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NAME: SCHOLARSHIP ADMINISTRATION

PURPOSE/PHILOSOPHY

The purpose of this policy is to set out and illustrate Great Plains College criteria for administering the Great Plains College scholarship program. Great Plains College is proud to offer its students the opportunity to be recognized for their outstanding scholastic achievements. Great Plains College administers Entrance Scholarships, Grade Eleven Early Entrance Awards and External Awards for Great Plains College students through the Great Plains College Scholarship Fund.

The Director of Development is responsible for administering the Great Plains College Scholarship Program and is responsible for dispute resolution and final rulings on scholarship decisions.

RELATIONSHIP WITH COLLECTIVE AGREEMENTS

Not applicable.

DEFINITIONS

Academic Year: The academic year at Great Plains College is defined as July 1 to June 30 inclusive.

Entrance Scholarship: A monetary value given to full-time students entering a new academic year in recognition of their most recent academic achievement.

External Awards: An award administered by Great Plains College where the criteria for student eligibility and selection are defined by an individual donor(s). Funds are normally issued by Great Plains College to the student(s) on behalf of the Donor. The Development Unit of Great Plains College will publicize award(s) available specifically for Great Plains College student(s) from sources outside of the college.

Grade Eleven Early Entrance Award: A monetary value given in recognition of academic achievement to the end of the eleventh grade.

SCHOLARSHIP ELIGIBILITY

Enrolment Requirements: In order to be eligible for a scholarship, students must be enrolled full-time. Full-time enrolment is defined below.

- **Institute Credit:** For an Institute Credit student to be eligible for a scholarship, they must be enrolled in sixty percent (60 percent) or more of the course load or its equivalent in the qualifying year for scholarships. Where the full or part-time status of a program is in question, an assessment and designation of the program as full or part-time will be completed by the Director of Programs.
- For a person with a disability, they must be attending forty percent (40 percent) or more of the course load or its equivalent in the qualifying year for scholarships.

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- **University:** For a University student to be eligible for a scholarship they must be enrolled as a full-time student for at least one semester in the academic year and take a total of six face-to-face classes in the academic year. A full-time student for one semester is considered as one who is taking three classes in any one semester.
- In order to receive payment of a scholarship or award, the recipient must be enrolled in a minimum of three face-to-face classes in the fall or winter semester in the year in which the scholarship is awarded. A student who enrolls in fewer than three face-to-face classes in a semester will not be eligible for any portion of the award in that semester. However, provided a student is enrolled in six instructor-taught classes for the year, the full scholarship will be awarded after the last day to drop classes in the second semester.

Residency: Recipients of an Entrance Scholarship or External Award shall be, unless otherwise specified by the donor:

- a. a Canadian citizen
- b. a Permanent Resident
- c. a Convention refugee
- d. able to provide proof of a Study Permit and temporary resident visa (if required) at the time of registering with the College

Ineligibility: A student(s) who has a recorded failure in a subject required for scholarship assessment is ineligible to receive scholarship(s) or award(s).

SCHOLARSHIP & EXTERNAL AWARD APPLICATION AND ASSESSMENT

Entrance Scholarships: Students applying to Great Plains College programming are automatically eligible for scholarships. Students attending University classes at Great Plains College must indicate their desire to be eligible for scholarships by completing a University Student Information Form.

Entrance Scholarships are assessed at the time of application to Great Plains College based on:

1. Post-secondary transcript (if the student has completed a full-time post-secondary program or one year of a multi-year full-time program):
 - a. The weighted average for the entire program or courses (e.g. University) must be used for the average.
 - b. For programs requiring the completion of a first year (e.g. Power Engineering Third Class), the previous completed program average is used. In some cases calculations are based on marks generated at midterm if the individual has applied prior to the end of their program.
2. High School Transcript (if student does not have any recorded Post-secondary):
 - a. The highest marks from the most recent completed subject in a Regular level English, Math, Science and Social (History/Native Studies).
 - b. If the student has not completed Grade 12, a Grade 11 or Grade 10 mark may have to be used if the student has not completed the required subject in Grade 12.
 - c. If the student has taken Modified or Alternative Education courses, these courses will be weighted on a 0.8 scale. All situations where Modified or Alternative Education courses need to be assessed will be referred to the Development Officer for review.

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3. General Education Development – Applicants who have not earned a high school diploma or taken any post-secondary education may have a General Education Development score used to assess their eligibility for a scholarship.

Students who do not meet any of the criteria for assessment are not eligible to receive a scholarship.

Grade Eleven Early Entrance Award: Grade Eleven Early Entrance Awards are applied for by students while in grade eleven, with the expectation that they will attend Great Plains College after graduation. Applications must be received by June 30th of the applicant's grade eleven year. Scholarship offers will be held in trust by Great Plains College and awarded when a student successfully meets the enrolment requirements and attends Great Plains College following graduation from High School. Recipients of Grade Eleven Scholarships are also eligible for Entrance Scholarships and External Awards.

Applicants must have a seventy percent (70 percent) average in order to be eligible for a Grade Eleven Early Entrance Award. An applicant's average is assessed by averaging their most recent marks in English, Math, Science and Social (History/Native) Studies.

External Awards: Each external award(s) will be assessed based on the information provided by the applicant in their Great Plains College Application for Admission which will collect the necessary information to assess student(s) eligibility. Where possible, student eligibility will be assessed on the information provided in their Application for Admission.

Unless otherwise agreed to with the donor, the Development Unit, in conjunction with Student Services, will complete the assessment and awarding of External Awards.

Continuous Intake Programs: Students entering programs with continuous intake will be assessed upon application for full-time enrollment.

SCHOLARSHIP LEVELS

Entrance Scholarships: Entrance Scholarships are awarded based on the following scale. Great Plains College Scholarships are awarded³ with six different levels. The amount of each of these levels is agreed to each year in May by the Senior Management Team in consultation with appropriate Great Plains College personnel for the following academic year.

Level	Average	General Education Development Score	Amount
1	95+	751+	<i>Decided Annually</i>
2	90-94	700 – 750	<i>Decided Annually</i>
3	85-89	650 – 699	<i>Decided Annually</i>

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4	80-84	600 – 649	<i>Decided Annually</i>
5	75-79	550 – 599	<i>Decided Annually</i>
6	70-74	500 - 549	<i>Decided Annually</i>

Grade Eleven Early Entrance Award: The amount of the Grade Eleven Early Entrance Award is reviewed on an annual basis.

External Award Scholarship: The amount of External Awards is dependent on the amount prescribed and provided by the donor (s).

DISBURSEMENT

Issuance: Entrance Scholarships, Grade Eleven Early Entrance Award as well as appropriate External Awards are issued to the recipient at an awards ceremony. It is the responsibility of the Development Unit to support the Kindersley, Swift Current and Warman Campus Regions with the organization of their awards ceremonies. If students are unable to attend the awards ceremony, scholarship cheques will be held by student services and recipients will be notified that they can pick up their cheques. Any cheques not picked up by the end of the academic year will be voided. Recipients will receive a final notice to pick up unclaimed cheques one month prior to being voided.

Pro-rating of Entrance Scholarships: Entrance scholarships for University students are only awarded in its full amount or 50 percent of the full amount. There is no other pro-rating. The student must be able to provide proof of payment in full for three face to face classes and the last day to drop classes for the semester is to have passed to be awarded 50 percent of the scholarship. For a full scholarship, the student must have paid in full for six face-to-face classes prior to the last day to drop classes for the semester to be awarded the full scholarship (or the remaining 50 percent who have attained the full six face-to-face in second semester after reaching three face-to-face classes in the first semester).

External Awards: Great Plains College assumes liability for the payment of External Award(s) to the extent that expected gifts from donor(s), or returns from particular investments for these purposes will permit. If an appropriate recipient(s) is not available for a particular award, the award may be deferred until the following year, or the terms of reference of the award may be changed with consent of the donor.

Continuous Intake Programs: Scholarships for programs with continuous intake will be disbursed biannually.



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PERSONAL INFORMATION

For student(s) receiving an award(s), pertinent information may be released to the donor of the award(s), provincial fund bodies, program offices, and-or published in Great Plains College publications.

Personal information is required to ensure the cheque for the award(s) goes to the right person at the right address, and fulfills the donor(s) requirements. The Social Insurance Number (SIN) or Individual Tax Number (ITN) is also required to process a cheque.

TAXATION INFORMATION

All students who receive a scholarship from Great Plains College will be issued a Canada Revenue Agency T4A slip. This shows how much a student has received in scholarships and awards from January to December of any given year. More information for Students and Income Tax can be found online at www.cra-arc.gc.ca/E/pub/tg/p105/p105-e.html. International Students in Canada may find more information online at www.cra-arc.gc.ca/internationalstudents_