COLLEGE ACCEPTANCE OF STUDENT AWARD FUNDS POLICY

Policy Name: College Acceptance of Student Award Funds	Responsible Owner: VP, Student Affairs and VP, Public Affairs	Created: 2000 Jun
Policy Number: A21	Approval Body: SMT	Last Reviewed/Revised: 2023 Sep
Category: Administration	Replaces: A04.04.04	Next Review: 2029 Sep

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A. PURPOSE

This policy provides institutional direction for the review and acceptance of gifts (i.e., donations or grants), received in support of Douglas College (the College) Students through scholarships, Awards, bursaries and/or programs. This policy will ensure the College can respond quickly and appropriately to all gift offers while protecting the interests of the College and its supporters.

B. SCOPE

This policy applies to the approval and acceptance of Student Award funds, and extends to all involved in the approval process, including the Douglas College Foundation (the Foundation).
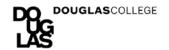
C. DEFINITIONS

Annual Awards: Awards that reflect a donor's commitment to support a given Award for a specific number of years, and for which donors are able to select some criteria by which recipients are chosen.

Award: A monetary or non-monetary form of recognition of outstanding achievement (merit) or contributions to the community, or a combination of merit achievement and demonstrated financial need.

Endowed Awards: Awards that create a permanent fund, contributions to which are invested (endowed) to ensure that the Award retains its value in perpetuity, while Student Awards are funded by the interest accrued on the investment.

Student: A person enrolled in studies at the College in credit or non-credit courses.

D. POLICY STATEMENTS

1. Douglas College will accept gifts to establish Student Awards that:

   a. help it achieve its academic Core Purpose, Vision and Values and to enhance its programs and services to Students;

   b. assist Students in overcoming financial barriers for entry to or successful completion of their program of studies at the College;

   c. provide incentives for academically excellent Students who select Douglas College and enhance the College's profile as an institution which values excellence; and/or

   d. recognize and promote excellent achievement by Students through extra-curricular activities.

2. Proposed Student Awards will be reviewed and approved by the Standing Committee on Student Awards.

3. Criteria for Student Awards are established through consultation with Enrolment Services, the donor and the Foundation, and are approved by the Standing Committee on Student Awards.

4. Student Award criteria must be consistent with Douglas College's academic structure and sufficiently open so that a population of qualified potential candidates can be identified each year, and must recognize one or more of the above purposes.

5. To facilitate flexibility and adherence to public policy and legislation in the administration of the Student Awards, and to ensure funds go to those with the greatest needs, further criteria for Student Awards should normally be limited to an identified program and/or a specific year in a program of study and/or coursework completed.

6. In all cases where the College accepts Student Award funds that include restrictions in addition to those identified in Policy Statement 1 above, the agreement between the donor and the College will include a variation clause that permits the College to change or edit the adjudication criteria in the event that the Student Award is impossible or impractical to Award (i.e., program discontinuation). Every attempt will be made to ensure that such changes are complementary to the original intent of the donor, and such changes will be discussed with the donor where feasible.

7. Douglas College recognizes that there will be occasions when restrictions congruent with the College's Core Purpose, Vision and Values may be applied to Student Awards. Such restrictions will be monitored by the College to ensure acceptability—that is, that they do not constitute discrimination as defined by the *Canadian Charter of Rights and Freedoms* or by the British Columbia *Human Rights Code*—and to ensure that the cross-section of the public to which the restriction applies is large enough so that public character is maintained.

8. Where a specific endowment for Student Awards is established by a donor, and the funds to be endowed do not reach a minimum amount (as set by the Foundation) over a period of three (3) years, the College will reserve the right to create an annual flow-through fund for the same purpose, revising the Terms of Reference to an Annual Award with funds being spent until they are depleted. Funds will not be endowed until they meet a minimum threshold, as established by the Foundation.

9. The establishment and administration of Awards by the College is conducted in accordance with the British Columbia *Freedom of Information and Protection of Privacy Act*.

10. Donors are not permitted to be involved in the adjudication of any Student Award to which they have donated, in accordance with Canada Revenue Agency rules.

11. Donors will be recognized through opportunities such as the naming of the Student Award, and will be recognized in a manner that appropriately reflects their philanthropy, as per protocols established by the Foundation.

E. PROCEDURES

The Standing Committee on Student Awards will meet regularly to review and approve Terms of Reference for Student Awards.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

College Wide Committees

- Standing Committee on Student Awards Terms of Reference

Administration Policies

- *Naming*
- *Privacy*
- *Student Awards*

G. RELATED ACTS AND REGULATIONS

Canada Revenue Agency
Freedom of Information and Protection of Privacy Act [RSBC 1996], s.165

H. RELATED COLLECTIVE AGREEMENTS

N/A