

Student Awards Office procedures for administrating internal scholarships, bursaries and awards

TYPES OF AWARDS

Awards are not always about grades. Your extra-curricular activities, volunteer involvement and financial need will also be considered. You could be qualified for the following 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. Marks are not a consideration.

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 EVALUATIONS - 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 and Financial Aid uses a student's program admission average. If no program admission is available for review, we will do a manual calculation based on degree program course requirements.

FULL-TIME AWARDS - In order to be eligible for full-time awards, students must have been in a minimum of three courses and 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 are 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 as a full-time equivalent based on a disability 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 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 - students in these programs need only have attended in one semester, and may receive the award even if not registered in fall semester.

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.

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

ENTRANCE AWARDS - In order to be considered for Mount Royal entrance awards, students must apply for admission to attend Mount Royal during the early admission period. Students require a Mount Royal student ID and an admissions record in order to apply for 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 are changing programs or have already graduated from a Mount Royal program and are beginning a new program at Mount Royal in the upcoming fall semester are eligible for entrance awards in their new program of study.
- » Entrance students offered an award must register and remain in a minimum of three courses or nine credits in the fall semester. This will be confirmed after drop/add in the fall.

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 - 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.

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.

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 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. This 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, 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 at the higher end of the GPA scale.

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.
- » 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.

CO-OP 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 in the summer 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.

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 to prior to registration. Courses with unusual start and end dates typically belong to the term in which the majority of the student's academic work is completed.

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. Academic achievement

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 three to five years.

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

Prospective Mount Royal students

If you are not currently attending Mount Royal, but plan to attend Mount Royal in the upcoming Fall semester, please follow the steps below to access the online application for Entrance awards.

1. Apply for Early Admission from Oct. 1 - Feb. 1
2. An MRU student ID number is required to apply for awards. Your ID will be sent to you by email.
3. Activate your MyMRU account if you haven't already (be sure to capture your email address on the last screen)
4. Log into MyMRU and select the Applicant tab.
5. Under the Check off all the boxes section, select applying for awards
6. Once you reach the Sign In page, enter your Mount Royal email address and MyMRU password.

Current Mount Royal students

If you are currently attending Mount Royal, please follow the steps below to access the online application for In-course awards.

1. Log into MyMRU
2. Select the My Program tab
3. Under the Money Matters section, select Apply for Awards.
4. To apply for awards you will need to have a current MyMRU account and Mount Royal email address.

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.

AWARD SELECTIONS

Selection Committee

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 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.

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 the student on awards application
- » Citizenship
- » Full-time or part-time status - self-declared by the 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 university 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 - include alternate recipients in the event first-choice recipients do 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

- » The 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 event an alternate needs to be selected. This will minimize the need to send awards back for re-selection.
- » Selections for nominated awards will also be checked for eligibility to ensure that the student meets eligibility requirements, 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 \$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 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 refund for the difference in October.

STUDENT AWARDS AND FINANCIAL AID

A101, Office of the Registrar

403.440.6223

financialaid@mtroyal.ca

Current awards listings can be found at mru.ca/awards