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Policy Title:	Entrance and Student Awards	Policy Version:	Draft
Policy No:	9050	Approval Date:	19 January 2015
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## Policy Statement

Acsenda School of Management recognizes the achievements of students and prospective students who have contributed to, or demonstrate the potential to contribute to, enhancing the quality of the School's reputation and student experiences. Students are also encouraged to apply for external awards or financial aid if they are eligible for such funding.

## Purpose

This policy outlines the categories of awards, eligibility for awards, and procedures for application and selection of awards.

## Scope

All awards will be subject to funding availability and the category, number and amount of awards to be offered will be established through the budget process each year. Criteria, application procedures, and amounts for each award will be established by the Student Awards Committee consisting of the Registrar, the Dean, the Coordinator of Student and Alumni Engagement, and a member of the Market Development staff. Entrance and Student Award opportunities, including amounts, eligibility, and application requirements will be posted in October or November for the following calendar year.

The Student Awards Committee will review and make the selection of award recipients ensuring that they meet the eligibility criteria and that supporting documentation is verified. Decisions of the Student Awards Committee are final. The Student Awards Committee may decide not grant a particular award if applicants are not deemed suitable. Applicants receiving an award will be informed by the Registrar in writing as soon as the award is approved or at least one week prior to the beginning of the term.

ASM will ensure that awards are distributed to benefit the greater number of students; therefore the Awards Committee will determine if a student may receive more than one award.

Names of applicants or nominees for awards and related application information will be kept strictly confidential to members of the Student Awards Committee. After award recipients have been selected the names of award recipients will be made public.

Awards may be rescinded when applicants are not admitted to the school, withdraw, are deemed to be withdrawn, or do not meet the conditions or eligibility requirements for each award. Applicants who at the time of application or subsequently are found to have submitted information or documents that are false or misleading will be disqualified from receiving an award(s) and will be required to pay back amounts already received for the award(s).

## Categories of Awards:

### ENTRANCE AWARDS:

The purpose of Entrance Awards is to encourage applicants who will contribute to the quality of learning, enhancement of the school community, and the reputation of Acsenda School of Management (ASM). Both international and domestic students are eligible for Entrance Awards.

Entrance Awards may be offered to individual applicants who demonstrate the potential to make a significant contribution to ASM. The purpose of these awards is to increase the quality and diversity of students who are admitted to ASM.

The applicants demonstrate:

- Significant academic achievement in prior secondary or post- secondary studies
- Significant school, community service or career/personal achievement; or
- A balance of academic and extracurricular or community service achievement
- Commitment to pursue a specialized area of study related to a career goal and good potential to contribute to that program of study
- The ability to enhance the cultural and social diversity of ASM

#### Entrance Award for Academic Excellence:

Acsenda recognizes prospective students who have demonstrated high academic achievement in a secondary or post-secondary program from a recognized institution. Students must have a minimum GPA of 3.67 or above in their last two years of study. Participation in school and/or community extra-curricular activities will be considered. Applicants transferring from other schools may be considered for this award.

#### Entrance Award for Community Service:

Acsenda also encourages prospective students who have demonstrated exemplary community service and/or leadership through volunteerism or work experience and who have been students in good standing with a minimum GPA of 3.00 or above in their last two years of study.

Students applying for both awards must describe what they will contribute to the school and/ or the broader community while they are studying at Acsenda.

Application Requirements:

Applicants must meet the full requirements for admission to Acsenda without conditions and have received a Letter of Admission from the Registrar four (4) weeks prior to the deadline for registration. Applicants for entrance awards must include a 500 word essay indicating why they should be considered for an award based on the above criteria. Applicants for awards are encouraged to submit letters of reference or supporting documentation. Awards will be granted on a competitive basis.

Conditions:

Students who receive entrance awards must continue to study full time, be students in good standing, maintain a minimum of a 3.00 GPA, and contribute to school activities and/or enhancement of the reputation of the school during the award period. Awards will be applied towards tuition fees owing in equal amounts over (4) academic terms. The number of awards granted each term will be limited by annual budget allocations.

### **STUDENT ACHIEVEMENT AWARDS:**

The purpose of Student Achievement Awards is to recognize students with the highest academic performance and those who make extraordinary contributions through building community within the school or through community service activities that enhance the reputation of Acsenda.

#### **Academic Excellence Award:**

Awarded to two students with the highest overall GPA in a bachelor degree program each calendar year.

#### **School/Community Service Award:**

Awarded to up to three (3) students who have demonstrated exceptional contributions of service to the school each calendar year.

#### **Ambassador Service Award:**

This award is aimed at domestic students who have volunteered their time to assist students who are experiencing difficulties adapting to life in Canada. This would include helping students to resolve problems and issues that they may face as newcomers to the School and to Canada, and increasing their understanding of Canadian life, culture and the academic and work environment.

#### **Conditions:**

Students must be in good standing and have attended ASM full time for at least two academic terms of study and have at least one remaining term of study at ASM. Awards will be applied towards tuition fees. Nominations for Academic Awards will be made by faculty members or academic administrators; School/Community Service Awards and the Ambassador Service Award may be made by faculty members, ASM staff or students when the Student Awards Committee issues a call for nominations each year.

### **BURSARIES:**

While international students are expected to demonstrate financial ability to fund their degree programs, the purpose of Bursary Awards is to assist those experiencing unanticipated financial difficulties during their studies at ASM. Those who come from regions of the world that are in crisis (war, natural catastrophes, economic and political conditions) or those who have undergone hardships due to personal or family circumstances will be considered for this award. Academic standing and community service will also be considered.

#### **Application:**

Students must apply to the Dean and Campus Principal providing a letter of explanation and documentation to support their case for financial need. The Dean will make a recommendation to the Awards Committee who will make the final decision to approve the award. Confidentiality of award recipients will be ensured.

**Conditions:**

Students receiving a bursary must study full time, be in good standing, and maintain a minimum GPA of 2.33 in their program of study at Acsenda. Awards will be applied towards tuition fees owing in equal amounts over (4) academic terms.

**STUDENT INTERNSHIP AWARDS:**

Student Internship Awards provide students with opportunities to gain work experience and to contribute to the development of the School. A limited number of awards may be offered to allow students the opportunity to serve in various roles such as assist the marketing department with various activities such as support at recruitment fairs, market research or other activities that do not involve access to confidential application or student information. Other roles may include mentoring students who may require additional assistance with English or math tutoring.

**Application:**

Students must apply to the Student Awards Committee providing a recent curriculum vitae and a cover letter explaining why they are qualified to perform the duties outlined in the internship job description. The supervisor designated to oversee the internship will select a group of applicants for interviews and recommend a selection to the Student Awards Committee.

**Conditions:**

Students receiving an internship must study full time, be in good standing, and maintain a minimum GPA of 2.33 in their program of study at Acsenda. Awards will be applied towards tuition fees owing in equal amounts over (4) academic terms or to coincide with the period of the internship. Internship job descriptions, accountabilities, and evaluations processes will be submitted to the Dean for review and approval and must not involve access to confidential student or ASM information

## Definition

These definitions apply to terms as they are used in this policy.

<b>Word/Term</b>	<b>Definition</b>
Entrance Awards	Entrance awards reward accomplishments prior to commencing studies at ASM and are normally allocated to tuition and related fees after acceptance of admission.
Achievement Awards	Achievement awards primarily recognize and reward general academic excellence and school and/or community service
Internship Awards	An internship awards offer students work experience in a particular department of ASM with a specified set of responsibilities and outcomes for a specified period of time. An internship award is like an honorarium and is not considered to be equivalent to an hourly wage or salary for work performed.
Bursaries	Bursaries are primarily awarded based on financial need, although academic excellence, extracurricular activities, and community involvement may all be considered.
External Awards	External awards are available to students beyond what ASM offers, and are provided and administered through external government, corporate, or community organizations.

## Related legislation

None

## Related policies

Policy Number	Policy Title
N/A	Financial Aid (2004)
N/A	Protection of Student Information (2004; revised 2012)

## Responsibility

Academic Council approves the policy and revisions to the policy on Entrance and Student Awards

The President ensures that the policy is reviewed and revised as required and scheduled

The Dean and Campus Principal chairs the Student Awards Committee; the Registrar, Coordinator of Student and Alumni Engagement and a member of the Market Development staff serve as members of the Committee.

The Student Awards Committee is responsible for creating detailed procedures for the application process including determining deadlines for submission of applications, procedures related to nomination and selection of award recipients and for ensuring dissemination of accurate information about awards and the application and selection processes.

The Registrar ensures that information regarding awards is included and updated as required in the ASM Academic Calendar.

Students must ensure that applications for awards are complete, accurate and submitted by the deadlines.

The Dean and Campus Principal recommends a budget for awards to the President and Vice Chancellor to be included in the budget submission for each fiscal year.

The Dean and Campus Principal ensures payment (and stop payment) of awards through the financial system.

The Registrar checks and verifies student records to ensure the initial eligibility of applicants and the ongoing eligibility requirements of recipients for each type of award.

Faculty, staff and students are responsible for nominating students for awards, for justifying the nomination based on the criteria for each award, and for ensuring that the decision to nominate is not based on a biased viewpoint.

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The Student Awards Committee will post the relevant information on Student Awards opportunities and issue a call for nominations.

Applicants for Entrance Awards submit applications to the Student Awards Committee as per the deadlines set by the Committee for each new term and according to the eligibility requirements.

The Student Awards Committee will inform applicants if they have received an award (or not) by seven (7) working days following the application deadline.

Applicants for bursaries may submit an application to the Committee at any time during the fiscal year (September 1 to August 31). The Student Awards Committee will inform applicants if they have received a bursary by seven (7) working days following submission of the application.

The Student Awards Committee will inform applicants for all other awards within twenty-one (21) working days following the application deadline.

The Student Awards Committee will notify applicants of the status of their application for an award by formal written letter. The letter will include a brief explanation as to why an applicant has been denied an award.

The Student Awards Committee will make a decision by consensus or when consensus is not achieved by majority vote. The Chair of the Student Awards Committee will make the final decision in the case of a tie vote.

The Student Awards Committee will release the names of award recipients once eligibility has been confirmed by the Registrar.

The Student Awards Committee will determine when awards ceremonies will be held (at least once a year) and will ensure the organization of such ceremonies and communication to the ASM community.

## APPENDICES

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