


Policy Name:	STUDENT AWARDS, BURSARIES, AND SCHOLARSHIPS	
Approved By:	President's Council	
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Policy Holder:	Education Council	
Operational Lead:	VP, Academic, Students, and International	
Policy Number:	EDU-020	

STUDENT AWARDS, BURSARIES, AND SCHOLARSHIPS POLICY

1.00 PURPOSE

- 1.1 This policy provides guidance on the governance, selection criteria, and distribution of student awards at Coast Mountain College (CMTN). This policy applies to all student scholarships, awards, and bursaries administered by the College, and on behalf of CMTN Foundation.
- 1.2 Emergency bursaries are outside the scope of this policy.

2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies, see [Education Council Policy and Procedures Definitions](#).
- 2.2 **Award:** Recognition of academic achievement and may include non-academic criteria such as financial need.
- 2.3 **Bursary:** Student must be registered and demonstrate financial need. Bursaries may include academic and non-academic criteria.
- 2.4 **Full-Time:** Students enrolled in a minimum 60% course load or students with a disability (Persons with Disability Designation) enrolled at 40% course load. Students in access education programs are full time when enrolled in 10 or more hours a week.
- 2.5 **Grade Point Average (GPA):** A weighted average calculation of credits and assigned final grades.
- 2.6 **Scholarship:** Based on academic achievement and may include non-academic criteria. Registration in a future term is required.

3.00 POLICY STATEMENT

- 3.1 Students of CMTN are eligible for student awards, bursaries, and scholarships and may be required to meet specific criteria.
- 3.2 Student awards, bursaries, and scholarships are established to:
 - a) recognize and reward outstanding academic achievement

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- b) recognize and reward engagement, service, and leadership in life, campus and community, and other forms of non-academic merit
 - c) assist students in overcoming financial barriers
 - d) encourage completion of a program
 - e) increase recruitment in a specific program(s).
- 3.3 Students must satisfy criteria specified by the awards, bursaries, and scholarships, unless the donor agrees to waive those criteria.
- 3.4 Terms of reference will be set by the Awards Steering Committee and for the Awards Adjudication Committee
- a) Terms of reference will be reviewed annually by the Awards Steering Committee at the first meeting of the academic year.
- 3.5 The Awards Steering Committee will be responsible for developing, evaluating, and implementing a financial need rubric. Any changes to the financial need rubric will be made at their spring meeting and will apply to all students in the following academic year.
- 3.6 Award applications are subject to audit and the College reserves the right to request additional documentation. Students who misrepresent themselves may have the award revoked. Refusal to participate in the audit may also result in the award being revoked.
- 3.7 Unless otherwise stated, student awards, bursaries, and scholarships are tenable only at CMTN.
- 3.8 In the interest of supporting many students, limits may be placed on student awards, bursaries, and scholarships distributed to any one student, at the discretion of the Awards Adjudication Committee.
- 3.9 Student awards, bursaries, and scholarships are tenable only for the term indicated on the notice. Students who do not enroll in the specified term forfeit the student award. Students must appeal for a deferral to be reviewed by the Registrar, Financial Aid Coordinator, and the Executive Director of the Foundation.
- a) Requests for deferral of student awards are considered on a case-by-case basis for CMTN and CMTN Foundation student awards only.
- 3.10 Awards, bursaries, and scholarships are applied to outstanding tuition and/or fees in the student's account. Any surplus is awarded to the student in the form of a cheque.
- 3.11 Student awards, bursaries, and scholarships are disbursed after the refund deadline.
- 3.12 Unclaimed student awards, bursaries, or scholarships may be disbursed to the next qualified student, at the discretion of the Awards Adjudication Committee.
- 4.00 ELIGIBILITY CRITERIA – AWARDS
- 4.1 Students must be registered in a full-time course load for the term that the award is to be received, unless otherwise stated in the award criteria.
- 4.2 Students must satisfy criteria specified by the award, unless the donor agrees to waive those criteria.
- 4.3 Students must be domestic (i.e., Canadian citizen, permanent resident, or refugee) students, unless otherwise stated in the award criteria.

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- 4.4 Where applicable, the Awards Adjudication Committee will reach out to faculty for endorsement via email before final approval. Formal letters of recommendation from instructors may not be required.

5.00 ELIGIBILITY CRITERIA – BURSARIES

- 5.1 Students must be registered in a full-time course load in the term for which the bursary will be received, unless otherwise stated in the bursary criteria.
- 5.2 Students must satisfy criteria specified by the donor, unless the donor agrees to waive those criteria.
- 5.3 Students must be domestic (i.e., Canadian citizen, permanent resident, or refugee) students, unless otherwise stated in the bursary criteria.
- 5.4 Recipient selection for bursaries will be based on financial need, unless additional selection criteria are imposed.
- 5.5 All bursary candidates will be required to provide financial information in a standardized format to and as determined by the Awards Steering Committee, for determination of need.
- 5.6 A bursary may be awarded to a recipient even if the value of the bursary exceeds the actual value of the recipient's calculated financial need.

6.00 ELIGIBILITY CRITERIA – ENTRANCE AWARDS

- 6.1 Students must be registered in a full-time course load in the term for which the entrance award will be received.
- 6.2 Students must satisfy criteria specified by the entrance award, unless the donor agrees to waive those criteria.
- 6.3 Students must be domestic (i.e., Canadian citizen, permanent resident, or refugee) students, unless otherwise stated in the criteria.
- 6.4 An applicant must be accepted and registered in the program outlined in the awards criteria to be eligible. In some cases, a registration deadline may be set.

7.00 ELIGIBILITY CRITERIA – SCHOLARSHIPS

- 7.1 Students must have completed one full-time term in the applicable program unless otherwise stated in the scholarship criteria.
- 7.2 Students must satisfy criteria specified by the scholarship, unless the donor agrees to waive those criteria.
- 7.3 Students must be domestic (i.e., Canadian citizen, permanent resident, or refugee) students, unless otherwise stated in the criteria.
- 7.4 Students must have a minimum program GPA of 3.00 (B) or higher (or equivalent for percentage grade scale).
- 7.5 Students must be registered full-time in the future term for which the scholarship is to be received, unless otherwise stated in the scholarship criteria.
- 7.6 For students with similar GPAs, preference may be given to students who have not previously received a student award in the same academic year.

8.00 DEFERRAL OF AWARDS

- 8.1 Consideration for deferral may be given to students who participate in volunteer and/or humanitarian service (such as a Rotary exchange) and/or students who must delay attendance due to documented extenuating circumstances, such as a serious illness or family crisis.
- 8.2 Deferrals are not available for students who take a year off to work, to attend another post-secondary institution, or to pursue personal interests for a period of time before beginning studies at CMTN.
- 8.3 A deferral of admission does not automatically trigger a deferral of a student award. Students wishing to defer an award must complete and submit the **CMTN Student Award Deferral Form (pdf)** to the Financial Aid Coordinator.
- 8.4 Requests for deferral must be submitted as soon as a student is aware that they need to defer, and must be accompanied by supporting documentation from the service agency and/or physician (as applicable).
- 8.5 If granted, deferrals are one-time and do not extend beyond the ensuing academic year.
- 8.6 Students will be notified in writing of the decision of the deferral request approximately 30 calendar days after the submission.

9.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 9.1 [Education Council Policy and Procedures Definitions](#)

10.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Oct 2, 2020		President's Council
Reviewed		Y Koerner, Exec Dir, CMTN Foundation	