

Part 15

AWARDS AND SCHOLARSHIPS

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I. APPLICATION FOR AWARDS

a. Introduction

These guidelines are intended to ensure consistency and equity in the administration of awards and financial aid. The guidelines also assist students in developing an argument to defer or appeal an award decision. The Student Awards Committee is at liberty to set these guidelines aside when extenuating circumstances arise.

b. Eligibility

I. Application and Application Deadlines

To be eligible for awards and scholarships, application forms must be completed and received by Scholarships and Student Finance no later than the designated date. Application forms are available on the Bridge (www.uleth.ca/bridge). Only in circumstances that are substantially beyond the student's control will an appeal be considered for an application submitted after the stated deadline date. Unless otherwise stated, application deadlines are as follows:

Board of Governors' Admission and Relocation Awards

A completed *Application for Admission* must be received by **December 15**

Leadership Awards

March 15

High School Applicant Awards

March 15

Transfer Awards

June 15

Undergraduate Awards

May 1

All online applications close at midnight on the stated deadline. Successful applicants will be notified in August.

When the deadline falls on a holiday or weekend, paper applications will be accepted until closing the next business day.

When no application is required, the award is made automatically on the basis of academic achievement.

When an award recipient is to be nominated and no nomination is received; where appropriate, the University reserves the right to make a selection based on academic achievement.

2. Tenure of Awards

Scholarships administered by the University of Lethbridge are available only to those students pursuing University of Lethbridge programs or to those students enrolled in recognized professional transfer programs. All awards are contingent upon students proceeding with their University program in the next academic session and are payable only when the student is in actual attendance as a full-time student in a study term at the University of Lethbridge. Students are required to be registered as of August 15.

Exceptions to this requirement are:

- a. **Part-time Awards** - If an award has been granted to a part-time student, the award will be payable when the student is in actual attendance at the University of Lethbridge.
- b. **Immersion Students** - If an award has been granted to a student who will be attending another institution to participate in an approved Visiting Student program, the award will be disbursed to the student. Students must be registered in French 2250 or Spanish 2250 at the University of Lethbridge to receive payment.
- c. **Graduating Students** - If a student has been granted an award designated for a graduating student, the student will receive payment of the award without being required to register in the next academic session.

If a student withdraws from full-time studies after having received a payment for an award, unpaid balances of awards outstanding are forfeited. In addition, grades received in prior years will not be considered a second time for scholarship purposes. Eligibility for future scholarships will be based on future academic achievement.

3. Payment of Awards

- a. **Replacement** - Any award administered by the University of Lethbridge is subject to replacement by an award of equal or greater value.
- b. **Payment Schedule** - Awards equaling \$1,000 or less are paid on October 1. Awards totaling more than \$1,000 are paid in two equal payments: the first on October 1 and the second on February 1.
- c. **Students Graduating in December** - If the award is paid in two payments, the student must be registered in both the fall and spring terms. However, students who graduate in December will receive the second payment upon written request to Scholarships and Student Finance.
- d. **Deductions** - The University may deduct from award payments any funds owed to the University.
- e. According to Canadian Tax regulations all financial awards granted to a student may be considered taxable income. Students will receive a T4A information slip for awards paid to them in the calendar year (January - December).

4. Deferral

A request for a deferral must be submitted **in writing** by the student to Scholarships and Student Finance by October 31 for the fall term and February 28 for the spring term. Justifiable reasons for deferral include:

- a. **Unavoidable Circumstances** - An award may be deferred when circumstances which are substantially beyond the student's control prevent his/her full-time registration in the term for which an award was made.

5. Returning After an Absence

Students who interrupt post-secondary studies and return after an absence shall be considered for University of Lethbridge awards. Evaluation will be based on the student's last year of full-time attendance at the University of Lethbridge subject to the rules guiding Undergraduate Awards.

6. Posthumous Awards

Financial awards will not be disbursed posthumously.

7. Note of Appreciation

Where a donor contact is available, award recipients will be expected to write a note of appreciation to the donor.

c. Measuring Academic Performance for Scholarship Purposes

1. Academic Records

Final official transcripts must be received by August 15 in order to receive an award. Only academic records from the last five years will be considered for measurement of academic achievement.

2. High School Applicant Awards

These awards are for students entering the University for the first time. Unless otherwise stated, the criterion for awards for new post-

secondary students is demonstrated academic achievement. Academic achievement for Alberta high school graduates is based on the admission average, as defined in **Part I - Admission**. Unless otherwise stated, the minimum admission average required is 80 percent for scholarships and 70 percent for awards.

Equivalent credentials from other educational jurisdictions will be considered in accordance with the Admission guidelines stated in the University of Lethbridge Calendar and Course Catalogue.

Awards offered to high school applicants based on predicted grades are subject to cancellation or changes to the award value if actual admission averages deviate more than five percent and/or drop below an actual admission average of 80 percent.

3. Transfer Awards

These awards are for students entering the University for the first time and admitted as transfer applicants as defined in **Part I - Admission**. Unless otherwise stated, the criterion for transfer awards is demonstrated academic achievement measured by the award transferable GPA as defined in **Definition of Terms (p. 451)**. In the case of scholarships and awards for which the main criterion is academic achievement, consideration is given only to candidates who have successfully completed a minimum of 24.0 credit hours while enrolled in a post-secondary level program. These courses must transfer into the program for which the candidate has been admitted to the University. The minimum award transferable GPA required is 3.50 for scholarships and 3.00 for awards.

4. Post-Diploma Awards

These awards are for students entering the University for the first time and admitted as college diploma applicants as defined in **Part I - Admission**. Unless otherwise stated, the criterion for post-diploma awards is demonstrated academic achievement measured by the diploma cumulative program GPA. The minimum cumulative program GPA required is 3.50 for scholarships and 3.00 for awards.

5. Collaborative Program Awards

These awards are for students who have completed their course work at the collaborating college and are starting their full-time course work at the University of Lethbridge. Unless otherwise stated, the criterion for collaborative program awards is demonstrated academic achievement measured by the award transferable GPA as defined in **Definition of Terms (p. 451)**. In the case of scholarships and awards for which the main criterion is academic achievement, consideration is only given to candidates who have successfully completed a minimum of 24.0 credit hours in the preceding fall and spring terms while attending full-time studies at the collaborating college. The minimum award transferable GPA required is 3.50 for scholarships and 3.00 for awards.

6. Undergraduate Awards

These awards are for students who are continuing in full-time studies in their undergraduate degree program. Unless otherwise stated, the criterion for undergraduate awards is demonstrated academic achievement measured by the award GPA as defined in **Definition of Terms**. Consideration is given only to candidates who have successfully completed a minimum of 24.0 credit hours in the last two terms while attending full-time studies at the University of Lethbridge. While 24.0 credit hours is the minimum criterion that applies, all other things being equal, those students taking more than 24.0 credit hours over the academic year will be given priority in the case of a tie. Summer session courses are not calculated in a student's award GPA. Unless otherwise stated the minimum award GPA required is 3.50 for scholarships and 3.00 for awards.

For award purposes, Pass/Fail courses are included in the 24.0 credit hours; courses designated Credit/Non-Credit are not included in the 24.0 credit hours.

Students with an Incomplete or Continuing grade appearing on their transcript in the last two terms will have until **August 15** to complete the course and remain eligible for awards. This guideline applies to all students applying for Undergraduate Awards.

7. Athletic Awards

Athletes must have been enrolled in full-time studies (9.0 credit hours) in each of the previous fall and spring terms while participating on a University of Lethbridge Pronghorn athletic team. Athletes must be pursuing a University of Lethbridge degree or enrolled in a recognized professional transfer program. Unless otherwise stated, the minimum award GPA required is 2.00. All athletic awards are subject to U Sports (formerly Canadian Interuniversity Sport) regulations.

d. Disclaimer

Since the University of Lethbridge Calendar is published a considerable time before the beginning of the academic year, the University reserves the right to make whatever changes circumstances may require, including cancellation of particular awards or changes to the minimum GPA required for awards.

e. Definition of Terms

Note: Award is used generically throughout Part 15 to describe non-repayable financial support.

1. **Academic Medals** - Academic medals are awarded to the most distinguished students graduating from the University of Lethbridge. Medals are presented at spring Convocation and all students who have completed degree requirements between May 1 and April 30 may be considered for medals. Students receiving academic medals are nominated by their respective Faculties/Schools.
2. **Athletic Award** - An athletic award is non-repayable financial support provided to a student who is participating on a Pronghorn Athletics team and enrolled in full-time studies. Athletic awards are subject to U Sports (formerly Canadian Interuniversity Sport) regulations.

3. **Award** - An award is non-repayable financial support provided to a student who demonstrates academic achievement and meets additional defined criteria. These criteria may include participation in extracurricular activities, demonstrated leadership, contribution to the campus community and/or the local community, and financial need.
4. **Award Grade Point Average (GPA)** - For award purposes, the award GPA is calculated on all University of Lethbridge courses completed in the fall and spring terms of the previous academic year with the exception of Audit and Credit/Non-Credit course designation.
5. **Award Transferable Grade Point Average (GPA)** - For award purposes, the award transferable GPA is calculated on all transferable courses that were completed.
6. **Bursary** - A bursary is non-repayable financial support provided to a student who demonstrates financial need and who is in good standing academically.
7. **Course Load Requirements** - To be considered eligible for most undergraduate and transfer awards at the University of Lethbridge, candidates must have successfully completed a minimum of 24.0 credit hours in the previous fall and spring terms.
8. **Deferral** - A deferral is a postponement of a payment of an award, scholarship, or bursary until the student is registered full-time in credit courses at the University of Lethbridge.
9. **Fellowship** - A fellowship is merit-based, non-repayable financial support provided to a graduate student enrolled in a thesis-based program.
10. **Full-Time** - An undergraduate student is considered to be in full-time studies when enrolled in a minimum of 9.0 credit hours in a fall or spring term.
11. **High School Applicant Awards** - High School Applicant Awards are available for students admitted to the University of Lethbridge on the basis of their high school credentials. Students may complete a maximum of two transferable post-secondary courses and still remain eligible for High School Applicant Awards.
12. **Prize** - A prize is awarded for outstanding achievement in a course or a set of courses or an academic competition. A prize may be monetary or a gift-in-kind.
13. **Scholarship** - A scholarship is non-repayable financial support provided to a student primarily on the basis of academic achievement. Additional defined eligibility or criteria may include program, year of program, major, demonstrated leadership, or artistic excellence.
14. **Service Award** - A service award is for students in good academic standing who have demonstrated excellence in a range of non-academic fields, such as community service, student leadership, volunteerism, and athletic or artistic performance.

2. AWARDS

A wide range of awards and bursaries is available to undergraduate students based on academic achievement, leadership potential, community involvement, specific areas of interest or skill, as well as financial need. A complete listing of awards available to undergraduate students administered by the University of Lethbridge can be found on the Scholarships & Student Finance website (www.uleth.ca/ross/student-finance/awards).

a. Entrance Awards

Entrance awards include Board of Governors' Admission and Relocation Scholarships, Leadership Scholarships, Awards for High School Applicants, and Transfer Scholarships. These awards are for students entering an undergraduate program at the University for the first time and, except for the Transfer Scholarships, for those without previous participation in a post-secondary program.

While not all awards require the applicant to apply, application is strongly recommended for students who feel that they may qualify for scholarships. Award applicants must submit a complete *Application for Admission* to the Registrar's Office by the application deadline, and ensure that the Registrar's Office receives all admission documents by the August 15. Students need not have been accepted for admission to the University prior to applying for Entrance Awards, but students must have applied for admission prior to applying for awards.

For further information regarding policies affecting entrance awards, please refer to **Application for Awards (p. 449)**.

b. Undergraduate Awards

Undergraduate awards include general awards and scholarships, Faculty- and program-specific awards, and Athletic awards. These awards are for students continuing in full-time studies in their undergraduate degree program at the University.

For further information regarding policies affecting undergraduate awards, please refer to **Application for Awards (p. 449)**.

3. FINANCIAL ASSISTANCE

Application forms and information for Government Student Financial Assistance Programs are available from Scholarships and Student Finance (AH115, tel. 403-329-2585). General eligibility for full-time assistance is:

- Canadian Citizen or Permanent Resident of Canada;
- a valid Social Insurance Number;
- study in an approved post-secondary program of at least 12 weeks in length;
- courses must be applied to a recognized degree; and
- demonstrated financial need.

Most government financial aid programs are need-based. Students apply for the program through a provincial/territorial application form. One application encompasses the Canada Student Loans and Grants program and Provincial/Territorial Loans and Grants. Scholarships and Student Finance will assist students to determine which application to use. Students must apply to the province/territory which they are considered residents of, not necessarily the province/territory they are attending school in.

The government determines financial need by assessing costs the student will incur for tuition, fees, books and moderate living costs. Savings, part-time earnings, scholarships, assets and parental contributions may be assessed as resources and formulated as to whether a student has need. Students may appeal the outcome of the government needs assessment.

Allow four to eight weeks for an application to be processed. Students are advised to apply before July 1 for fall funding. Students will receive directions from the lender on where the loan, grant payments or documents will be sent. Tuition and fees owing will be deducted from the loan payments.

Students are strongly advised to read all applications and documents before submitting. Know your rights and responsibilities!

When a returning student who has previous government student loans does not take out additional student loans, it is essential the student request and submit a *Confirmation of Enrolment* form. This will protect the student (interest-free) status of the loan. *Confirmation of Enrolment* forms must be filed for both Canada and Provincial student loans, if both have been previously issued to the student.

General eligibility for part-time financial assistance is the same as full-time assistance. Check with the staff at Scholarships and Student Finance for further details.

Financial assistance programs for students with permanent disabilities are also available. Check with the staff at Scholarships and Student Finance for further details.

The following websites have more information on the Government Financial Assistance Programs for students:

- Alberta residents:
www.studentaid.alberta.ca
- All other provincial/territory links can be accessed from:
www.esdc.gc.ca/en/student_loans/provincial.page
- The University of Lethbridge does not participate in the U.S. Department of Education (USDE) Federal Student Aid programs. Students can receive *Confirmation of Enrolment* for existing USDE-issued loans, but cannot access new USDE loans to attend the University of Lethbridge.

a. Repayment

Students are responsible for repaying their student loans. However, loans are not repayable during periods of full-time studies and for six months after graduation or withdrawal. In certain cases, repayment may be deferred for additional periods after the six months' exemption, upon successful application for the Repayment Assistance Program.

b. Withdrawal While on Government Student Assistance (Loans/Grants Program)

Students must maintain registration to stay eligible for government student assistance. When on full-time government student assistance, a student must remain a full-time student throughout the funded period of study. If a student withdraws or drops below full-time standing, the student may be required to repay some or all funding received. Grant money may be converted to loan money. Students may be restricted from further government student assistance for 12 months. Check with the staff at Scholarships and Student Finance before withdrawing or dropping registration. Part-time funding programs are available for students who are studying part-time.

c. Incomplete (I) and Continuing (X) Grades

Courses used in one term to determine eligibility for student loan purposes cannot be used in subsequent terms toward a student's full-time registration. Independent and Applied Studies courses are classified as one course and can only be used in one term to determine eligibility for student loan purposes. Students taking more than one term to complete these courses should plan their subsequent term schedules accordingly.

d. Emergency Student Loan Fund

The purpose of the fund is to provide temporary assistance to full-time University of Lethbridge students to meet expenses related to an unexpected shortfall in their personal finances or an unanticipated delay in their receipt of financial assistance funding.

An emergency is defined as an unexpected shortfall in finances that has caused an inability to meet the rent payments when due, lack of adequate food supplies, and any other type of expenses related to the necessities of life that cannot be delayed. Students will not receive emergency financial assistance to cover registration deposits, tuition fees, books, fines or debts to other University departments.

Emergency loans are available to assist students experiencing delays in the normal disbursement of their confirmed government student loans or grants. These advances are also available, in extenuating circumstances, to those students ineligible for government financial aid. In such cases, students must have written proof of their ability to repay the loan.

The full policy is available online at www.uleth.ca/policy/emergency-student-loan-fund.

