

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

1. Application and Application Deadlines

To be eligible for awards and scholarships, application forms must be completed and received in the appropriate office, either the School of Graduate Studies or Scholarships and Student Finance no later than the designated date and time (if indicated). 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.

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

Successful applicants will be notified as soon as possible following the deadline.

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. All awards are contingent upon students proceeding with their University program in the next academic session and are payable only when the student is registered in a program at the University of Lethbridge.

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.

If a student withdraws from full-time studies after having received a payment for an award, unpaid balances of awards outstanding are forfeited.

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 may be paid out in monthly installments or in two or three installments (one per term).
- c. **Students Graduating Early** - If the award is paid in two payments, the student must be registered in all applicable terms. However, students who graduate early may receive future payment upon written request to the Graduate Award Advisor.
- 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. Interruption of Program with Approved Leave of Absence

All graduate award holders must maintain continuous registration during the tenure of their award. Students may interrupt their award only for the reasons of maternity, child rearing, illness, or health-related family responsibilities. Requests for a leave of absence must be approved by both the Supervisory Committee and the Office of the Dean of Graduate Studies, and may require additional documentation.

5. **Returning After an Approved Leave of Absence**
Students who return after an approved leave of absence shall be considered for University of Lethbridge awards, subject to the rules guiding graduate awards.
To re-instate award payments following an interruption or leave of absence, award holders must notify the Graduate Award Advisor of their planned return six weeks prior to their return to their program. Every effort will be made to re-instate the same award or a replacement award of equal value.
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**
Complete academic records from all applicable institutions may be considered for measurement of academic achievement.

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 grade point average required for awards.

e. Definition of Terms

Note: Award is used generically throughout 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 since the previous spring Convocation are considered for medals. Students receiving academic medals are nominated by their supervisors. See **Medals** listed on **page 197**.
2. **Award** - An award is non-repayable financial support provided to a student who demonstrates academic achievement and/or 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.

3. **Award Grade Point Average (GPA)** - For award purposes, the award GPA is generally but not always calculated on the previous two academic years with the exception of Audit and Credit/Non-Credit course designation.
4. **Bursary** - A bursary is non-repayable financial support provided to a student who demonstrates financial need and who is in good standing academically.
5. **Deferral** - A deferral is a postponement of a payment of an award, scholarship, or bursary until the student is registered full-time in a graduate program at the University of Lethbridge.
6. **Fellowship** - A fellowship is merit-based, non-repayable financial support provided to a graduate student enrolled in a Thesis-based program.
7. **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.
8. **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.
9. **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. GRADUATE AWARDS

There are many different awards and scholarships available to graduate students based on specific areas of research, as well as financial need. A complete listing of graduate awards, including deadlines and criteria, administered by the University of Lethbridge can be found on the School of Graduate Studies website (www.uleth.ca/graduate-studies/awardopportunities).

a. Entrance Awards

These awards are typically for students entering a graduate program at the University for the first time and for those without previous participation in a graduate program at that degree level.

b. Entrance or Continuing Awards

These awards are typically for students continuing in a graduate program at the University for the first time and for those without previous participation in a graduate program at that degree level. Students are not on extensions beyond the time of the graduate program (24 full-time months for master's; 48 full-time months for doctoral).

3. ACADEMIC MEDALS

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
School of Graduate Studies Medals of Merit (University of Lethbridge)	Number: Variable	<ul style="list-style-type: none"> • Must have completed degree requirements in the current academic year 	<ul style="list-style-type: none"> • Awarded to the most distinguished students graduating with a master's or doctoral degree 	<ul style="list-style-type: none"> • Nominated by their Supervisors
The Gold Medal of the Governor General of Canada (The Governor General of Canada)	Number: One	<ul style="list-style-type: none"> • Must have completed degree requirements in the current academic year 	<ul style="list-style-type: none"> • Awarded to the graduating student with the highest academic standing in a graduate-level program 	<ul style="list-style-type: none"> • Nominated by their Supervisors

4. 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. 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.