, students are nominated by their program area.
6. Students can be considered for an entrance award if they are entering a new Lethbridge College post-secondary program in the fall or did enter a new program in the winter term. Continuing from a ‘certificate’ level of a program into the ‘diploma’ level or ‘certificate of specialization’ is not considered to be ‘entering a new program’ – these students are considered to be “continuing” for awards purposes regardless of whether an application/admissions processing fee is charged.
7. Financial Need Based Awards require multi-faceted scrutiny; considerations may include the student’s preparedness, outstanding school related debt, the demonstration of consideration given to minimizing in-study costs, family composition, and the viability of a part-time job during study,

willingness or unwillingness to accrue debt, and any special circumstances as described by applicants. These awards may include other qualifying criteria such as academic performance and community/leadership service. The Student Awards and Financial Aid Office may check student loan or sponsorship status as well. Recipients will be selected on the basis of all available information, not just highest reported need.

8. Split (divided across two terms) and renewable (carried over to a consecutive year) awards are contingent on satisfactory academic standing. Unless otherwise stated a minimum grade point average (GPA) of 2.0 and continuation in full-time studies in the program specified in the award description will be required.

## **Award Procedures**

1. The Registrar's Office will develop and maintain a three-year rolling plan for student awards in collaboration with stakeholders. The plan will align with student success and enrolment management goals.
2. The student awards database will contain the official record of award recipients for each award year.
3. The total value of awards available for disbursement each fiscal year will be guided by relevant college policy and the process agreed upon by the Student Awards and Financial Aid Office, Advancement Office and Financial Services.
4. Awards may be cancelled at any time.
5. Program Selection Committee
  - 5.1. Program selection committees should be comprised of a minimum of three representatives from each program area that has continuing-student or graduating-student awards.
  - 5.2. Each program area will provide committee member names to the manager of Student Awards and Financial Aid.
6. General Selection Committee
  - 6.1. The General Selection Committee is responsible for selecting all general and entrance awards.
  - 6.2. The committee will be comprised of one representative each from the Office of Alumni Relations, the Lethbridge College Students' Association, the Faculty Association and the Student Awards and Financial Aid Office.
  - 6.3. When students are nominated by the program area the final award decisions will be made by the General Selection Committee.
7. Special committees may be struck to ensure inclusion of relevant parties (such as Indigenous Services, LCSA).
  - These will be restricted to College employees/affiliates who operate under the Confidentiality policy of the College and will be at an arm's length from all awards for which recipients are being considered.
  - Parameters around special committees must comply with CRA rules, FOIP legislation and Human Rights regulations.
  - Committee members will disclose any potential conflict of interest prior to selection process commencement, so that they can be recused for specific awards or replaced on the committee if conflict is broad.

8. Disbursements
  - 8.1. The Student Awards and Financial Aid Office will make reasonable attempts to disburse all available awards monies.
  - 8.2. Awards will be credited to the student's account.
  - 8.3. Graduate awards will be disbursed by cheque once Financial Services has verified there is no outstanding balance on the recipient's accounts.
  - 8.4. Awards administered by the Student Award and Financial Aid Office are tenable only at Lethbridge College, unless otherwise stated in the TOR of the award.
9. Refunds
  - 9.1. Upon request to Financial Services, any credit balance remaining on the student's account may be disbursed by cheque after the add /drop period.
  - 9.2. No student will be refunded award monies upon withdrawal from study within the award year.
10. Rescissions
  - 10.1. When an award recipient no longer meet the conditions of an award the Student Awards and Financial Aid Office will make reasonable attempts to notify the (non)recipient.
  - 10.2. Awards may also be rescinded in exceptional circumstances.
11. Award Maximums and Deferrals
  - 11.1. At the discretion of the Registrar the total dollar amount of the awards granted to any one student in any given year may be limited.
  - 11.2. Students may defer an award while away from Lethbridge College in extenuating circumstances. Students must apply in writing to the Student Awards and Financial Aid Office for a deferral which is not guaranteed, and which will have a timeline attached. Wherever possible, the deferral request will be made before leaving the college.
12. Student Withdrawal
  - 12.1. If an award recipient withdraws during the period of studies for which an award was disbursed after the add/drop period:
    - 12.1.1. No attempt will be made to recover award money already paid to the recipient.
    - 12.1.2. Awards monies will not constitute part of any refunds.
    - 12.1.3. In the case of split or renewable awards subsequent payments will be cancelled
13. Protection of Privacy
  - 13.1. Awards recipients' names and programs may be published.
  - 13.2. All personnel who have access to the awards database must agree to the conditions imposed by the confidentiality statement that displays on start-up of the Student Awards Management system.
  - 13.3. If donors request phone numbers the student awards office staff will contact the recipient to get their verbal agreement before providing such information.

## **Part B: Emergency Loans and Grants**

1. Emergency loans to students actively in studies may be approved by the manager of Student Awards and Financial Aid or designate.
  - 1.1. Emergency Loan eligibility criteria may include, but is not limited to:
    - 1.1.1. Demonstrated ability to repay within four (4) weeks, or on slightly amended timelines if reasonable circumstances require.
    - 1.1.2. The circumstance that the student is facing is unanticipated and requires immediate financial assistance.

- 1.1.3. Academic success – if in first term, instructors may be called in order to obtain some guidance in this respect, otherwise GPA/academic standing will be utilized.
    - 1.1.4. The student must be in classes that are currently taking place (not between terms).
  - 1.2. Loan Repayment
    - 1.2.1. There is an administrative fee in addition to the balance of the loan.
    - 1.2.2. Any unpaid balance will go to collections after the repayment period has expired as per college practice.
2. In some cases, the Manager of Student Awards and Financial Aid may approve non-repayable emergency grants for students actively in studies.
  - 2.1. Emergency grant criteria may include, but is not limited to:
    - 2.1.1. The circumstance that the student is facing are unanticipated and require immediate financial assistance.
    - 2.1.2. Academic success – if in first term, instructors may be called in order to obtain some guidance in this respect, otherwise GPA/academic standing will be utilized.
    - 2.1.3. The student must be in classes that are currently taking place (not between terms).