



Undergraduate Entrance & Continuing Admission Scholarship Program Policy & Procedures

Approved by: Executive Director, Strategic Initiatives and Growth
Effective Date: September 1, 2023

PURPOSE

The purpose of this policy is to:

- Provide a clear statement of the obligations of Brescia to administer the undergraduate entrance and continuing admission scholarship program.
- Outline student requirements and responsibilities in the scholarship program.
- Provide an appeal process.

DEFINITIONS

For the purposes of this policy the following definitions apply:

- Entrance Scholarship – means a scholarship awarded to students entering full-time studies at Brescia in Year 1.
- Continuing Scholarship – means a scholarship awarded to students continuing in full-time studies.
- Scholarship – means a monetary award provided to a student based on academic excellence.
- Full-Time Studies – means a course load of 4.0 or greater during the fall/winter session.

SCOPE

This policy will apply to all undergraduate entrance and continuing admission scholarships offered by Brescia.

POLICY

Brescia's undergraduate scholarship program is designed to recognize and reward students with high academic achievement who are registered in a full-time course load and who are paying full-time fees to Brescia.

Brescia reserves the right to determine acceptable academic credentials, grades and prerequisite courses to be used as a basis for awarding scholarships. Values are subject to change without notice.

Entrance Scholarships or Awards

- Recipients of entrance scholarships or awards must not have previously attended a post-secondary institution.
- Students entering Year 1 are eligible for an entrance scholarship in accordance with the established requirements which are reviewed annually.
- Students must be registered in a full-time course load and be paying full-time tuition fees to Brescia to receive an entrance scholarship or award.
- Students registered in a 3.5 course load or below are not eligible for entrance scholarships or awards.
- Entrance scholarships are renewable in subsequent years (see Continuing Scholarships criteria below) for a maximum of four years.
- No student will receive a Brescia entrance and continuing admission scholarship or award monies (excluding bursary monies) in excess of the individual student's tuition per academic year.

Continuing Scholarships (Renewals)

- To qualify for renewal, students must achieve a minimum sessional average of 80% in the prior fall/winter session (September to April) while registered at Brescia. For rounding purposes, students with a sessional average of 79.45% will be rounded to 80%.
- Students must have completed a minimum of 5.0 courses in the prior fall/winter session.
- Summer credits cannot be used toward renewal calculation.
- To receive the renewal, students must be registered in a full-time course load and be paying full-time tuition fees to Brescia.
- Continuing Scholarships are for a maximum of three years of study at Brescia University College if the student continues to meet the renewal criteria.
- All credits must be earned through courses taken at Brescia, Huron, King's and Western. No transfer credits or Letter of Permission grades are permitted. An exception is made for students studying on an official Brescia/Western exchange program, see 'Students Attending Other Institutions' for details.
- Students who do not qualify for renewal in any given year may NOT requalify in a subsequent year should they achieve an average of 80% on 5.0 credits. Once a student has not met the criteria to retain the continuing scholarship, eligibility is terminated and the scholarship will not be reinstated at any point in time.
- No gaps in study will be allowed. Renewal credits must be earned in the year immediately preceding the scholarship renewal.

January Start Students

- Students who begin studies in the winter session (January to April term), and are eligible for an entrance scholarship in accordance with the established requirements, will be considered for a prorated entrance scholarship.
- Students are required to be enrolled in a minimum of 2.0 credits, as of the last day to drop winter courses to be eligible to receive the winter portion of the scholarship.
- Renewal eligibility for the following academic year will be based on successful completion of 2.5 credits with a minimum sessional average of 80%.
- Summer credits cannot be used toward renewal calculation.

- Subsequently, the full value of the scholarship may be awarded each September however the total scholarship award is not to exceed the maximum allotment for four years of undergraduate study, provided the student meets the Continuing Scholarships (Renewals) criteria.
- Assuming the student is eligible for renewal, the final year scholarship will be prorated to ensure that the maximum available scholarship award is not exceeded.
- It is possible that January start students may receive less than four years of value.

Academic Accommodation Plan

- A student who is registered with Accessible Education at Western and is required to take a reduced course load as part of their academic accommodation plan, will be offered a pro-rated scholarship at a minimum of 3.5 courses.
- The student must self-disclose their reduced course load academic accommodation by September 15th, annually to brfinaid@uwo.ca.
- Renewal eligibility for the following academic year will be based on successful completion of a minimum of 3.5 credits with a minimum sessional average of 80%
- Renewal is possible in subsequent years for a maximum of three years.

Tuition Waivers

- Dependents of Brescia staff and faculty may be eligible for a tuition benefit. The application for dependent tuition benefit (along with provisions and guidelines) is through Brescia's Human Resources department.
- In the event that the dependent is eligible for an entrance and continuing admission scholarship, the value of the Tuition Benefit will be reduced such that the sum of the Tuition Benefit plus any entrance and continuing admission scholarship does not exceed the value of Brescia's undergraduate domestic tuition plus compulsory ancillary fees.
- Dependents may be eligible for Brescia Subject Awards. Subject Awards will not reduce the Tuition Benefit.
- Students may hold a Tuition Benefit and, if eligible, a Brescia "externally funded" scholarship (e.g. donor funded award). Externally funded scholarships will not reduce the Tuition Benefit.

Students Attending Other Institutions

- With the exception noted below for students participating in an international exchange program, students who choose to attend another post-secondary institution will not receive a scholarship upon their return to Brescia.
- Brescia students who participate in an international exchange program at Brescia or within the Western University community, are eligible to receive their continuing scholarship for their time abroad IF their tuition is paid to Brescia. Continuing scholarships will be renewed for students returning to Brescia if all exchange courses are successfully completed.

Scholarship Deferrals

- Students who defer their offer of admission to Brescia may defer their entrance scholarship for a maximum period of one year. Students must request to defer an offer of admission through the Brescia Admissions Office.
- Students who leave Brescia due to accident or illness may appeal to have their scholarship reinstated upon return to the University.

Student Varsity Athletes

- Student Varsity 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.
- In order for Student Athletes to retain a continuing scholarship, recipients must maintain an 80% average on 4.0 courses taken concurrently in the fall/winter session while registered at Brescia and must continue to be on the roster of a Western Varsity Athletics team.

Joint Campus Programs

- **Ivey Dual Degree Programs**
 - Students enrolled in a Brescia/Ivey dual degree program will have their Brescia continuing scholarship applied during their time at Brescia.
 - Recipients will receive the full scholarship for the first two years of study at Brescia and then for fourth and fifth years, provided a minimum of 3.0 credits are at Brescia and all continuing scholarship requirements are met.

Scholarship Appeals

- Students who do not meet the eligibility requirements for scholarships or renewals due to accident, illness, family emergency, or other extenuating circumstance may appeal to the Scholarship Appeals Committee for special consideration.
- Students whose overall average falls within 2% of the minimum standard for retaining a continuing admission scholarship may appeal to the Scholarship Appeals Committee for special consideration.
- Appeals are not possible for students whose eligibility has been withdrawn in any prior year of study.
- All appeals must be submitted using the form and contain documentation relating to the student's circumstances.
- Students must demonstrate that the circumstances described prevented them from meeting the eligibility requirements as outlined in this policy and that in normal circumstances they would have successfully met the requirements.
- Supporting documentation may include medical documentation, transcripts showing past academic achievement, letters of support from professors, or mid-term grade reports.
- For full details, refer to the "Continuing Admission Scholarship Appeal Form" on the Brescia website.
- Deadline to submit an appeal will be September 15th, annually.

Withdrawal or Reduced Course Load

- Students who withdraw from Brescia within the first 30 days from the study period start date, and are in receipt of an entrance or continuing admission scholarship, will have the full value of the scholarship cancelled and reversed from their student account.
- Scholarship recipients who withdraw or reduce their course load to less than 4.0 courses after registration and/or after the first 30 days will have the amount of the scholarship prorated based on the following scenarios:
 - Students who withdraw after 30 days: The value of the scholarship will be prorated based on the number of weeks attended full-time in the academic term. The number of weeks will be calculated using the date of withdrawal and Brescia's refund schedule. For example, a Nov 5th withdrawal would mean the

student has incurred 64% of first term tuition which would mean their scholarship would be prorated to 64% of the value.

- Students who withdraw from full-time studies but remain registered in a reduced course load: The value of the scholarship will be prorated based on the number of credits retained.
- Students who withdraw from studies or reduce their course load and receive a prorated entrance and continuing admission scholarship will not be eligible for renewal in subsequent years.

PROCEDURE

Assessment of Eligibility

1. Entrance Scholarships are assessed by Brescia's Admissions Office. A list of successful incoming scholarship recipients is provided to the Accounts Receivable Officer. Scholarships are then loaded to a student's Statement of Account, and updated accordingly based on course enrollment.
2. Continuing Scholarships are reviewed on an annual basis by the Registrar's Office. A list of students who meet the renewal criteria is provided to the Accounts Receivable Officer. Scholarships are then loaded to a student's Statement of Account, and updated accordingly based on course enrollment.