

# Brescia University College

## POLICIES *and* PROCEDURES

Policy Number: Finance  
Classification: Principal's Office  
Issued by: Registrar's Office  
Approved by: Admissions and Enrolment Policy Committee  
Effective Date: Nov 26, 2012  
Supersedes: May 1, 2005

**PURPOSE** The purpose of this policy is to provide guidelines for the application of continuing admission scholarships at Brescia University College.

**SCOPE** This policy will apply to all Brescia students holding continuing admission scholarships.

**POLICY** Continuing Admission Scholarships are awarded based on:

1. Enrollment in prior Fall-Winter session in a minimum of 5.0 courses. If a student is enrolled in greater than 5.0 courses, the average of all courses completed within the Fall-Winter session will be used.
2. Minimum sessional average of 80%. For rounding purposes, students with a sessional average of 79.45% will be rounded to 80%.<sup>1</sup>
3. Continued registration at Brescia University College.

### **PROCEDURE**

#### **A. Assessment of Eligibility**

Continuing scholarship eligibility is assessed in the following manner:

1. Reviewed on an annual basis by the Registrar's Office.  
Timing: Preliminary list sent to the Accounts Receivable Officer early July. Final list sent to the Accounts Receivable Officer based on course enrollment at the end of July.
2. Information shared with the Accounts Receivable Officer and other recipients (noted above) through an electronic listing. All scholarships will be applied against the student's fees accounts.
3. Students are notified by:  
All students who are eligible to receive a continuing scholarship will be notified by the Registrar's Office via email

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<sup>1</sup>This is consistent with the constituent university policy on the *Definition of Grades; Grading Scales for Undergraduate Students, section S.02-10 Marking Scales.*

June. All continuing scholarships are conditional on students maintaining their registration at Brescia.

### **B. Withdrawal or Reduced Course Load After Receiving Continuing Admission Scholarship**

1. For students withdrawing from the university, the value of the scholarship will be prorated based on the number of weeks attended using the date of withdrawal.

For example, a \$2,000.00 scholarship recipient withdraws 3rd week of October. Calculation: \$2,000.00 divided by 34 weeks = \$58.82 per week, times 5 weeks in school = \$294.10. Student would keep \$294.10 toward their account.

2. Scholarship recipients who reduce their course load to less than 3.5 courses after registration, or who decides to enrol part-time for the year, shall be entitled only to the value of the scholarship as determined by the prorated value of the scholarship based on course enrollment.

For example, a full-time student awarded a \$2,000 scholarship who changes their registration to 3.0 courses within the ADD/DROP period, would be eligible to receive:  $\$2,000/5 \times 3 = \$1,200$ .

Note: Students receiving a pro-rated Continuing Admission Scholarship will be ineligible for that scholarship in subsequent years (as per point "1" under Policy).

### **C. Scholarship Appeals**

Any questions concerning eligibility are to be directed to the Registrar's Office.

Formal appeals are to be submitted directly to the Principal's Office and will be reviewed by the Principals' Review Committee. Students whose overall average falls within 2% of the minimum standard for retaining a continuing admission scholarship may appeal in writing to the Principal's Office outlining the basis of appeal and any special circumstances which warrant consideration. Deadline to submit an appeal will be September 15.

### **D. Student Athletes**

This policy recognizes the significant time commitment required from our varsity athletes. Student Athletes who qualify for a Brescia Admission Scholarship will be permitted

to enroll in a minimum of 4.0 courses and will be eligible to renew their scholarship for a total of 5 years. In order for Student Athletes to retain a continuing scholarship, recipients must maintain an 80% average on 4.0 courses taken concurrently in the September to April term while registered at Brescia and must continue to be on the roster of a Western Intercollegiate Athletics team. Students must retain their registration at Brescia University College to be eligible for scholarship renewal.