



## Medicine Hat College Policy STUDENT AWARDS

Policy #:	SD-06
Policy Authority:	Registrar
Executive Sponsor:	Vice-President, Academic
Approved by:	President and CEO
Effective Date:	August 28, 2019
Next Mandatory Review Date:	August 28, 2024
Frequency of Review:	Every 5 years

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### 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