



COLLEGE ACCEPTANCE OF STUDENT AWARD FUNDS

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1. PURPOSE

This policy provides institutional direction for the acceptance of donations or grants received in support of Douglas College students through scholarships, awards, bursaries and/or programs.

2. 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 Board and Foundation employees.

3. DEFINITIONS

- 1. **Endowed Award** - Endowed student awards create a permanent fund. Contributions to a given endowed award are invested (endowed) to ensure the award retains its value in perpetuity. Student awards are generated by the interest accrued on the investment.
- 2. **Annual Award** - Annual student awards reflect a donor’s commitment to support a given award for a specific number of years. Donors are able to select some criteria in which recipients are chosen.

4. POLICY STATEMENTS

- 1. Douglas College will accept funds to establish Student Awards that:
 - a) assist students in overcoming financial barriers for entry or to successful completion of their program of studies at Douglas College;
 - b) provide incentives for academically excellent students who select Douglas College and enhance the College's profile as an institution which values excellence;

- c) recognize and promote excellence of students through extra-curricular activities.
2. 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 will recognize one or more of the above purposes.
3. 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:
 - a) an identified program;
 - b) a specific year in a program of study and/or coursework completed.
4. 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 office) over a period of five years, the college will reserve the right to create an annual flow-through fund for the same purpose with funds being spent until they are depleted. Where possible, such changes will be discussed with the donor and will be recognized through the annual flow-through fund, where feasible and appropriate. Funds will not be endowed until the minimum threshold is met or unless there is an existing endowment fund already established.
5. Criteria for student awards are established through consultation with Student and Financial Aid, the donor and the Foundation and approved by the Standing Committee on Student Awards.
6. The College complies with the British Columbia [Freedom of Information and Protection of Privacy Act](#).
7. 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 (CRA).
8. Donors will be recognized through opportunities such as the naming of the student award and invited to donor recognition events or programs as established by the Douglas College Foundation.
9. 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 such changes are complementary to the original intent of the donor and such changes will be discussed with the donor, where feasible.
10. Douglas College recognizes that there will be occasions when restrictions, which are congruent with the College's core purpose, vision and values, may be applied to student awards. Acceptability of such restrictions will be monitored by the College to ensure that such restrictions will not constitute discrimination as defined by 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. See [Guidelines for Acceptable Restrictions to Accept Student Awards](#).

11. Proposed student awards will be reviewed and approved by the Standing Committee on Student Awards.

5. PROCEDURES

The Standing Committee on Student Awards will meet regularly to review and approve terms of reference for student awards.

6. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[College Wide Committees Page](#)

- Standing Committee on Student Awards Terms of Reference

[Administration Policies Page](#)

- Compliance with Freedom of Information & Protection of Privacy Act
- Student Awards

[Educational Policies Page](#)

- Accessibility to College Programs, Courses and Service for Persons with Disabilities

[Guidelines for Acceptable Restrictions to Accept Student Awards](#)

7. RELATED ACTS AND REGULATIONS

- [Canada Revenue Agency](#)
- [Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165](#)
- [Guide to Access & Privacy Protection under FIPPA](#)

8. RELATED COLLECTIVE AGREEMENT CLAUSES

- N/A