1. OBJECTIVE
The purpose of this policy is to provide a fair, transparent, and consistent framework to govern the disbursement of student awards.

2. SCOPE
This policy applies to all student awards administered at, and by Medicine Hat College (MHC.)

3. DEFINITIONS
   - **Award**: a broad range of financial gifts to students.
   - **Bursary**: an award generally allocated to students based on financial need.
   - **Scholarship**: an award generally allocated for excellence in academic achievement.

4. PRINCIPLES
4.1 MHC offers a variety of awards including bursaries and scholarships, to recognize academic achievement, financial need, student leadership, and other qualities or criteria, to provide support to students to enable student success.

5. DIRECTIVES
5.1 MHC has established an Awards Advisory Committee (AAC) to provide guidance on the annual administration of awards and its terms of reference are under the authority of the Registrar.

5.2 To be eligible for awards, students must meet criteria as determined by the AAC and/or the award agreement.

5.3 Recipients selected for awards are validated by the Registrar’s Office.

5.4 Award decisions are not eligible for appeal.
6. RESPONSIBILITIES
   6.1 Registrar's Office is responsible for
       (a) overseeing the AAC;
       (b) ensuring student awards are administered according to this policy; and
       (c) maintaining a record of decisions made by the AAC.

   6.2 Awards Advisory Committee is responsible for
       (a) advising and supporting the strategic direction for the awards program at
           MHC, including the leveraging of awards to support and enhance enrolment;
       (b) reviewing and recommending processes to govern the allocation of awards
           (as required); and
       (c) determining the criteria for student awards on an annual basis prior to the
           review and allocation of awards (as required.)

7. APPLICABLE LEGISLATION/REGULATIONS
   Post-secondary Learning Act

8. RELATED POLICIES
   SD-03: Student of the Year Award

9. RELATED INFORMATION
   Academic Calendar

ORIGINAL COPY SIGNED
Kevin Shufflebotham
President and CEO
Date: August 28, 2019

ORIGINAL COPY SIGNED
Terry Chapman
Vice-President, Academic
Date: August 28, 2019

DOCUMENT HISTORY
August 2019 Revised policy approved