

Policy Title: Student Awards
Policy Approver: President's Office
Policy Holder: President's Office
Executive Lead: Advancement
Category: Operational
Original Date: November 2014
Last Revised: June 2019
Next Review: November 2021

Policy Statement

Yukon University is committed to ensuring quality and to demonstrating a culture of excellence in all that we do.

Student Awards are a critical tool in overcoming the financial barrier to academic success and to attracting and retaining students. Thus, the donors of those awards are important to student success and need to be managed thoughtfully and carefully.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President of Yukon College, this policy is hereby deemed in effect the 12th day of June, 2019.

Karen Barnes

June 12, 2019

President, Yukon College

Date

1. Purpose of Policy

The purpose of this policy is to clarify principles and guidelines for acceptance, development and administration of student awards at Yukon University.

The Development Office is responsible for negotiating the terms of every externally funded student award in consultation with the Office of the Registrar and Financial Services, to ensure the criteria can be executed. The Office of the Registrar promotes and administers awards once they have been set up. Adjudication of the awards is through a separate process; the information on successful recipients is delivered to the Office of the Registrar.

Some awards are drawn from endowments that are administered through the Yukon Foundation.

2. Governing Legislation and Relevant Documents

Board of Governors Policy #3: Yukon University President Responsibilities
Canadian Human Rights Act
Canada Revenue Agency guidelines
Yukon Foundation Memorandum of Understanding
Yukon University Institutional Values
Yukon Human Rights Act
Yukon University Act

3. Scope

This policy applies to all members of the University Community in all departments, centres and institutes, as well as all campuses of Yukon University.

4. Definitions

- **Award** – This is a general term describing the presentation of an item of monetary and/or other value to reward a person or persons. An award is based primarily on an achievement, such as academic merit or community service, as identified by the donor. Financial need may also be a consideration.

- **Bursary** – A bursary is a financial award based on demonstrated financial need. Additional secondary selection criteria, such as community involvement or leadership, may also be used.
- **Development Award** – A development award is a financial award that may be used to support student development opportunities, including experiential learning, conference participation, studying abroad or other expenses as per the terms of the award. Development awards may be awarded based on outstanding performance, promise of further significant achievement or financial need.
- **Endowment** – An endowment is a lump sum of money that is donated to Yukon University and invested in perpetuity. Investment earnings generated by the endowment are used according to the terms outlined in the gift agreement. Unless otherwise stated in the gift agreement, unexpended interest will be reserved for future use.
- **Research Scholarship** – A research scholarship is a financial award to be used for research in a pre-approved designated area, selected by the donor and in line with the University's strategic directions.
- **Scholarship** – A scholarship is a financial award based on excellence in academic achievement. Additional secondary selection criteria, such as community involvement or leadership, may also be used.
- **Student Emergency Bursary** – This is a financial award given to a student based on severe financial stress.

5. Guiding Principles

None.

6. Other Related and/or Accompanying Documents

PO 5.1 – Student Awards Procedures

7. Document History

Include all updates here, including housekeeping changes, beginning with formal approval.

<i>Date</i>	<i>Update</i>
June 2019	Re-approved by Yukon College President, with edits.

Addendum A - Policy Communication Checklist

Policy Name: Student Awards Policy

Number: PO 5.0

Submitted by: Kelly Proudfoot

List those consulted with in preparation of this policy:

Name	Department	Date
Wally Rude	Office of the Registrar	January 23, 2019
Luzelle Nagel	Administrative and Financial Services	
Karen Barnes	Office of President	

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC			
Student Union	n/a		
Employee's Union	n/a		
Occupational Health and Safety	n/a		
Academic Council	n/a		
Board or a Board subcommittee	n/a		
Awards Committee	Will meet with to discuss process		
SEC for Final Review	June 2019		