

COLLEGE POLICY

Policy No. & Title: **C-301 Bursaries & Scholarships**
Policy Sponsor: Vice President, Admissions and Financial Aid
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2026-07-31

Purpose

This policy describes the purpose and guidelines for providing scholarships and/or bursaries to students.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

Bursary: a non-repayable award allocated on financial need and without undue emphasis on academic standing.

Scholarship: a non-repayable award given to recognize the high level of excellence a student has achieved in their studies.

POLICY

- 1) The College endorses the use of bursaries and scholarships to ensure students can access post-secondary education and training.
- 2) The College will provide, where possible, bursaries and scholarships.
- 3) Marketing shall establish and make publicly available the criteria for bursaries and scholarships.
- 4) Bursaries and scholarships cannot be used in conjunction with any other discounts or specials (employee discount, alumni discount).
- 5) Bursaries and scholarships are non-transferable, non-redeemable for cash value, and must be used within the student's academic year.
- 6) Bursaries and scholarships are only available to registered students in good academic standing.
- 7) Students will be required to meet eligibility requirements for bursaries and/or scholarships.
 - a) Eligibility for individual bursaries/scholarships are to be retained within XCAS.
- 8) All bursaries and scholarships must be recorded in the student's file in XCAS by the Financial Aid Officer.

Related Policies

C-401 Admissions

Supporting Documents/Forms

C-301p Scholarships and Bursary - Procedure