



Domestic Undergraduate Scholarship Policy

Category:	Students and Teaching
Approval:	Senate
Responsibility:	University Registrar
Date:	Date initially approved: April 5, 2011 Date of last revision: May 1, 2020

Definitions:

Scholarship: A grant or payment made to support a student's education, awarded on the basis of academic or other achievement.

Domestic student: A student who is a Canadian citizen or permanent resident. A student is considered domestic for the purpose of scholarship administration if they meet this requirement as of November 1 of the fall term.

New student: A student who has not previously attended Trent University and is entering into their first year at Trent.

Gap in study: A student will be considered to have a gap in study if they do not complete any credits for a full academic year. Students studying at another institution on a letter of permission or as part of a Trent University joint program with another institution are not considered to have a gap in study during that time.

Academic year: For the purpose of this policy, the academic year begins on September 1 and is divided into three "terms": the Fall term (normally beginning in September and ending in December), the Winter term (normally beginning in January and ending in April) and the Summer term (normally beginning in May and ending in August).

Joint programs with other institutions: Programs offered by Trent University in collaboration with another post-secondary institution.

Entering average: Entering average will be calculated as follows:

- Ontario high school students - calculated by averaging the top 6 4U or 4M courses
- Out-of-Province students - based on undergraduate admission requirements.
- Students coming from another post-secondary institution - based on the cumulative average from previous institution attended.

Full-Time course load: Any student taking:

- at least 2.0 credits per term or
- a reduced course load as an accommodation from Student Accessibility Services (SAS) or
- A full-time experiential learning opportunity

will be considered to be in a full-time course load for scholarship purposes.

All credits must be taken through Trent University, unless otherwise stated. Letter of Permission credits do not count towards scholarship consideration.

Students must meet one of the above definitions of a full-time course load as of the final day to add courses for any term where they are receiving a scholarship.

Purpose/Reason for Policy:

The purpose of this policy is to:

- Provide a clear statement of the obligations of the University to administer the domestic undergraduate scholarship program
- Outline student requirements and responsibilities in the scholarship program
- Provide a review process

Scope of this Policy:

This policy applies to scholarships for full-time, domestic students enrolled in an undergraduate degree program at Trent University. It does not apply to international student scholarships, which are administered by Trent International, or to graduate student scholarships, which are administered by the School of Graduate Studies, or to departmental scholarships and prizes, which are administered by individual departments.

The following are not considered for domestic, undergraduate entrance scholarships:

- Students admitted from a college certificate program, except where special agreements exist
- Students registered in diploma, certificate, or Bachelor of Education programs at Trent University
- Part-time students
- Mature students

The policy applies to the following undergraduate scholarships:

- Prestigious Scholarships
- National Renewable Entrance Scholarships
- In-Course Scholarships

Policy Statement:

The Trent University domestic undergraduate scholarship program is designed to recognize and reward students with high academic achievement who are registered in a full-time course load as defined in this policy.

Scholarship Administration:

- Scholarships are only awarded in the fall and winter terms and are equally divided between those terms.
- Eligible students who begin their studies in the winter term will be eligible to begin receiving an entrance scholarship in the winter term.
- Eligible students who begin their studies in the summer term will be eligible to begin receiving an entrance scholarship in the fall term directly following the summer term.
- To be eligible for the fall portion of the scholarship, students are required to be registered in a full-time course load in the fall term.

- To be eligible for the winter portion of the scholarship, students are required to be registered in a full-time course load in the winter term.
- If a student does not meet the term course load requirement, that term portion of the scholarship will be revoked.
- No gaps in study are permitted.
- Students are eligible for a maximum of four years of undergraduate scholarship funding.
- Students in compressed programs, students who fast-track their degree, and students who end their studies early will only be eligible for scholarships during eligible terms where they study in a full-time course load.
- Students who defer an offer of admission will automatically be reconsidered for scholarships in the subsequent year based on the scholarship criteria in place for their entering year of study.

Entrance Scholarships:

- Entrance scholarships are awarded to new students entering Trent University.
- Entrance scholarships are renewable for up to four years of undergraduate study.
- A student may only receive one type of renewable entrance scholarship from Trent University.
- Students must have a final entering average of 80% to receive an entrance scholarship.

Prestigious Scholarships:

- Prestigious scholarships include:
 - Champlain Scholarship
 - Board of Governors' Leadership Scholarship
 - Canada Wide Science Fair Scholarship
 - Michael Treadwell Scholarship
 - Special Admissions Scholarships
- Students must apply for Prestigious Scholarships.
- Prestigious Scholarships are awarded based on the individual criteria for each award.
- Awardees are selected by the Student Awards Committee, except the Michael Treadwell Scholarship, which is selected by the Department of English Literature.

National Renewable Entrance Scholarships

- Entering students are automatically assessed for National Renewable Entrance Scholarships.
- Scholarships are awarded based on entering average.

Renewals

- To qualify for renewal, students must achieve an average of 80% during the previous academic year and complete a total of 5.0 credits, or 3.0 credits for students with a reduced course load as an accommodation from SAS.
- To qualify for renewal, students starting in the winter term or who complete two terms in a full-time experiential learning opportunity, must achieve an average of 80% during the previous

academic year and complete a total of 2.5 credits, or 1.0 credit for students with a reduced course load as an accommodation from SAS.

- All credits, up to 5.0, completed during the academic year will be considered when evaluating scholarship renewal eligibility. In an instance where more than 5.0 credits have been completed, the best 5.0 will be used to calculate scholarship renewal. Up to 2.5 credits will be considered for students who began their studies in the winter term or who complete two terms in a full-time experiential learning opportunity.
- A maximum of 1.0 credit taken during the summer term directly following the Fall/Winter may be applied towards renewal, except where a student completes a full-time experiential learning opportunity during the fall and/or winter term, in which case up to 2.5 credits taken during the Summer term may be considered.
- Students may not carry credits forward from one academic year to the next.
- All credits must be earned at Trent University. An exception is made for students studying on an official Trent exchange program. Marks from courses earned while on official exchange will be used in calculating scholarship renewals. For students returning to Trent from a joint program with another institution, scholarship renewal consideration will be based on the most recent academic year of study completed primarily at Trent University, except where a special agreement exists.
- Students who do not qualify for renewal in any given year may qualify in any subsequent year provided they meet the requirements for renewal in a subsequent academic year.
- Students who do not record any credits in a Trent University program or a joint program with another institution for a full academic year or more will no longer be eligible to receive an entrance scholarship.

In-course Scholarships:

- In-course scholarships may be awarded to students who did not receive an entrance scholarship from Trent University.
- To qualify for an in-course scholarship, students must achieve an average of 85% during the previous academic year and complete a total of 5.0 credits, or 3.0 credits for students with a reduced course load as an accommodation from SAS.
- Students who complete two terms in a full-time experiential learning opportunity during the academic year may qualify if they achieve an average of 85% during the previous academic year and complete a total of 2.5 credits, or 1.0 credits for students with a reduced course load as an accommodation from SAS.
- A maximum of 1.0 credit taken during the summer term directly following the Fall/Winter may be applied towards eligibility, except where a student completes a term in a full-time experiential learning opportunity during the fall and/or winter term, in which case up to 2.5 credits taken during the summer term may be considered.
- Students may not carry credits forward from one academic year to the next.

Multiple Scholarships:

- Trent University scholarships may be held in conjunction with scholarships awarded by outside agencies when the conditions of the latter permit.
- Students who are selected to receive a Prestigious Scholarship will have that scholarship awarded in place of a National Renewable Entrance Scholarship.

Students Attending other Institutions:

- Students who attend another institution as part of a Trent University Joint Program with other institutions will not receive their scholarship during a year where they are primarily studying away from Trent University, except where a special agreement exists.
- With the exception noted below, students who choose to take time away from Trent and attend another post-secondary institution will be considered to have a gap in study and will not receive a scholarship upon their return to Trent.
- Exchange students who participate in an official Trent program and pay fees to Trent University may receive the scholarship during the exchange year. These students will also have scholarships renewed based on grades from the foreign institution.

Scholarship Appeals:

- Students who do not meet the eligibility requirements for scholarships or renewals due to accident, illness or family emergency may request a review by the Student Awards Committee for special consideration. For full details, refer to the Scholarship Review guideline below.

Responsibilities:

The Admissions Department:

- Determines students' entering average.
- Determines admission deferral procedures.

The Financial Aid office:

- Coordinates scholarship eligibility when a student defers admission.
- Determines scholarship eligibility based on entering averages calculated by the Admissions Department.

The Student Accessibility Services (SAS):

- Determines if a student requires a reduced course-load accommodation because of a disability.

<i>Contact Officer</i>	Tracy Al-Idrissi, University Registrar
<i>Date for Next Review</i>	2022/05/01
<i>Related Policies, Procedures and Guidelines</i>	Procedure, Guideline Scholarship Appeal Policy
<i>Policies Superseded by This Policy</i>	N/A

APPENDIX 'B'

PROCEDURE



Undergraduate Scholarship Policy

Contact Officer

University Registrar

PROCEDURE	Purpose	Procedure to implement the Undergraduate Scholarship Policy.
	Admissions	Populates the student system with admission grade data. Produces admission letters that include information about an entrance scholarship a student is tracking towards.
	Financial Aid	Applies scholarship eligibility criteria and codes scholarship and awards on the student account and notifies students; Prepares reports of student entrance, renewal and in-course scholarships.
	Student Awards Committee	Convenes in the spring to determine prestigious scholarship award winners each year; Works in conjunction with the Financial Aid office to assess student appeals. The committee also reviews and provides advice on scholarship policy and procedures.
	Procedure	<p>Eligibility</p> <ul style="list-style-type: none"> • Entrance scholarships will be based on student's entering average as calculated by the admissions team. • Students who had previously attended Trent University and have been readmitted after a period of absence are not eligible • Half of the total scholarship amount is applied to the fall fee installment; the remaining half is applied to the winter fee installment. <p>Renewals</p> <ul style="list-style-type: none"> • If a student earns more than 5.0 credits toward a renewal, the best 5.0 numeric credits will apply when determining the average • At least 4.0 credits from the Fall/Winter session will be used in determining the average, unless otherwise stated. • Students who choose to accelerate their program and complete the degree in fewer than four years, may receive less than the maximum scholarship value. <p>Payment</p> <ul style="list-style-type: none"> • Scholarships are generally applied to accounts prior to start of term • Students are assessed each term after the final date to add courses • If a student does not qualify as being in a full-time course load in a term where a scholarship has been awarded, the term portion of scholarship is reversed from their account • All scholarship awards will be applied to the student's account at Trent University

		<ul style="list-style-type: none"> If student has paid the full amount of all fees including tuition, compulsory and residence fees, and a credit balance remains, the student will be entitled to a refund
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Date Approved	<i>Month Day Year</i>
Approval Authority	<i>PVPs, VP, Dean, Director, etc.</i>
Date of Commencement	<i>Year Month Day</i>
Amendment Dates	<i>List the dates the policy has been amended (Year Month Day)</i>
Date for Next Review	<i>Year Month Day</i>
Related Policies, Procedures and Guidelines	<i>Name and link to related policies, procedures and guidelines</i>

GUIDELINE



Scholarship Review Process

Contact Officer

University Registrar

Purpose

To provide an option for review to students who are not awarded a scholarship based on extenuating circumstances that prevent them from meeting the eligibility requirements outlined in the Scholarship Policy.

Students must demonstrate that the circumstances impacted their ability to meet the eligibility requirements as outlined in this policy.

Guideline

Reasons and Requirements for Review

Student's own illness or injury:

- Student submitting a review based on their own illness or injury must submit a completed scholarship appeal form, a personal statement and medical documentation obtained from a licensed health care provider. Medical documentation should include information about how the illness or injury impacted their ability to meet the requirements to receive their scholarship.

Reason not related to student's own health:

- Students who have experienced extenuating circumstances, not related to their own health, are required to submit a completed scholarship review form, a personal statement outlining the reason they are requesting a review, and any available supporting documentation to validate the appeal.

Review Process

Students are to complete and submit the scholarship review form, along with their personal statement and supporting documentation, to the Financial Aid office no later than August 31 after the term in which the scholarship was to be awarded. Appeals submitted after the deadline will not be considered.

The Financial Aid Office will communicate the committee's decision to the student.

Related Policies / Procedures

Undergraduate Scholarship Policy

Links

N/A

Date Approved	<i>Year Month Day</i>
Approval Authority	<i>Board, Senate, PVPs, VP, Dean, Director, etc.</i>

