Student Financial Awards

Policy No.:	4600
Category:	Student Services
Approving Body:	Leadership Team
Executive Sponsor:	Vice President, Students
Department Responsible:	Student Financial Aid and Awards
Approved on:	2013 Oct 17

Policy Statement

BCIT provides financial awards and non-monetary presentations to students who demonstrate high achievement and to those students who demonstrate financial need.

Purpose of Policy

This policy establishes procedures and eligibility criteria for funds disbursements for scholarships, awards, and bursaries. Specifically, this policy, along with its accompanying procedure:

- Describes the bursaries and awards available to BCIT students
- Identifies the eligibility and selection criteria
- Outlines the procedures involved in the selection of recipients
- Clarifies the roles and duties of Student Financial Aid and Awards personnel responsible for the bursary- and awards-granting process

Application of this Policy

This policy applies to Student Financial Aid and Awards personnel, and other BCIT employees responsible for selecting award recipients.

Related Documents and Legislation

British Columbia *Colleges and Institutes Act*

Definitions

Awards include monetary and non-monetary presentations given in recognition of achievement, as well as based on graded course work criteria established by the BCIT Education Council.

Bursaries are a non-repayable award made on the basis of demonstrated financial need.

Scholarships are usually monetary awards given in recognition of academic achievement, based on graded course work criteria established by the BCIT Education Council.

Award Categories

BCIT Bursaries, scholarships, and awards fall into a number of categories and sub-categories, as follows:

A. Financial Need

1. Bursaries

B. Achievement

1. Upon entrance to BCIT (Entrance Awards)

    (a) President's Entrance Awards
    (b) Alumni Entrance Awards
    (c) Board of Governors' Entrance Awards
    (d) Other Entrance Awards

2. Based on First-year achievement (Scholarships)

    (a) Scholarships
    (b) First Year Achievement Awards/In-Term Achievement Awards
    (c) School Awards

3. For graduating students (Graduating Awards)

    (a) Deans' Awards
    (b) Graduating Awards
    (c) Special Graduating Awards

Many of these award categories are further sub-divided. See the accompanying procedure for the full list.

Selection Criteria

Selection criteria and the selection process are specific to the award types. See the Procedure for details.

Duties and Responsibilities

1. **BCIT Student Awards Advisory Committee**

    The Committee acts in an advisory capacity to the Vice President, Student Services, making policy recommendations related to BCIT Scholarships, Bursaries, and Awards.

    Committee membership
    The Committee members consist of the following:
    - Director, Student Services
    - Department Coordinator, Student Financial Aid and Awards
    - One representative from the Registrar's Office
    - One representative from the BCIT Foundation
    - One student representative from the BCIT Student Association
    - Director, Program Development and Review

    Chairperson
    Director, Student Services

    Meetings
    The Chair convenes meetings as necessary for the efficient performance of the committee.

    A quorum of the committee consists of a minimum of three members, including the Chairperson.

    The Committee is responsible for the following:
    1. Recommending policy changes relating to the structure and criteria of BCIT scholarships, bursaries, and awards, including award minimum values.
    2. Considering proposed donations to the BCIT Student Awards Program that require special review. Special review applies to proposed awards that have selection restrictions that cannot be established through the standard review process.

Duties and Responsibilities

3. Recommending new award categories to meet the needs of the Institute, students and donors.
4. Where new awards or new award categories are established that are based on academic excellence, the committee will consult with Education Council to set criteria for these awards.
5. Providing guidance and clarification for issues arising as part of the awards processes.

2. **Special Graduating Awards Adjudication Committee**

    Committee membership

    The Committee members consist of the following:
    - Department Coordinator, Student Financial Aid and Awards
    - Director, BCIT Student Association
    - One representative from each of the schools, nominated by the dean

    Chairperson

    Department Coordinator, Student Financial Aid and Awards

    Meetings

    Meetings are held each June

    A quorum of the committee consists of a minimum of five members, including the Chairperson.

    The Committee is responsible for the following:

    Selection of Special Graduating Award recipients.

3. **School Deans**

    School deans are responsible for selecting the recipients for the Deans' Awards, and presenting the awards at the June Graduating Awards Ceremonies.

4. **Faculty**

    Faculty are responsible for selecting recipients of First Year Achievement Awards, In-Term Achievement Awards, and Graduating Achievement Awards. Faculty are also responsible for nominating candidates for Schools Awards, Deans' Awards, and Special Graduating Awards.

5. **BCIT Foundation**

    The BCIT Foundation is responsible for procuring donations for bursaries, scholarships, and awards. A donor may not stipulate certain eligibility requirements, such as minimum grade point average, affiliation with a specific organization, or selection procedures. Eligibility requirements may not include criteria that contravene the Human Rights Code.

Procedures Associated With This Policy

4600-PR1, Student Awards Selection Process

Forms Associated With This Policy

See associated procedure.

Amendment History

1. Created   2013 Oct 17

Scheduled Review Date

2018 Nov 01