

<b>Procedures:</b>	<b>Student Awards</b>
Associated Policy:	Student Awards AW 4.0
Procedure Holder:	President's Office
Executive Lead:	Advancement
Original Date:	November 2014
Last Revised:	June 2019
Next Review:	November 2021

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## 1. Purpose and Background

See Policy document.

## 2. Guiding Principles

None.

## 3. Definitions

None.

## 4. Procedures

The Development Office is responsible for donor relations and, as such, is responsible for working with any individual or organization that approaches Yukon College to create a new student award. A Development Officer works with the donor to develop terms for all student awards, in collaboration with the Office of the Registrar and Financial Services, to ensure the criteria can be executed. Student awards include scholarships, research scholarships, bursaries, and all types of awards.

Once approved, all awards are promoted by, and administered through, the Office of the Registrar.

The Development Office works with Financial Services to confirm disbursement amounts and request individual award cheques.

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#### 4.01 Establishing new awards.

There are three ways to fund student awards at Yukon College.

1. Creating an endowment;
2. Creating an annual award; OR
3. Creating a special annual award.

Endowment: The minimum amount required to establish an endowment is \$10,000. The principal will be invested in perpetuity; income generated through the endowment will be used as per the terms of the gift agreement negotiated between the donor and Development Office. An endowment may be financed over a negotiated period of time.

Annual Award: The minimum amount required to establish an annual award is \$1000, with a minimum commitment of 3 years. This annual award must be paid prior to August 31 of the awarding year or the award may not be presented.

Gifts of less than \$1,000 will be applied to a designated fund chosen by the donor. If the donor does not choose a designated fund, the donation will be defaulted to the Student Emergency Bursary.

Special Annual Award: From time to time, Yukon College may agree to an award that does not meet the requirements of an endowment or an annual award. This gift may be disbursed as a one-time award or over an established period of time. The entire amount of the gift will be distributed in accordance with the gift agreement.

#### 4.02 Student Awards Disbursement

The Office of the Registrar is responsible for the administration of the Student Awards Program and is responsible for working with students and faculty to ensure awards are promoted and awarded.

Annually, the Office of the Registrar is responsible for the disbursement of awards.

**4.03 Conditions**

The Development Office will work with all donors to establish student award terms that reflect the vision and values of the College and can be fulfilled with the existing resources available to Yukon College.

Prior to gift acceptance, the Development Office will work in partnership with the Office of the Registrar, and any other relevant College offices, to ensure all student award terms proposed by the donor can be implemented.

While Yukon College makes every effort to incorporate donors' wishes into the terms of their awards, Yukon College will not approve award terms inconsistent with the Charter of Human Rights and Freedoms and other human rights legislation.

From time to time, the College may establish awards that are designated to address statistically under-represented groups, such as students with disabilities or First Nations' students.

Every reasonable attempt will be made to match a recipient to each award. If an appropriate recipient is not available for a student award, the award may be deferred until the following year.

If the original provisions or purposes of a gift are no longer practical or possible, the terms may be altered after consultation with the donor or their designate.

If neither a donor, nor a designate (ex. a descendent) can be contacted, Yukon College may develop amended terms that honour the spirit and intent of the original gift. As required, Yukon College will seek legal counsel to resolve the issue within the law.

Yukon College reserves the right to refuse any potential award donation.

**5. Exceptions to the Procedures**

None.

## **6. Problem Solving**

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to the Director, Development Office.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the President's Office should be notified as soon as possible after the decision has been made. In such cases, the President's Office will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

## **7. Forms**

Request for Payment

Student Award Terms of Reference Template

Trust Endowment Disbursement Request

## **8. Appendices**

None.

## **9. Document History**

Include all updates here, including housekeeping changes, beginning with formal approval.

Date	Update
June 2019	Re-approved by Yukon College President, with edits.
Jan 2025	Code change from PO 5.1 to AW 4.1