

Policy Name	Scholarships		
Policy #	112	Category	100: ACADEMICS
Steward	Manager, Marketing	Date Approved	February 1, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

This policy statement is designed to ensure that all scholarships awarded by Suncrest College, are structured to provide maximum benefits for the students of Suncrest College, the donor, and the College. This policy is intended as a guide and allows for some flexibility on a case-by-case basis.

SCOPE

This policy applies to staff, students, and donors who are involved in managing, allocating, providing, or receiving scholarships.

PRINCIPLES

- All the activities of the Scholarship Committee at Suncrest College shall reflect our Vision, Mission, and Values.
- All fundraising activities will adhere to the Gift Solicitation and Acceptance policy of Suncrest College to work in:
 - The best interests of Suncrest College students;
 - The best interests of the donor;
 - The best interests of Suncrest College; and
 - The best interests of the scholarship program.
- Program goals:
 - To strengthen Suncrest College’s recruitment efforts via generous Entrance and Internal Scholarships
 - To build relationships with community partners and program donors
 - To provide financial assistance to post-secondary students attending Suncrest College
 - To enhance relationships with future alumni

- To bolster the reputation of the college as a student-centered institution
- Each year, the college receives an allocation of funds from the Saskatchewan Innovation and Opportunity Scholarship Fund (SIOS), a program administered by The Ministry of Advanced Education. (See Appendix 1 SIOS Guidelines) These funds are used to top up the donations raised and are applied as matching dollars to monies raised, allowing the college to double most, if not all donations. Receipts issued to the donor are based only on the original donation and do not include the Ministry's matching funds. The Ministry has set specific guidelines for applying the matching funds including the stipulation that SIOS funds can only be applied to scholarships and awards for students engaged in post-secondary training. When an award is given to a student in an Adult Education program, that specific award would not be matched with SIOS dollars.
- Matching funds from the Ministry responsible for regional colleges will be utilized subject to availability of such funds and within the guidelines of the current program. Funds will be allocated on a first come first served basis. It is understood that the ability to match donations with provincial funds will vary from year to year and is dependent on the announcement in the provincial budget.
- Suncrest College will encourage unrestricted scholarship donations, which provide the scholarship committee with the flexibility to utilize scholarship donations for the best interests of all students, in all programs, at all campuses.
- The College shall acknowledge all scholarship donations according to donor wishes.
- A Scholarship committee comprised of at least two members from the Marketing team and two members from the Learner Services team.
- The committee will oversee the general operations of the scholarship and awards program which include:
 - Establishing criteria to guide the decision-making process in relation to the eligibility of individual applicants and as well as specific programs.
 - Determining the key priorities for allocating awards created from donations with no prescribed criteria
 - Establishing and maintaining the scholarship application process. This may include applicants needing to provide written statements or other supporting documents pending the donor criteria.
 - Ensuring scholarship(s) are allocated to students in a fair and ethical way. Donors should be removed from the allocation of scholarships where it is deemed a conflict of interest.
- Responsibilities:
 - Marketing will be responsible for soliciting donations from both new and repeat donors, monitoring the overall program including accurate entries into the scholarship database, establishing an annual scholarship and award allocation plan based on each year's specific sponsors and funds available, confirming

applicant eligibility in consultation with the Admissions and Academics teams, ensuring criteria requested by donors is reflected in decision making, leading the committee in the selection process by presenting the allocation plan and pre-selections based on best fits for established criteria and college priorities.

- Learner Services will assist with the promotion of scholarship applications to students, the decision-making process for award allocation, and event planning.
- Scholarships will be presented to students at a recognition event in late September for entrance scholarships and in March for internal scholarship.; donors will be invited to make the presentation of (a) scholarship(s) presented in their name.
- Charitable receipts will be issued to donors at the end of the calendar year in which the donation was made (this may not be the same year that the scholarship is presented).
- The scholarship committee reserves the right to move scholarship applicants from one scholarship application pool to another provided that the move increases the applicant's chances of winning a scholarship.
- The scholarship committee will endeavor to award scholarships to the largest number of students possible.

PROCEDURES

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

1. [303 Fundraising and Acceptance of Gifts policy](#)
2. Saskatchewan Innovation and Opportunity Scholarship Administrative Guidelines for Post-Secondary Institutions
3. Suncrest Scholarship Program Guidelines & Procedures