

Brescia University College
Continuing Scholarship POLICIES and PROCEDURES

Policy Number: Finance
Classification: Principal's Office
Issued by: Registrar's Office
Approved by: Vice-Principal Students and Vice-Principal Finance and Administration
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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%.¹
3. Continued registration at Brescia University College.
4. Continuing Scholarships are for a maximum of four years of study 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. A list is then provided to the Accounts Receivable Officer and student's Statement of Account will be updated accordingly based on course enrollment at the end of July.

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

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

B. Prorated Entitlement

Continuing scholarship recipients are eligible for the full renewal of their scholarship if their current year registration is 4.0 and above. Students with a current year registration of 3.5 courses for the academic year, shall be entitled only to the prorated value of the scholarship.

For example, a full-time student eligible for a \$2,000 scholarship would be eligible to receive the prorated value calculated as follows: $\$2,000/5 \times 3.5 = \$1,400$.

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. 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 (ie. drop courses) after registration, will have their entitlement eligibility recalculated and the value of such will be based on the respective courses maintained as well as prorated based on the drop dates of any courses that have been withdrawn

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 HIVE at Brescia, brescia@uwo.ca.

Formal appeals are to be submitted directly to the HIVE and will be reviewed by the Vice Principal, Students. Students whose overall average falls within 2% of the minimum standard for retaining a continuing admission scholarship may appeal in writing to the Vice Principal, Students outlining the basis of appeal and any special circumstances which warrant consideration.

Note: Please refer to the "Continuing Admission Scholarship Appeal Form" on the Brescia website. Deadline to submit an appeal will be September 15, annually

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.