

Policy Name	STAFF SCHOLARSHIP CONTRIBUTIONS		
Policy #	719	Category	HUMAN RESOURCES
Steward	VP, People & Strategy	Date Approved	March 25, 2025
Next Review Date		Date Reviewed or Revised	August 5, 2026

POLICY

Suncrest College offers several scholarships to students in college programs each year. The purpose of this policy is to recognize the important role each of us plays in shaping our Suncrest College community by strengthening the College's student recruitment efforts and providing essential assistance to our Suncrest College students.

PRINCIPLES

1. Staff Scholarship contributions will help develop college scholarships and assist in providing essential support to our students while enhancing the college's recruitment efforts.
2. Staff contributions through this policy are separate from the college's existing Scholarship Donor Program.
3. The suggested contribution amounts are indicated on the Staff Scholarship Donation Form.
4. Employees may enroll, modify or opt out of contributions at anytime.
5. Donations from participating employees will appear in the charitable donation section (Box 46) of your T4 tax slip.

SCOPE

This policy applies to all employees of Suncrest College.

DEFINITIONS

N/A

PROCEDURES

1. All employees will complete the Staff Scholarship Donation Form in their onboarding package and send to payroll@suncrestcollege.ca
2. All contributions are voluntary.
3. If an employee wants to enroll, modify amount, or opt out of staff scholarship contributions, they must complete the applicable Scholarship Donation Form and submit it to payroll@suncrestcollege.ca.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

N/A

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

[Policy 701 Executive & Management Personnel](#)

[Staff Scholarship Donation Form](#)

Management Scholarship Donation Form