


Policy Name:	Student Awards Policy	
Approved By:	Presidents Council	
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Amendment Date:		
Policy Holder:	Education Council	
Policy Number:	EDU-018	
Category:	Education	

STUDENT AWARDS POLICY

1.00 PURPOSE

The purpose of the policy is to provide guidance on the governance, selection criteria, and distribution of Student Awards at Coast Mountain College (CMTN). This policy applies to all Student Scholarships, Awards and Bursaries administered by the College, and on behalf of CMTN Foundation.

2.00 DEFINITIONS

For a list of all definitions related to Educational Policies, see: [Education Council Policy and Procedures Definitions](#).

3.00 POLICY STATEMENT

- 3.01 Students of CMTN are eligible for student awards, and must meet the criteria outlined for specific awards.
- 3.02 Student awards are established to:
 - 3.02.01 recognize and/or support outstanding achievement;
 - 3.02.02 recognize and promote excellence;
 - 3.02.03 assist students in overcoming financial barriers;
 - 3.02.04 encourage completion of a program; and/or
 - 3.02.05 increase recruitment in a specific program(s).
- 3.03 Scholarships, Awards and Bursaries will strictly follow the criteria established by the donor.
- 3.04 The Awards Committee will set Terms of Reference for adjudicating all College funded and donor funded student awards.

- 3.05 Award applications are subject to audit. Students who misrepresent themselves will have the award revoked and may be subject to disciplinary action. Refusal to participate in the audit may also result in disqualification for College funding and/or disciplinary action.
- 3.06 Unless otherwise stated, student awards are tenable only at CMTN.
- 3.07 Limits may be placed on student awards distributed to any one student at the discretion of the Student Awards Committee.
- 3.08 Student awards are tenable only for the term indicated on the notice. Students who do not enroll in the specified term forfeit the student award. Students must appeal for a deferral to be reviewed by the Registrar and Financial Aid Officer.
- 3.09 Requests for deferral of student awards are considered on a case-by-case basis for CMTN and CMTN Foundation student awards only.
- 3.10 Awards are applied to outstanding tuition and/or fees in the student account. Any surplus is awarded to the student in the form of a cheque.
- 3.11 Student awards are disbursed after stable enrolment.
- 3.12 Unclaimed student awards may be disbursed to the next qualified student at the discretion of the Awards Committee.

4.00 ELIGIBILITY CRITERIA

4.01 AWARDS

- 4.01.01 Students must have a minimum PGPA of 3.00 (B) or higher (or equivalent for Trades program), unless otherwise stated in the award criteria.
- 4.01.02 Students must be registered in a full-time course load for the term that the award is to be received, unless otherwise stated in the award criteria.
- 4.01.03 Students must satisfy criteria specified by the award, unless the donor agrees to waive those criteria.
- 4.01.04 Students must be a domestic (ie: Canadian citizen, permanent resident or refugee) student, unless otherwise stated in the award criteria.

4.02 BURSARIES

- 4.02.01 Recipient selection for bursaries will be based on financial need alone, unless additional selection criteria are imposed.
- 4.02.02 All bursary candidates will be required to provide financial information in a standardized format to and as determined by the Awards committee, for

determination of need.

- 4.02.03 A bursary may be awarded to a recipient even if the value of the bursary exceeds the actual value of the recipient's calculated financial need.
- 4.02.04 Students must be a domestic (ie: Canadian citizen, permanent resident or refugee) student, unless otherwise stated in the bursary criteria.
- 4.02.05 Students must be in good academic standing.
- 4.02.06 A student must be registered in a full-time course load in the term for which the bursary will be received, unless otherwise stated in the bursary criteria.
- 4.02.07 Students must satisfy criteria specified by the donor, unless the donor agrees to waive those criteria.

4.03 ENTRANCE AWARDS

- 4.03.01 An applicant must be accepted and registered in the program outlined in the awards criteria to be eligible. In some cases, a registration deadline may be set.
- 4.03.02 A student must be registered in a full-time course load in the term for which the entrance award will be received.
- 4.03.03 A student must satisfy criteria specified by the entrance award, unless the donor agrees to waive those criteria.
- 4.03.04 A student must be a domestic (ie: Canadian citizen, permanent resident or refugee) student, unless otherwise stated in the bursary criteria.

4.04 SCHOLARSHIPS

- 4.04.01 Students must have a minimum PGPA of 3.00 (B) or higher (or equivalent for Trades program).
- 4.04.02 A student must have completed one full-time term in the applicable program unless otherwise stated in the scholarship criteria.
- 4.04.03 A student must be registered full-time in the future term for which the scholarship is to be received unless otherwise stated in the scholarship criteria.
- 4.04.04 For students with similar GPAs, preference will be given to students who have not previously received a student award in the same academic year.
- 4.04.05 Students must satisfy criteria specified by the scholarship, unless the donor agrees to waive those criteria.

5.00 DEFERRAL OF AWARDS

- 5.01 Consideration for deferral may be given to students who participate in volunteer and/or

humanitarian service (such as a Rotary exchange) and/or students who must delay attendance due to documented extenuating circumstances, such as a serious illness or family crisis.

- 5.02 Deferrals are **not** available for students who take a year off to work, to attend another post-secondary institution, or to pursue personal interests for a period of time before beginning studies at CMTN.
- 5.03 A deferral of admission does not automatically trigger a deferral of a Student Award. Students wishing to defer an award must complete and submit the [CMTN Student Award Deferral Form \(pdf\)](#).
- 5.04 Requests for deferral must be submitted as soon as a student is aware that they need to defer, and must be accompanied by supporting documentation from the service agency and/or physician (as applicable).
- 5.05 If granted, deferrals are one-time and do not extend beyond the ensuing academic year. Students will be notified in writing of the decision of the deferral request approximately 30 calendar days after the submission.