



COLLEGE OF THE ROCKIES SCHOLARSHIPS AND AWARDS PROGRAM

Student Awards in the form of Entrance Bursary; Entrance Scholarship; Bursary; or Scholarship directly contribute to students' success. Awards encourage success to address financial need and/or reward achievement and can also recognize student qualities which match the priorities of the donor.

Donors make a commitment to an award for a number of years, and contribute the amount of the award annually. Or the award can be generated through a permanent trust or endowment fund. Gifts to the scholarship program for student awards are either *Annual* or *Permanent*. Awards can be named for the professional or community group donating the award, or in honour of a family member, community leader, or community event. The award may be designated to support and benefit students according to their home residency, affiliation, or program of study.

Definitions

Annual - where a financial amount is committed each year, and all funds are exhausted during the fiscal year received. Funds are awarded to students as scholarships and/or bursaries.

Permanent - where a financial amount is contributed to a trust fund or endowment fund. The funds received are invested and all interest generated from the permanent funds are used for scholarships and/or bursaries.

Entrance Bursaries - may be applied for by mature students (over 21) entering his/her first year of post-secondary training/education at the College of the Rockies that demonstrate financial need according to the criteria for each entrance bursaries.

Entrance Scholarships - may be applied for by students who are entering his/her first year of post-secondary training/education at the College of the Rockies directly from Canadian secondary schools, according to the criteria for each entrance scholarship.

Bursaries - awards based on financial need and reasonable academic standing, as determined by the Award Committee.

Scholarships - awards to a student to help finance further education based on academic merit or excellence in the area to which the award pertains.



To be eligible for an award, students must be enrolled full-time in a program. If a student can demonstrate that they are carrying the maximum course load possible in some circumstances, exceptions can be made. Students with disabilities, including those who are on a reduced course load, are eligible to be considered for awards. Students must identify themselves to the Financial Aid office and must have documentation of the disability.

Except where the terms and conditions of an award specifically state otherwise, award recipients must normally be returning to the College of the Rockies in the next academic semester/year and enroll in a full-time program.

Except where the donor directs otherwise, the proceeds of awards issued by or through the College of the Rockies will be applied towards the total tuition fees for the academic year. If the amount of the award or award(s) exceeds the unpaid fees for the academic year, the excess balance will be paid to the student only if registration in a full course load is maintained. Deferral of an award for up to one year may be granted on written application to the Award Committee.

Students, who enrol in a full-time program then withdraw from courses and fall below a 60% course load, will have the value of their award reduced accordingly if the amount exceeds their assessed fees. Students in the final year of a program who need fewer than 60% course load to graduate are eligible for awards and normally receive award monies only up to the value of their fees.

Any award may be withheld, reduced, or cancelled for any of the following reasons: lack of suitable candidates; failure to meet terms and conditions of the award; withdrawal from the College; reduced income on invested funds; withdrawal of the award by the donor.



How to Establish a Student Awards for Bursaries or Scholarships

Complete Bursaries and Scholarships Gift Form

- Step 1: Decide on the amount of the Gift.
- Step 2: Decide if the gift is to be directed to an existing award; or if a new award is to be established.
- a) If directed to an existing award; the name of the award to direct the funds. The award must already be established as a permanent award and the funds invested in a general trust or endowment fund.
 - b) If a new award is to be established, complete the Bursaries and Scholarship Form.
- Step 3: Indicate the period of time the gift is donated, the frequency and method of payment.

Complete Bursaries and Scholarships Form

- Step 1: Decide on the amount and if the award is a cash award or tuition/books award at COTR or other post-secondary institutions.
- Step 2: Decide on the type of gift - *Annual or Permanent*
- Step 3: Decide on the type of award - *Entrance Scholarship or Bursary, Bursary, or Scholarship.*
- Step 4: Decide on the name of the new award.
- Step 5: Decide on the application / award date.
- a) Bursaries applications are typically at the *End of Fall Academic Semester* to support students' financial need to continue their education during the current academic year. Awards are presented to recipients at the start of the next academic semester.
 - b) Scholarships are awarded at the *End of the Academic Year*. Awarded to students based on the years academic merit. Scholarships and bursaries are awarded at the end of the academic year are presented to recipients at the Annual Awards ceremonies.
- Step 6: Determine the Eligibility requirements. (examples)
- a) Residence, program of study, marital status, age, affiliation, and/or community involvement
 - b) Full-time or Part-time course load
 - c) Continuation of program of study at COTR or other post-secondary institution. Completion of certain level of course work. Pursuing post-secondary training towards a career field and or related study.
- Step 7: Determine the Selection Criteria. (examples)
- a) Academic achievement, GPA requirement
 - b) Financial Need
 - c) Contribution to college and/community
 - d) Nomination or recommendation of instructor



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**College of the Rockies Award Program
Gift Form
Bursaries and Scholarships
Donations**

Yes, I wish to support College of the Rockies

Title Dr. Mr. Mrs. Ms. Miss

First Name _____ Initial _____ Last Name _____

Title _____ Organization Name _____

Mailing Address _____ City _____

Province _____ Postal Code _____ Country _____

Phone () _____ Fax () _____ Email _____

My gift

Single Gift \$ _____

Annual Gift Total amount \$ _____ Installments of \$ _____

Monthly Annually

Start date _____ Completion date _____

Continue until I advise you

Direct my gift to:

New annual award

New permanent award

Already established permanent award

College of the Rockies general awards
program fund

Must commit to a minimum donation for 5 years

Minimum \$5000 donation, matched by College of the Rockies (on
approved basis)

Name student award to direct funds _____



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Payment options

Cheque enclosed payable to: "College of the Rockies"

For recognition

Use my name as above for donation credit

I wish to remain anonymous

Use this name _____

If you will be creating an award for the Spring Awards ceremony provide contact for award presentation or alternate

Same as above, and/or

Title Dr. Mr. Mrs. Ms. Miss

First Name _____ Initial _____ Last Name _____

Title _____ Organization Name _____

Mailing Address _____ City _____

Province _____ Postal Code _____ Country _____

Phone () _____ Fax () _____ Email _____

Receipts

An official receipt will be provided for all gifts over \$20.

One annual receipt will be provided for multiple pledged instalments.

College of the Rockies Awards Program

A registered charity supporting College of the Rockies and its students
Charitable Registration 87323 6178 RR001

Please return this form to

College of the Rockies
Financial Assistance and Awards Office
PO Box 8500, 2700 College Way
Cranbrook, BC • Canada • V1C 5L7
Phone (250) 489-2751 • Fax (250) 489-1790



BURSARY AND SCHOLARSHIP FORM
College of the Rockies Awards
(Award Description)

Name of the Award:

Designated to support a student in _____ program.

Scholarship (typically based on highest marks)

Bursary (typically based on financial need)

Award (typically based on combination and possibly community service/volunteerism)

Amount: \$ _____

Eligibility: «Details of Eligibility Requirements»

See page 3.

Selection:

See page 3

Criteria: «Detail of the Selection Criteria and Requirements»

See page 3

Award Date:

- Entrance award prior to school start
- End of Fall Academic Semester
- End of Academic Year at awards ceremony