

Policy Name	<b>STAFF SCHOLARSHIP CONTRIBUTIONS</b>		
Policy #	<b>719</b>	Category	700: HUMAN RESOURCES
Steward	Manager, Human Resources	Date Approved	March 25, 2025
Next Review Date		Date Reviewed or Revised	

## POLICY

Suncrest College offers a number of scholarships to students in college programs each year. The purpose of this policy is to recognize the important role each of us play 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 standard contribution amounts are indicated on the Staff Scholarship Donation Form.
4. You can increase, decrease, or opt out of contributions at any time for all positions except for Executive and Management, contributions for these positions are mandatory.
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](mailto:payroll@suncrestcollege.ca)
2. If the form is not filled out and sent to [payroll@suncrestcollege.ca](mailto:payroll@suncrestcollege.ca) the employee will automatically be set-up for the standard bi-weekly contribution.
3. All contributions are voluntary except for Executive & Management positions.
4. Executive & Management contributions are mandatory as per policy 701 Executive & Management Personnel.
5. If you want to increase, decrease or opt out of staff scholarship contributions you can complete the Staff Scholarship Donation Form at any time and submit to [payroll@suncrestcollege.ca](mailto: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](#)