



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Financial Aid for Students – Policy 200

Policy Statement

This policy replaces Financial Aid for Students Policy 200 dated June 18, 2014. This policy sets out a general framework for providing financial awards to students and applies to all financial awards to students administered by PCU-WHS.

Related policy

Academic Appeals and Complaints
Academic Warning
Admissions
Continuance in Program
Course Withdrawal
Dispute Resolution
Grade Point Average
Privacy
Students with Disabilities
Student Code of Conduct

General

Awards and conditions of awards administered by PCU-WHS must be consistent with the mission, goals and values of the University as determined by the University, comply with any relevant government legislation such as federal and provincial human rights laws, and comply with any conditions or regulations established by the provider of an award.

Scholarships, Bursaries and other financial awards may include a variety of conditions relating to academic achievement, academic standing, course load, student conduct, demographic profile of the recipient or other conditions that have been established by the University or by the person, agency or door providing the award.

Students with disabilities, including those on reduced course loads, are eligible to apply for scholarships and other financial awards. Such students must identify themselves to the office of the registrar at the time of their application for an award and must provide any documentation requested by the university. When administering a financial award, the University will attempt to make reasonable accommodation for students with disabilities. The nature of the accommodation and the expectations regarding the student's performance will be explained to the student in writing.

It is not possible to anticipate all of the goals, objectives, terms and conditions that may be part of a given award. When establishing either internal or external awards, the University will make every effort to ensure that the award includes a clear and comprehensive statement of the objectives, terms and conditions of the award in order to minimize misunderstanding by either the recipient or the provider of the award.

Awards intended to recognize academic achievement will be awarded based exclusively on a recipient's academic record.

Scholarships or any financial award based on primarily on academic achievement will be identified as such by the Chief Academic Officer and noted on the student's transcript for each trimester in which a student receives the award and has met all the conditions of the award. Where the award is provided for the recipient's first trimester of studies at the University, it will be denoted as an entrance award.



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Recording the award on the transcript contributes to an understanding of the student's academic standing, progression, or history at the University and is recommended by the Association of the Registrars of the Universities and Colleges of Canada.

Terms and Conditions of Awards

Recipients of awards must enrol in the first trimester for which the award is available as determined by the University. Deferral of awards to a subsequent trimester will not automatically be granted and are at the discretion of the University.

An award may carry a requirement for the minimum number of credits that must be attempted by the student in any trimester in order to receive the award.

The University may limit the size of a financial award provided to any student and/or assign the award to another student.

Subject to the terms and conditions of an award, the proceeds of the award or scholarship will be applied first to any tuition fees assessed for the next trimester to which the award applies. If the award is greater than the tuition fees, the balance will be applied next against any other outstanding fees owed by the student. Any remaining balance may be paid directly to the student.

An award may be cancelled if a donor withdraws an award, if a student does not meet the conditions of the award or if the University determines that the student has been involved in academic or other misconduct.

Awards funded by federal or provincial governments, other agencies or private donors are not guaranteed by the University.

A student who fails to maintain the required academic standing or satisfy other conditions of an award will not normally be required to repay the award except as otherwise determined by the University.

Eligibility criteria for an award or scholarship must be readily accessible and will be published in a designated section of the University's Academic Calendar and in a designated location of the the University's website.

Appeals and Complaints

Complaints arising out of the application of this policy will be handled in accord with the University's policies on Academic Appeals and Complaints and/or Dispute Resolution as determined by the University.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012; June 3, 2019
Revised: June 3, 2019
Responsibility: Registrar