

Category:	Students and Teaching
Approval:	Senate
Responsibility:	University Registrar
Date:	Date initially approved: April 5, 2011 Date of last revision: April 5, 2016

Definitions:

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

Prize: Awarded by an academic department, usually based upon academic excellence or based upon the donor's criteria.

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

Secondary Student: A student who has graduated from a full-time Canadian secondary school, within the past two years, and has not attended any post-secondary institutions since graduation.

Transfer student: A student who has successfully completed a minimum of one semester at a Canadian university, or a registered college and is entering into undergraduate study at Trent University for the first time.

Transfer credits: An approved post-secondary level academic work successfully completed at an accredited college or university.

Academic year: 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).

Full-Time course load: Any student taking 4.0 credits or more (at least 2.0 credits per term) in the Fall/Winter session will be considered a full-time student for scholarship purposes.

Student with a disability: A student who has been identified by the Student Accessibility Services (SAS) Office as having a permanent or temporary disability. Students who are approved for a reduced course load as an accommodation, may receive their scholarship based on the individual revised full-time definition determined by the SAS office.

Purpose/Reason for Policy:

The purpose of this policy is to:

- Provide a clear statement of the obligations of the University to administer the undergraduate scholarship program
- Outline student requirements and responsibilities in the scholarship program
- Provide an appeal process
- Provide a process for accommodation for students with a disability.

Scope of this Policy:

This policy applies to Canadian citizens and permanent residents enrolled in an undergraduate degree program at Trent University. It does not apply to International student scholarships, which

are administered by the Trent International Program Office, or to graduate scholarships, which are administered by the graduate studies office.

The policy applies to all undergraduate scholarships:

- Trent University National Renewable Scholarships
- Prestigious Scholarships
- In-Course Scholarships

Policy Statement:

The Trent University undergraduate scholarship program is designed to recognize and reward students with high academic achievement who are registered in a Full-Time course load (at least 4.0 credits during the fall/winter session, unless approved by SAS for a reduced course load) and who are paying full time fees to Trent.

Trent University National Renewable Scholarships:

Entrance Eligibility

- Students new to Trent University with a final admission average of 80% are eligible to be considered for an entrance scholarship.
- Students must be registered in a Full-time course load (at least 4.0 credits during the fall/winter session, unless approved by SAS for a reduced course load) and be paying full time fees to Trent.
- Part-time students are not eligible for scholarships, unless part-time studies are stated in the terms of reference and follow the express written wishes of the donor of an endowed scholarship.
- Students must be registered in a degree seeking program. Diploma and certificate programs are not eligible for scholarship consideration.
- Scholarships are equally divided between the fall and winter terms. Students are required to be enrolled in at least 2.0 credits per term to be eligible for the term portion of the scholarship. If a student does not meet the term course load requirement, the term portion of the scholarship will be revoked.
- Students who receive a renewable entrance scholarship are not eligible for an in-course scholarship (see in-course section below), even if the value of the latter is higher.
- Students are eligible for a maximum of four years of undergraduate scholarship funding in their first undergraduate degree at Trent University.
- On the recommendation of the Student Accessibility Services (SAS) office, students with a disability who are approved for a reduced course load accommodation, may receive their scholarship based on the individual revised full-time definition determined by the SAS office.
- If a student, who has been approved for a reduced course load, decides to take on a course load above the reduced amount, all credits (up to 5.0), including up to 1.0 summer credits, will be considered when evaluating scholarship eligibility.
- Scholarships can be renewed if a student decides to upgrade from a 15-credit General to a 20-credit Honours degree. To receive the scholarship renewal, a student who has completed a General degree must register in an Honours degree program in the academic year immediately following completion of the General degree.
- Mature Students and students who have transferred from a College certificate program, except where special agreements exist, are not eligible for entrance scholarships.

Renewals

- To qualify for renewal, students must achieve an average of 80% over 5.0 credits during the previous academic year. At least 4.0 of the 5.0 credits required for renewal must be earned during the Fall/Winter session.
- If a student does not successfully complete the required 5.0 credits during the Fall/Winter session, up to 1.0 credits completed during the summer term directly following the

Fall/Winter session may be applied toward scholarship renewal. Any summer credits must be earned at Trent University.

- Students may not carry credits forward from one academic year to the next.
- To receive the renewal, students must be registered in a Full-time course load (at least 4.0 credits during the fall/winter session, unless approved by SAS for a reduced course load) and be paying full time fees to Trent.
- On the recommendation of the Student Accessibility Services (SAS) office, students with a disability who are approved for a reduced course load accommodation, may receive their scholarship based on the individual revised full-time definition determined by the SAS office.
- If a student, who has been approved for a reduced course load, decides to take on a course load above the reduced amount, all credits (up to 5.0), including up to 1.0 summer credits, will be considered when evaluating scholarship eligibility.
- Students in their graduating year who do not require a Full-time course load to complete their degree requirements may receive a prorated scholarship (in-course or renewal scholarship) if the student is enrolled the amount of credits they require to fulfill their degree requirements. Students paying on a per-credit basis will receive a scholarship pro-rated to their course load.
- All credits must be earned at Trent University. No transfer credits or Letter of Permission grades are allowed. 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.
- Students who do not qualify for renewal in any given year may qualify in any subsequent year provided they achieve an average of 80% in 5.0 credits during the previous academic year.
- No gaps in studies will be allowed. Renewal credits must be earned in the year immediately preceding the scholarship renewal.

Single Term Students

- Students who have qualified for a renewal but will only be attending the required amount of courses in either the fall or winter term are eligible to receive the term portion of the scholarship.
- For the fall term, students are required to be enrolled in a minimum of 2.0 credits, as of the last day to drop fall courses to be eligible to receive the fall portion.
- For the winter term, students are required to be enrolled in a minimum of 2.0 credits, as of the last day to drop winter courses to be eligible to receive the winter portion.

Winter-Start Students

- Students who begin studies in the winter session, and have a final admission average of 80%, will be considered for an entrance scholarship. The student will be eligible to receive the winter portion of the scholarship.
- Students are required to be enrolled in a minimum of 2.0 credits, as of the last day to drop winter courses to be eligible to receive the winter portion.
- Renewal eligibility will be based on successful completion of 2.5 credits with an average of 80%.
- Summer credits may be used toward renewal, but a minimum of 2.0 winter credits must be used in the calculation of the renewal.
- Scholarship renewals will be assessed for the Fall/Winter session. No scholarship renewals will be issued in the summer term.
- Subsequently, the full value of the scholarship will be awarded each September for up to four years of undergraduate study, provided the student is registered in a Full-time course load (at least 4.0 credits during the fall/winter session, unless approved by SAS for a reduced course load).

- Scholarships may be received for a maximum of four years. The final year may be adjusted to ensure the student does not receive more than the maximum value of the scholarship.
- Some students could receive less than full value over the four years because of the January start.
- On the recommendation of the Student Accessibility Services (SAS) office, students with a disability who are approved for a reduced course load accommodation, may receive their scholarship based on the individual revised full-time definition determined by the SAS office.
- If a student, who has been approved for a reduced course load, decides to take on a course load above the reduced amount, all credits (up to 2.5), including up to 0.5 summer credits, will be considered when evaluating scholarship eligibility.

Prestigious Scholarships:

- Examples of the prestigious scholarships include the following: Champlain, Board of Governors' Leadership, Canada Wide Science Fair, Michael Treadwell, and Special Admissions scholarships.
- All undergraduate degree-seeking students new to Trent University who are Canadian citizens or permanent residents are eligible for prestigious scholarships, including mature students and those who have transferred from another post-secondary institution. Students registered in diploma and certificate programs are not eligible for prestigious scholarship consideration.
- Students must apply for prestigious scholarships. Details on the criteria for each scholarship are outlined in the academic calendar and on the application form. Winners are selected by the Student Awards Committee.
- Funds available for the prestigious scholarships may vary from year-to-year because they are based on the endowment funds available at the time of offering. The prestigious scholarship may be topped up with funds from the main scholarship account (operating funds) to ensure that students receiving prestigious scholarships do not receive less money than they would receive if awarded a National Renewable Entrance Scholarship.
- A student who receives a prestigious scholarship is not eligible for another entrance or in-course scholarship.

In-course Scholarships:

- In-course scholarships may be awarded to students who are not eligible for renewals from prestigious or renewable entrance scholarships.
- To be eligible for an in-course scholarship, students must have successfully completed 5.0 credits during the previous academic year with a minimum average of 85%. At least 4.0 credits must have been earned during the Fall/Winter session. If a student does not successfully complete the required 5.0 credits during the Fall/Winter session, up to 1.0 credits completed during the summer term directly following the Fall/Winter session may be applied. Any summer credits must be earned at Trent University.
- If the above course load requirements are met, students achieving an average between 85% - 89% during the previous academic year will be eligible for a \$1,000 in-course scholarship or students achieving an average of 90% or above during the previous academic year will be eligible for a \$2,000 in-course scholarship.
- To receive the in-course scholarship, students must register in a Full-time course load (at least 4.0 credits during the fall/winter session, unless approved by SAS for a reduced course load).
- On the recommendation of the Student Accessibility Services (SAS) office, students with a disability who are approved for a reduced course load accommodation, may receive their scholarship based on the individual revised full-time definition determined by the SAS office.

- If a student, who has been approved for a reduced course load, decides to take on a course load above the reduced amount, all credits (up to 5.0), including up to 1.0 summer credits, will be considered when evaluating scholarship eligibility.
- Students in their graduating year who do not require a Full-time course load to complete their degree requirements may receive a prorated scholarship (in-course or renewal scholarship) if the student is enrolled the amount of credits they require to fulfill their degree requirements. Students paying on a per-credit basis will receive a scholarship pro-rated to their course load.
- No gaps in studies will be allowed. All credits must be earned in the year immediately preceding the scholarship award.
- All credits must be Trent University credits. No transfer credits or Letter of Permission grades are allowed. 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 scholarships.

Students Receiving Multiple Scholarships:

- Trent University scholarships may be held in conjunction with scholarships awarded by outside agencies when the conditions of the latter permit.
- A student is not entitled to receive more than one scholarship from Trent University with a value greater than \$2,500.
- Scholarships and prizes of \$2,500 or less may be received in addition to other Trent scholarships. For example, individual departments may award prizes and scholarships to high-achieving students.

Tuition Waivers & Special Offers:

- Dependents of Trent University staff and faculty who received a tuition fee waiver are also entitled to a scholarship outlined in this document provided eligibility criteria are met. However, students receiving tuition waivers are excluded from special offers such as the full tuition offer.
- Students that qualify for a special offer, such as the full tuition offer, who are enrolled in less than 4.0 credits during the fall/winter session and are paying tuition fees on a per credit basis (including students who have been approved for a reduced course load and Durham campus students) will receive a prorated scholarship amount equal to the tuition paid.

Students Attending other Institutions:

- Students who attend another institution under an articulation agreement between Trent University and that institution will not receive their scholarship during their year away from Trent University. These students may defer their scholarship until they return to Trent University (see scholarship deferrals section).
- With the exception noted below, students who choose to take time away from Trent and attend another post-secondary institution 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 Deferrals:

- Students may defer a scholarship while away from Trent University for a maximum period of one year. If a student is away for a partial year, the scholarship will be reinstated the next full academic year, starting in September.
- Students must apply in writing to the Financial Aid Office for a deferral before leaving the University.

- Students who are away unexpectedly because of accident or illness, may appeal to have their scholarship reinstated upon return to the University

Scholarship Appeals:

- Students who do not meet the eligibility requirements for scholarships or renewals due to accident, illness or family emergency may appeal to the Student Awards Committee for special consideration. All appeals must be in writing and contain documentation relating to the student's circumstances. Appeals will be considered by at least two persons from the Student Awards Committee.
- Students must demonstrate that the circumstances described prevented them from meeting the eligibility requirements as outlined in this policy and that in normal circumstances they would have successfully completed the requirements.
- Supporting documentation may include notes from doctors, transcripts showing past academic achievement, letters of support from professors, and mid-term grade reports.
- For full details, refer to the Scholarship Appeal guideline below.

Responsibilities:

The Admissions Department:

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

The Financial Aid office:

- Coordinates scholarship deferrals when a student defers admission.
- Determines scholarship eligibility based on admission averages calculated by the Admissions Department.
- Prepares a schedule of scholarship values each year. The values will be reviewed by the Student Awards committee.

The Student Accessibility Services (SAS) office:

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

Contact Officer	Tracy Al-Idrissi, University Registrar
Date for Next Review	2018/05/01
Related Policies, Procedures and Guidelines	Procedure, Guideline Scholarship Appeal Policy
Policies Superseded by This Policy	N/A

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 an offer of scholarship.
	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 admission 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 • When assessing for scholarship purposes the general rounding principle will apply: any mark ending in 0.5 to 0.9 will be rounded up to the next whole number; any mark ending in 0.4 or below will be rounded down • 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. • 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 drop courses • If student is not enrolled in at least 2.0 credits in current term, the term portion of scholarship is reversed from account

		<ul style="list-style-type: none"> • All scholarship awards will be applied to the student's account at Trent University • 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
--	--	---

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 Appeal Process

Contact Officer

University Registrar

Purpose

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

Students must demonstrate that the circumstances described prevented them from meeting the eligibility requirements as outlined in this policy and that in normal circumstances they would have successfully completed the requirements.

Guideline

Reasons and Requirements for Appeal

Student's own medical, mental or physical, illness or injury:

- Student submitting an appeal based on their own medical reasons must submit a completed scholarship appeal form, a personal statement and medical documentation obtained from a licensed health care provider. Medical documentation should include the following information:
 - The onset date of the injury or illness and the length of time the condition is expected to continue
 - The general nature of the injury or illness and how it has prevented the student from meeting scholarship requirements
 - The date on which the student is expected to be meeting scholarship requirements again

Reason not related to student's own health:

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

Appeal Process

Students are to complete and submit the Scholarship Appeal 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 in. Appeals submitted after the deadline will not be considered.

At least two members from the Student Awards Committee will meet to review and make decision as to whether or not the appeal will be approved.

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>