Student Awards Office procedures for administrating 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.

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.

EVALUATIONS & AWARD CLASSIFICATIONS

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.

HIGH SCHOOL PERCENTAGE EVALUATION – Student Awards uses a student's program admission average. If no program admission average is available for review, Student Awards will do a manual calculation based on degree program course requirements. Please note the competitive and final admission average for high school and mature applicants is calculated and truncated to two decimal places (59.85%).

FULL-TIME AWARDS – In order to be eligible for full-time awards, students must have been in a minimum of three courses (nine credits) in each of the fall and winter semesters used for evaluation purposes. 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 who have been approved to study at a 40%-course load (full-time equivalent or FTEQ status) will be considered for full-time awards.

PART-TIME AWARDS – In order to be eligible for part-time awards, students must have been in a minimum of one course and three credits and a maximum of six credits in both the fall and winter semesters used for evaluation purposes. Students must also be returning to Mount Royal for a minimum of one course and three credits and a maximum of six credits 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).

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 qualifying year.

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

ENTRANCE AWARDS

Who qualifies?

- Students who are entering Post Secondary for the first time and who will be starting a degree, diploma or University Entrance Option in the upcoming fall semester.

IN-COURSE AWARDS

Who qualifies?

- Students who have completed a minimum of one academic year at Mount Royal and are planning to return in the upcoming fall semester.

Unless otherwise stated in the award criteria, students offered an in-course award must register as a full-time student in three courses (minimum 9 credits) in the fall semester. This will be confirmed after drop/add in the fall.

CONTINUING EDUCATION AND Continuing Education Awards

Who qualifies?

- Students who are enrolled or will be enrolled in courses offered in the Faculty of Continuing Education. Students are not required to return to studies in the fall to receive a Continuing Education award.

Evaluation of these students for awards purposes is completed by the Faculty of Continuing Education. Student Awards administers these awards as determined by the Faculty.

NOMINATED AWARDS – Nominated awards do not require a student to complete an awards application. Students are nominated based on the eligibility and criteria of the specific award.

APPLIED AWARDS – Applied awards are based on an evaluation of information gathered through the awards application process. Awards which include financial need, extracurricular activities, or other unique information must be gathered and require the student to complete an application.

ADDITIONAL CRITERIA & CONSIDERATIONS

ACADEMIC ACHIEVEMENT – Within the criteria descriptions of each award, the term academic achievement is representative of GPA as defined by the award, scholarship or bursary.

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, RESPs and any other support (e.g. Parental support, spouse's income, 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.

CO-OP STUDENTS – Students participating in co-op work terms in the fall or winter semester will be eligible for nominated awards only unless otherwise stated.

Students offered awards that require them to return in the upcoming fall semester, will still be able to receive their awards if they are entering a co-op work term that fall.

OUTBOUND EXCHANGE – Students who have participated in an outbound exchange program are eligible to apply for awards. Only the GPA from the semester completed at MRU during the qualifying year is used to determine eligibility for scholarships and awards. If a student is on an exchange in the fall semester of the qualifying year, and back on campus for the winter semester, the GPA from the winter semester would be used. If the student was at MRU for the fall semester

and was on an exchange for the winter semester, the GPA from the fall semester would be used. Students who are on an exchange for both the fall and winter semesters are not eligible for awards.

COMPRESSED COURSES – For the purpose of scholarships, bursaries and awards, the GPAs and credits earned by students in compressed courses are considered in the same manner as full-time courses.

Students and departments must be aware which term courses are assigned prior to registration. Courses with unusual start and end dates belong to the term in which the course registration occurs.

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, and employment. The application asks students to focus on the last three to five years, with a maximum of 10 entries total.

CITIZENSHIP - Unless otherwise specified by a donor agreement or institutional procedures, all scholarships, bursaries and awards are open to Canadian citizens and permanent residents.

Unless otherwise specified by a donor agreement or institutional procedures, international students are eligible for entrance and in course scholarships, nominated awards and emergency bursaries.

HOW TO APPLY

All awards applicants (prospective and in-course) can access the award application through MyMRU.

The application period for awards is November 1 (midnight) to March 1 (11:59 p.m.) annually. During this period, students can access and edit their application at any time. Only the information included on an application completed by the deadline will be used to evaluate applicants for awards purposes.

Prospective students must apply to MRU during the early admission period (October 1 to February 1) and obtain a MRU student ID in order to apply for awards. Prospective students do not need to be accepted to their chosen program in order to apply.

Select awards have an alternate application procedure. Primarily, these are awards which require the submission of additional documentation. Details of alternate application procedures are outlined within the awards application.

RENEWABLE AWARDS – Renewable awards are renewed as long as the recipient continues to meet the eligibility and criteria as outlined in the award description. The number of renewals is specific to each award. Once a recipient becomes ineligible or fails to meet the renewal criteria for a given award, they are no longer eligible to re-enter or re-qualify for the award cycle for the same award, even if eligibility is later regained.

AWARD SELECTIONS

Selection Committee

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

Donors are not permitted to sit on selection committees for scholarships, bursaries or awards for which they have donated funds. Individuals or faculty members who are donors or helped initiate funding are also not permitted to sit on the selection committee for the associated award.

All bursaries are to be selected by Student Awards unless there is additional criteria that cannot be assessed by this business area.

Selection Process

1. Pre-Screening

Awards applicants are pre-screened by Student Awards before being included in selection lists. Pre-screening criteria is dependent on award eligibility and criteria.

2. Selection Committee Screening

Selection committees make their selection based on the information provided by Student Awards. If the terms of the award have additional criteria that are not captured by the application process, the selection committee is responsible for obtaining that information in order to complete their selections. This may include but is not limited to: performance or level of involvement in a Mount Royal team, organization or club; content of a letter, resume or other attachment; leadership in classroom/practicum.

3. Selections

Selection committees report the following on the award selection form provided:

- Award recipient information – name of recipient(s), student ID & program of study
- Reason(s) for selection
- Alternate recipients to be used in the event a first-choice recipient does not meet final criteria during the confirmation process
- Selection committee information -name and position of selection committee members

4. Confirmations

Student Awards review selections to ensure that recipients meet the final eligibility requirements of their award. In the event a recipient does not meet final eligibility requirements, an alternate is selected using the information provided by the selection committee or the selection committee is reconvened to determine the recipient. Confirmation that a recipient meets final eligibility requirements must occur after drop/add before funds are officially transferred to the recipient.

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 cannot 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 $15,000 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, however, fees will be deferred for the value of the award(s).
- 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 fee deadline, otherwise they will be de-registered.
- Should the value of the award(s) exceed the amount of fees owing, the student will be issued a refund for the difference.