

Approval Authority: Education Council

Last Approved: November 13, 2024

Administrative Responsibility: Office of the Registrar

Next Review: November 2027

PURPOSE

The purpose of this policy is to ensure the equitable and consistent adjudication and maintenance of internal and donated awards, bursaries, and scholarships.

SCOPE

This policy applies to eligible NVIT learners who are selected to receive year-end and entrance awards, bursaries, and scholarships. Awards, bursaries, and scholarships enhance access and can cultivate a learning environment centred on decolonization, reconciliation, equity, diversity, inclusion, and access for all students, reflecting NVIT's values, priorities, and commitments. NVIT ensures an equitable and collaborative adjudication process.

POLICY AND PRINCIPLES

All awards, bursaries, and scholarships are supported by community donations or NVIT and are accessible to prospective and current learners of NVIT. Awards, bursaries, and scholarships are intended to recognize and support the outstanding achievement of NVIT learners in recognition of academic excellence, academic standing, leadership, community involvement, financial need, self-identification of Indigenous ancestry (where applicable), and written submissions.

Awards, bursaries, and scholarships may hold monetary value and/or distinctions and are maintained to fulfill NVIT's institutional mission, vision and strategic directions as well as criteria determined by community donors.

Award, bursary, and scholarship recipients will satisfy all criteria specified by a donor, unless the donor agrees to waive those criteria. Unless specified by the donor, award, bursary, and scholarship recipients will satisfy NVIT's eligibility requirements listed below:

Year-End award, bursary, and scholarship recipients will:

- a) Be in good standing.
- b) Be full-time learners. Semesters for consideration of year-end awards, bursaries, and scholarships will be the previous Summer and current academic year Fall and Spring.
- c) Be registered in an NVIT program (Unclassified Studies Program Learners are ineligible). Program is determined by the majority of applicable registered courses.
- d) Meet the minimum GPA requirements of the award, bursary, or scholarship. The cumulative GPA is calculated over the semesters specified above.

- e) Courses considered for enrollment percentage and GPA must have been completed at NVIT; Transfer Credit is not applicable.

Entrance award, bursary, and scholarship recipients will:

- a) Be admitted to NVIT.
- b) Be registered as full-time learners in the semester for which the scholarship will be awarded.

PROCEDURES

Clear procedures, processes, and approvals are in place to ensure accountable accounting, fair adjudication of awards, bursaries, and scholarships, and prompt distribution of financial awards, bursaries, and scholarships to students.

1. Awards, Bursaries, and Scholarships Adjudication Committee – composed of at least:
 - One (1) Associate Registrar or Enrollment Services Team Manager
 - One (1) Dean or Associate Dean
 - One (1) Faculty Member
 - One (1) Support Staff Member
 - One (1) Vancouver Campus representative

One employee may satisfy more than one of these requirements.

The Adjudication Committee will convene annually in the first three weeks of May for Year-End recipients and again in the first two weeks of September for Entrance recipients to deliberate, allocate, and bestow scholarships, bursaries, and other forms of recognition.

2. Adjudication Committee Chair - The committee chair ensures compliance with award guidelines, conducts procedural reviews as needed, assists the Registrar's Office in addressing conflicts of interest, and ensures procedural changes are only made during an awards, bursaries, and scholarships cycle under specific circumstances. The Chair will determine the recipient in a tie-breaking decision.

Awards, bursaries, and scholarships that are determined by program Department Chairs will be sent in the first three weeks of May with all relevant documentation to make an informed decision of recipient(s). In the absence of a Department Chair, the Dean or Associate Dean will determine the recipient(s).

Conflicts of interest must be declared upon discovery. In such cases, the Registrar will either step in or offer guidance to the Adjudication Committee for decision-making.

Learners with overdue tuition and/or fees will have the award, bursary, or scholarship applied to their accounts before any funds are released.

CONFIDENTIALITY AND PRIVACY

By submitting an application for an award, bursary, or scholarship, the learner agrees to release their personal information, application details, and photo to the donor. NVIT will publish the name of all

recipients at the annual graduation and Entrance Award ceremonies. All requests to withhold names must be submitted to the NVIT Registrar's Office no later than the award application deadline.

DONATIONS

All donation inquiries can be sent to registrarsoffice@nvit.ca. Award, bursary, and scholarship donations will require an award donation contract and agreement prior to the distribution of funds. Award donors will be contacted for annual renewals no later than six weeks prior to disbursement. Awards unconfirmed by the six-week deadline will not be distributed.

DEFINITIONS

Academic Excellence: achieving the highest GPA over a minimum of two and maximum of three consecutive terms while enrolled in a full-time course load.

Academic Standing: meeting the academic performance requirement for the applicable program.

Donations: monetary or gifts given to NVIT to support or recognize students. Donations that qualify for tax credit will receive a letter of donation confirmation before the next tax year.

Full-Time Enrolment: registration in 60% or more of required program in the applicable award year. This includes 40% enrolment for learners who have a permanent disability designation through the Success Centre or Student Loans.

Leadership: students who actively participate in their learning environment and assist in developing their communities.

Community Involvement: demonstrated active participation in school, work, home, or local community by volunteering, mentorship, land stewardship, tutoring, club membership, etc.

Financial Need: demonstrated need for monetary support in the form of a budget submission based on one academic term.

Self-Identification of Indigenous Ancestry: voluntary disclosure of Indigenous ancestry and identity.

APPEALS

Appeals for funding decisions are not feasible due to limited funding allocations. However, individuals can request a procedural review from the Registrar within two months of receiving the funding decision. The outcome of the review will be communicated in a letter, copied to the appellant and the Registrar's immediate supervisor and President.

RELEVANT POLICIES

- A.3.9 Credentials Policy and Procedures
- C.1.7 Academic Integrity
- C.3.3 General Admission Requirements
- C.3.10 Grading System