COLLEGE POLICY

Policy No. & Title:	**C-301 Bursaries & Scholarships**
Policy Sponsor:	Executive Vice-President; Admissions and Business Development
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