



PROCEDURE

Procedure Name	STUDENT AWARDS			<i>Revised</i>
Procedure Number	SD 3.1	Approval Date	April 8, 2026	
Parent Policy	SD 3.0 Student Financial Aid and Awards Policy			
Procedure Authority	Dean of Student Services/Registrar			
Executive Sponsor	Vice-President, Academic and Provost			
Approved By	Vice-President, Academic and Provost			

1. PURPOSE

Medicine Hat College (MHC) provides awards to recognize academic achievement, financial need, leadership, community involvement and other qualities or criteria. To promote consistent and transparent administration of these awards, this procedure outlines the processes, criteria, and timelines for establishing, selecting, and disbursing student awards.

2. DEFINITIONS

- **Bursary:** a monetary award allocated to a student based on demonstrated financial need. Bursaries may include other qualifying criteria such as academic performance, community/leadership contributions, or specified criteria.
- **Donor Awards:** financial awards established and funded by an external individual, organization, or business in partnership with Medicine Hat College. Donor awards are administered by the Student Financial Aid and Awards Office in accordance with the signed donor agreements and college award policies.
- **Financial Need:** is demonstrated by assessing the difference between a student's allowable expenses and their resources during a specified period of time. Decisions are informed by guidelines established by government financial aid programs.
- **Full-Time Status:** students enrolled in a minimum of nine credits, or the approved equivalent, in a standard semester.
- **Good Academic Standing:** an MHC student who is in full compliance with MHC's policies on academic and non-academic conduct and who is not under penalty for academic or non-academic misconduct.
- **Scholarship:** a monetary award allocated to a student based on academic achievement. Scholarships may include other qualifying criteria such as community/leadership contributions or other specified criteria.
- **Student:** an individual currently enrolled in a credit, apprenticeship or non-credit program offered by MHC or through formal agreement with another institution.
- **Student Award:** any award that is governed, managed and disbursed by MHC to a student in the form of a bursary, a scholarship, or other financial award.

3. GENERAL

- 3.1 The college strives for equitable award distribution by aligning annual per-student awards with published tuition and mandatory non-instructional fees where possible.
- 3.2 External awards are administered according to the terms provided by the award agreement.
- 3.3 Awards administered by the Student Financial Aid and Awards Office are tenable at MHC and collaborative institutions only.
- 3.4 The annual award recipient list may be distributed externally to other institutions as required by collaboration or articulation agreements in compliance with applicable privacy legislation.
- 3.5 An awards recognition list may be published annually. As part of the award acceptance process, students are given the opportunity to opt out of this publication.
- 3.6 A recipient's contact information will remain private and will only be shared with a donor if the recipient gives consent at the time of the request.
- 3.7 Awards received will not be included on academic transcripts.
- 3.8 All decisions made during the selection process, including the choice of award recipient, are final. Question regarding the selection process should be directed to the Student Financial Aid and Awards Office.
- 3.9 Awards will be scheduled and administered in a 12-month period that aligns with the college's academic year (July 1 to June 30).

4. AWARDS ADVISORY COMMITTEE

- 4.1 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.
- 4.2 As required, the AAC is responsible for:
 - (a) advising and supporting the strategic direction for the awards program at MHC,
 - (b) reviewing and recommending processes to govern the allocation of awards,
 - (c) reviewing the criteria for MHC funded student awards, and
 - (d) reviewing and auditing awards processes for continuous improvements.

5. GENERAL SELECTION CRITERIA AND ELIGIBILITY

- 5.1 Candidates for awards must be enrolled in or have recently completed an MHC or partner program and be in good academic standing.
- 5.2 Each award will have specified eligibility and selection criteria which will be outlined in the award agreement. The agreement will establish the conditions for each award including the award name, the award value, the number of disbursements, and eligibility criteria.
 - 5.2.1 Selection criteria may include but is not limited to year of study, academic achievement, community service, community leadership, family situation, financial need, commitment to a career path, disability, overcoming obstacles, or other factors to be determined.
 - 5.2.2 Award eligibility and selection criteria will not include any condition defined as discriminatory under the Canadian Charter of Rights and Freedoms or the Alberta Human Rights Act except when the award or the condition, at the time of establishment, can be reasonably viewed as intended for the benefit of the members of a disadvantaged group.

5.3 Student awards selection is facilitated through the Student Financial Aid and Awards Office. Selection may involve the creation of an ad-hoc selection committee and consultation with applicable MHC faculty or program areas, Rattlers Varsity Athletics, or other necessary parties.

5.3.1 Selection committees are award specific. Membership will be determined through the Student Financial Aid and Awards Office and will include members with a relevant connection to the award in question and/or members of the AAC.

5.3.2 Donors are not permitted to sit on selection committees for Scholarships, Bursaries or Awards for which they have donated funds.

5.3.3 Selection committees are accountable to the Registrar's Office, providing feedback on the process and selecting award recipients based on the established criteria.

6. SCHOLARSHIPS

6.1 Intent

Scholarships are established to recognize and reward students' academic achievements.

6.2 Criteria

Scholarships generally have one of the following selection criteria:

- (a) New students: academic achievement based on overall high school academic performance or the specific courses required for admission into a program, depending on award criteria.
- (b) Continuing or graduating students: academic achievement based on the previous post secondary academic year at full time status.

Some scholarships may have additional selection criteria outlined in specific award agreements.

6.3 Selection

Scholarship recipients are selected based on the student's award application and data available in the student information system. All decisions made during the selection process, including the choice of award recipient, are final.

6.4 Timeline

After receiving their notification letter, recipients must formally accept the award. If notification of acceptance is not received by the deadline set out in the notification letter, another recipient may be chosen.

Scholarships will typically be disbursed at the beginning of the Fall and Winter semesters.

7. BURSARIES

7.1 Intent

Bursaries are established to make college education more affordable and accessible for students who may not otherwise be able to start or continue their studies at MHC based on their current financial situation.

7.2 Criteria

Bursaries are based on demonstrated financial need as determined by a standard MHC financial needs assessment.

Bursaries may have additional selection criteria outlined in specific award agreements.

7.3 Selection

Financial need-based awards require multi-faceted scrutiny; considerations may include the student's preparedness, outstanding school related debt, the demonstration of consideration given to minimizing in-study costs, family composition, and the viability of a part-time job during study, willingness or unwillingness to accrue debt, and any special circumstances as described by applicants.

The Student Financial Aid and Awards Office may check student funding status.

Recipients will be selected on the basis of all available information, not just highest reported need.

All decisions made during the selection process, including the choice of award recipient, are final.

7.4 Timeline

After receiving their notification letter, recipients must formally accept the award. If notification of acceptance is not received by the deadline set out in the notification letter, another recipient may be chosen.

Bursaries will typically be disbursed at the beginning of the Fall and Winter.

8. DISBURSEMENT PROCESS

8.1 The Student Financial Aid and Awards Office will make all reasonable attempts to disburse all available awards monies.

8.2 Wherever possible awards will be credited to the student's account, in accordance with student accounts policies and procedures. Any award dollars in excess of amounts owing on student accounts will be issued as a refund, as per the deposits and refunds procedure. Refunds are processed monthly by Corporate Finance.

8.3 When student account credit is not applicable, awards will be disbursed by electronic funds transfer or cheque once the Student Financial Aid and Awards Office has verified there is no outstanding balance on the recipient's accounts.

8.4 The Student Financial Aid and Awards Office may rescind an award if a student does not meet the required deadlines or no longer meets the criteria of the award.

8.5 If an award recipient withdraws during the period of studies for which an award was disbursed after the add/drop period, no attempt will be made to recover award money already paid to the recipient. In the case of split or renewable awards subsequent payments will be cancelled.

8.6 An award may be undisbursed if no suitable candidate is found.

8.7 Cheques or award certificates issued to award recipients that become stale-dated will not be reissued.

Original Copy Signed

Nancy Brown
Vice-President, Academic and Provost
Date: April 8, 2026

Additional Information	Location
SD 3.0 Student Financial Aid & Awards Policy	MHC Website/Policy & Procedure SharePoint
SD 3.2 Emergency Financial Aid Procedure	MHC Website/Policy & Procedure SharePoint