

<b>POLICY TITLE</b>	CR-04 Student Awards
<b>POLICY HOLDER</b>	College Relations
<b>ORIGINAL DATE</b>	November 2014
<b>REVIEW DATE</b>	
<b>REVISED DATE</b>	
<b>NEXT REVIEW</b>	November 2019

**POLICY**

Yukon College is committed to ensuring quality and to demonstrating a culture of excellence in all that we do.

Student Awards are seen as a critical tool in overcoming the financial barrier to academic success and to attracting and retaining students. Thus the donors of those awards are important to student success, so need to be managed thoughtfully and carefully.

**Approval Statement**

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the 12<sup>th</sup> day of November, 2014.



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President, Yukon College

November 12, 2014  
Date

## 1.0 PURPOSE

The purpose of this policy is to clarify principles and guidelines for acceptance, development and administration of student awards at Yukon College.

College Relations is responsible for negotiating the terms of every externally funded student award in consultation with the Office of the Registrar and Financial Services, to ensure the criteria can be executed. The Office of the Registrar promotes and administers awards once they have been set up. Adjudication of the awards is through a separate process; the information on successful recipients is delivered to the Office of the Registrar.

Some awards are drawn from endowments that are administered through the Yukon Foundation.

## 2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Board of Governors Policy #3: Yukon College President Responsibilities  
Canadian Human Rights Act  
Canada Revenue Agency guidelines  
Yukon Foundation Memorandum of Understanding  
Yukon Human Rights Act  
Yukon College Act

## 3.0 SCOPE

This policy applies to all members of the College Community in all departments, centres and institutes, as well as all campuses of Yukon College.

## 4.0 DEFINITIONS

**Endowment** – A lump sum of money that is donated to Yukon College and invested in perpetuity. Investment earnings generated by the endowment are used according to the terms outlined in the gift agreement. Unless

otherwise stated in the gift agreement, unexpended interest will be reserved for future use.

**Bursary** – A bursary is a financial award based on demonstrated financial need. Additional secondary selection criteria, such as community involvement or leadership, may also be used.

**Student Emergency Bursary** – A financial award given to a student based on severe financial stress.

**Scholarship** – A scholarship is a financial award based on excellence in academic achievement. Additional secondary selection criteria, such as community involvement or leadership, may also be used.

**Research Scholarship** – A research scholarship is a financial award to be used for research in a pre-approved designated area, selected by the donor and in line with the College's strategic directions.

**Award** – This is a general term describing the presentation of an item of monetary and/or other value to reward a person or persons. An award is based primarily on an achievement, such as academic merit or community service, as identified by the donor. Financial need may also be a consideration.

**Development Award** – A development award is a financial award that may be used to support student development opportunities, including experiential learning, conference participation, studying abroad or other expenses as per the terms of the award. Development awards may be awarded based on outstanding performance, promise of further significant achievement or financial need.

## 5.0 PROCEDURES

College Relations is responsible for donor relations and, as such, is responsible for working with any individual or organization that approaches Yukon College to create a new student award. College Relations works with the donor to develop terms for all student awards, in collaboration with the Office of the Registrar and Financial Services, to ensure the criteria can be

executed. Student awards include scholarships, research scholarships, bursaries and all types of awards.

Once approved, all awards are promoted by, and administered through, the Office of the Registrar.

College Relations works with Financial Services to confirm disbursement amounts and request individual award cheques.

### **5.01 Establishing new awards.**

There are three ways to fund a student award at Yukon College.

1. Creating an endowment.
2. Creating an annual award.
3. Creating a special annual award.

Endowment: The minimum amount required to establish an endowment is \$10,000. The principal will be invested in perpetuity; income generated through the endowment will be used as per the terms of the gift agreement negotiated between the donor and College Relations. An endowment may be financed over a negotiated period of time.

Annual Award: The minimum amount required to establish an annual award is \$500, with a minimum commitment of 3 years. This annual award must be paid prior to August 31 of the awarding year or the award may not be presented.

Gifts of less than \$500 will be applied to the Student Emergency Bursary; the donor will be recognized at the annual Student Awards Dinner.

Special Annual Award: From time to time, Yukon College may agree to an award that does not meet the requirements of an endowment or an annual award. This gift may be disbursed as a one-time award or over an established period of time. The entire amount of the gift will be distributed in accordance with the gift agreement.

### 5.02 Student Awards Event

The Office of the Registrar is responsible for the administration of the Student Awards Program and is responsible for working with students to ensure awards are promoted and awarded.

Annually, the Office of the Registrar is responsible for hosting a student awards event where award recipients and donors are celebrated and cheques are issued. In partnership with the College Relations, award donors are invited to attend and participate in this important event.

### 5.03 Conditions

College Relations will work with all donors to develop student award terms that reflect the vision and values of the College, and can be fulfilled with the existing resources available to Yukon College.

College Relations will work in partnership with the Office of the Registrar and Financial Services, and any other relevant College offices, prior to gift acceptance, to ensure all student award terms proposed by the donor can be implemented.

While Yukon College makes every effort to incorporate Donors' wishes into the terms of their awards, Yukon College will not approve award terms inconsistent with the Charter of Human Rights and Freedoms and other human rights legislation.

From time to time the institution may establish awards that are designated to address statistically under-represented groups, such as students with disabilities or First Nations' students.

Every attempt will be made to match a recipient to each award. If an appropriate recipient is not available for a student award, the award may be deferred until the following year.

If the original provisions or purposes of a gift are no longer practical or possible, the terms may be altered after consultation with the donor or their designate.

If neither a donor, nor a designate (ex. a descendent) can be contacted, Yukon College may develop amended terms that honour the spirit and intent of the original gift. As required, Yukon College will seek legal counsel to resolve the issue within the law.

Yukon College reserves the right to refuse any potential award donation.

## **6.0 PROBLEM SOLVING**

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to the Director, College Relations.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the President's Office should be notified as soon as possible after the decision has been made. In such cases, the President's Office will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

## **7.0 FORMS**

Request for Payment  
Student Award Terms of Reference Template  
Trust Endowment Disbursement Request

## **8.0 APPENDICES**

## **9.0 ADDENDUMS**

Addendum A – Policy Communication Checklist

**ADDENDUM A - POLICY COMMUNICATION CHECKLIST**

Policy Name: Student Awards  
 Number: CR-04  
 Submitted by: Jacqueline Bedard

List those consulted with in preparation of this policy:

<b>Name</b>	<b>Department</b>	<b>Date</b>
Jennifer and Andrea	OR	Sept. 23-25
Gayle and Nancy	Financial Services	Sept. 23-25
Karen	Office of Pres.	Sept. 23-25
Gayle and Nancy	Financial Services	Oct. 7

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

<b>Body</b>	<b>Communication Planned</b>	<b>Completed</b>	<b>Comments</b>
SEC	October 2014		
Student Union	n/a		
Employee's Union	n/a		
Occupational Health and Safety	n/a		

Awards Committee	Via senior team reps		Will meet with to discuss procees
Academic Council	n/a		
Board or a Board subcommittee	n/a		
<i>Other</i>			
SEC for Final Review	November 2014		