

Student Awards Office Procedures for Administering Internal Scholarships, Bursaries and Awards

Types of Awards:

Scholarships are monetary awards granted to students on the basis of academic achievement and, in some cases, extracurricular activities. A student must have a minimum GPA of 3.20 or a minimum high school average of 80% to receive a *scholarship*.

Bursaries are monetary awards granted to students on the basis of demonstrated financial need. Emergency bursaries are given to students as a result of urgent, unforeseen circumstances that result in immediate financial need. A student must have a minimum GPA of 1.50 or a minimum high school average of 60% to receive a *bursary*.

Awards are monetary and/or non-monetary awards that recognize a student's achievement in a course or program that is not solely based on a GPA calculation or financial need. A student must be in Good Academic Standing to receive an *award*.

Evaluation:

GPA evaluation

The GPA used to evaluate for awards purposes is the GPA from the consecutive Fall and Winter semesters immediately prior to the award selection. A cumulative GPA is not used unless specified in the award criteria. *Exception: Broadcasting students should have their GPA calculated using fall, winter and spring semesters.*

High School percentage evaluation

For entrance awards, students are selected based on the top two Group I self-reported marks used for conditional admission. For evaluating final eligibility, the Student Awards Office requires that a total of 5 grade 12 courses be used for evaluation purposes. Of the 5 courses used to calculate final high school average, a minimum of 4 Group I subjects are used and normally a maximum of one Group II course. One course must be English LA – 30 (or English LA 30-2). All Group I courses must be a minimum of 5 credits, however, we may combine two courses of lower credit value provided that the combined credits add up to 5. The Group II course must be a minimum of 3 credits.

Full-time awards

In order to be eligible for full-time awards, students must have been in a minimum of 3 courses and 9 credits in each of the fall and winter semesters used for evaluation purposes. DFS, practicum, and co-operative placements are the only exception to the minimum course requirement. Students must also be returning to Mount Royal as a full-time student in the fall semester following the selection. *The exception to this is students in post-basic certificate courses – these students do not need to be returning in the fall semester.*

Students receiving graduating awards need not be returning to studies at Mount Royal in the fall semester.

Students who have been approved to study at 40% of a course load as a full-time equivalent based on a disability will be considered for full-time awards.

Non-monetary awards (prizes) such as books can be distributed to recipients who do not return to Mount Royal in the fall.

Part-time awards

In order to be eligible for part-time awards, students must have been in a minimum of 1 course and 3 credits in both the fall and winter semesters used for evaluation purposes. Students must not be full-time to qualify for these awards. Students must also be returning to Mount Royal for a minimum of one course in the fall semester following the selection. *The exception to this is students in post-basic certificate programs (i.e. advanced specialty health certificate programs) – students in these programs need only have attended in one semester, and may receive the award even if not registered in fall semester (as not all required courses are offered each semester in these programs).*

Academic achievement

Within the criteria descriptions of each award, the term academic achievement is representative of GPA, performance in a class or program. It does not necessarily mean the award must be awarded to the student with the top GPA. The student must meet the minimum GPA requirement for scholarships, bursaries, and awards.

Academic excellence

Within the criteria descriptions of each award, the term academic excellence indicates that the award is to go to the student with the highest GPA.

Financial need

Financial need is demonstrated by assessing the difference between a student's allowable expenses and their resources during a specified period of time. Decisions are informed by guidelines established by government financial aid programs. Students must complete an application in order to have their financial need evaluated. The system will calculate the student's financial need based on parameters and formulas entered in the system as follows:

- Alberta Student Loan budget guidelines are used for monthly living expenses for rent, utilities, food, clothing, personal care and transportation.
- For married students and single parents the budget will be for the entire family.
- Costs for tuition, fees and books are automatically calculated based on current Mount Royal guidelines.
- Students are asked to report expected part-time earnings, alimony/child support, investments, savings at the start of the academic year and any other income (e.g. Orphan Benefits, CPP Disability Benefit, Income from rental property, AISH, WCB, Band Funding)
- Student loans, lines of credit, child tax credit or income tax returns, scholarships and vehicles are not considered as resources.
- Married students report their spouse's income and dependent students report their parent's income.
- Alberta Student Loan guidelines are used to calculate the amount of contribution expected by parents or a spouse.
- Students, who include exceptional expenses or complete the comments section on their application, will have their application manually reviewed. Overrides of automatic calculations are possible at this point.

Extracurricular Activities

In order to be considered for awards with extracurricular activities in the criteria, students must complete an application. Extracurricular activities may include but are not restricted to campus and/or community involvement, demonstrated leadership and/or outstanding athletic/artistic performance, as well as employment. Any student who completes one item in the extracurricular section of the application will be considered for awards with this as a criterion. The application will ask students to focus on participation in the last 3-5 years.

Citizenship

All Canadian citizens, permanent residents, and international students are eligible for in-course scholarships and awards. All Canadian citizens and permanent residents are eligible for bursaries. Unless otherwise stated in the award description/agreement international students are not eligible for bursaries or entrance scholarships and entrance awards.

Entrance Awards

Who qualifies?

- Students who are attending Mount Royal for the first time and who will be entering a degree, university transfer, diploma or certificate program in the upcoming fall semester; and
- Students who have already graduated from a Mount Royal program and are beginning a new program at Mount Royal in the upcoming fall semester. These students are eligible for entrance awards in their new program of study.
- To qualify for awards for full-time students, it will be confirmed that entrance students offered an award register and remain in a minimum of 3 courses, 9 credits in the fall semester.

In order to be considered for Mount Royal awards, students must apply for admission to attend Mount Royal in the fall semester before March 1. Students require a Mount Royal student ID and an admissions record in order to apply for awards.

In-course Awards

Who qualifies?

- Students who are attending credit courses at Mount Royal at the time of selection.

Continuing Education and Credit-free Awards

Who qualifies?

- Students who are attending or will be attending credit-free courses at Mount Royal. The definitions of full or part time, as well as entrance or in-course hold true for these students as well. However, students are not required to return to studies in the fall to receive a credit-free award.

The Student Awards Office does administer awards for credit-free students as well as credit students. Evaluation of these students for awards purposes is not based on a GPA but on grades as distributed by the various programs.

Graduating Awards

Students receiving graduating awards do not need to be returning to Mount Royal in the fall semester following the awards selection. However, they do need to have met the definition of a full-time student, if required, in the year of selection.

Nominated awards

Nominated awards do not require a student to complete an application. These awards are based on academic achievement or performance in a course or program.

Applied awards

Applied awards are based on an evaluation of information gathered through an application process which may or may not include details of academic achievement. Awards which include financial need, extracurricular activities, or other unique information which must be gathered require the student to complete an application.

The application for awards can be found online at www.mtroyal.ca/awards. The application period for awards is December 1 to March 1. During this period, students can access their application at any time to update information. On midnight of March 1, all applications will be closed. The information completed by this time will be used to evaluate applicants for awards purposes.

Procedures for Applying

The link for the application for Mount Royal awards is online at www.mtroyal.ca/awards. In-course students access the award application through MYMRC. Students must log into their MyMRC account and look for the Awards Application link under the Student Services tab. Prospective students who do not yet have a MyMRC user account, access the application through a different portal, accessible at the above website. Prospective students require a Mount Royal student ID and an application record in Banner in order to apply for awards. Because of this, prospective students are advised to apply for admission to the college by February 15, in order to apply for awards.

There are some awards which have an alternate application procedure. Primarily, these are awards which require the submission of a business plan, or other project work. Details of the alternate application procedure will be outlined within the award description on the website.

Renewable Awards

Students must meet the minimum criteria for renewal as outlined in the award description including meeting minimum standards of program, GPA, and full-time status.

Selection Committees

Donors are not permitted to sit on selection committees for scholarships, bursaries or awards for which they have donated funds. Where an individual or faculty member is the fund initiator or the primary donor they cannot sit on the selection committee.

Selection committees should consist of a minimum of 3 individuals. All members of the selection committees must be Mount Royal faculty or staff. It is recommended that chairs of individual programs be part of selection committees where appropriate.

All bursaries are to be selected by the Student Awards Office.

Selection Process

1. Pre-Screening

Before being included in selection packages, applicants have been pre-screened for awards based on:

- Minimum overall GPA , for the last completed academic year (Fall and Winter Terms)
- Program of study
- Financial need – as calculated from student's award application
- Evidence of extra-curricular activities
- Attachment of required documentation
- Year of study as declared by student on awards application
- Citizenship
- Full-time or part-time status – self declared by student on awards application
- Student type where required (i.e. parent, mature, disabled, Aboriginal, Alberta resident, etc.)

2. Selection Committee Screening

The Selection Committee will be expected to make their selection based on the information provided, keeping in mind that a number of criteria are not pre-screened by the Student Awards Office. Selection Committees are responsible for verifying some eligibility information, including:

- Completion of, or minimum grade achieved in, a specific class or classes
- Confirmation of membership in, or employment at, an outside organization
- Performance or level of involvement in: college teams, organizations or clubs
- Content of letter, resumes, and attachments
- Subjective criteria (i.e. positive attitude, leadership in classroom/practicum, etc.)

3. Selections

Once appropriate recipients have been selected, the Selection Committee must report their selections on the Award Winner Form provided. The Committee must include:

- Award Winners – include: name of recipient(s), student ID & recipient's program of study
- Reason for Selection(s) – include general information on the reasons for selections
- Alternates – please include alternate recipients in the case first-choice recipients should not meet all final criteria during the confirmation process.
- Selection Committee - include name and position of Selection Committee members.
- All documentation that was included in the award selection packages must be returned along with the completed Award Winner Forms.

4. Confirmations

- Student Awards Office staff will review the selections to ensure that recipients are fully eligible. In order to meet final eligibility requirements, enrolment in the year and program of study specified in the award criteria will be confirmed before funds are officially transferred to students, as well as any other award specific eligibility requirements. It is, therefore, important to include alternate recipient selection information on the Award Winner Forms in the case where an alternate will need to be selected. This will minimize the need to send awards back for reselection.
- Selections for nominated awards will also be checked for eligibility to ensure that the student meets eligibility requirements and is registered full-time (where applicable) and in the correct program and year of study.

Awards with no eligible applicants

If an award has no eligible applicants, the following process will be followed:

- An eligible recipient who has not applied for an award may be identified.
- If an eligible recipient can not be identified based on the original criteria, the secondary criteria may be modified in order to distribute the award, however if no applicant meets the eligibility portion of an award, it will not be distributed.
- In the case where the number of awards from an individual scholarship or bursary is more than one, and there are more awards than eligible applicants, the award will only be offered to those who are eligible

Payment

Mount Royal limits the overall amount of money awarded to a student in scholarships, bursaries and awards to \$10,000 in any given academic year.

- All awards are payable only when the student is in attendance as a full-time student at Mount Royal, unless otherwise stated.
- Mount Royal may award scholarships to students who have not applied for awards; however, students who do not submit an application should not expect to receive awards.
- Occasionally, an award cannot be given out if a donation is not received or a fund does not earn enough interest. If either of these situations arise, Mount Royal will not give out that particular award, even if it was advertised.

- Mount Royal reserves the right to make whatever changes circumstances may require, including cancellation of particular awards.
- Successful applicants will generally be notified before the Fall semester begins.
- The award money will not be transferred to the student account until after the Drop/Add deadline in September, however, fees will be deferred for the value of awards.
- If the value of fees (tuition, mandatory fees and residence, if applicable) is greater than the value of a student's awards, the student is responsible for paying any additional fees by the August fee deadline, otherwise they will be de-registered or may lose their spot in Residence.
- Should the value of the award(s) exceed the amount of fees owing, the student will be issued a cheque for the difference in October.

Contact Information:

Student Awards and Financial Aid Office
Room E102, Mount Royal College

Much of this information and current awards listings can be found at www.mtroyal.ca/awards

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