

**1. UNIVERSITY CANADA WEST AWARD, SCHOLARSHIP, BURSARY AND GRANT REGULATIONS**

- a) University Canada West (UCW) entrance awards, scholarships, bursaries and grants are available to new students applying to a UCW Associate Degree, Bachelor's Degree, or Master's Degree program.
- b) Application deadline: To be eligible for a UCW entrance award, scholarship, bursary or grant, students must apply at least 30 calendar days prior to being enrolled and actively participating in any studies at UCW.
- c) The UCW entrance awards, scholarships, bursaries and grants outlined in this document are open until the deadlines listed on the UCW Website for each award are reached or until a committee of stakeholders agrees upon new outlines & requirements. Note that there may be changes to tuition amounts and/or other fees during the time this application is in effect.
- d) Students can receive one (1) entrance award, scholarship, bursary, grant, or continuing award if eligible. Applicants must supply ALL of the required supporting documents for the scholarships, awards, bursaries or grants for which they want to be considered. A limited number of each award, scholarship, or grant will be available each term.
- e) Award, scholarship, bursary and grant recipients will have a portion of their full award, scholarship, or grant amount paid toward their tuition fees on a pro-rated basis each term they register in courses until the award is exhausted OR paid as indicated in the specific terms of the award. The value of an award, scholarship, or grant will not be more than the value of a student's tuition.
- f) The maximum award value for entering transfer students will be pro-rated based on the number of credits (courses) the student requires to complete their degree program.
- g) Scholarships, awards, bursaries and grants are available for degree program listed in the award letter only. If the applicant/student changes the program of study, then the award may be removed.
- h) The following degree program courses are not usually eligible for award, scholarship, or grant tuition disbursements: NSO100, ENGL 080, and any repeat course attempts.
- i) Failure to maintain the minimum requirement(s) for the award, scholarship, bursary or grant will result in the suspension of disbursements until satisfactory performance is re-established and eligibility is re-approved by the Adjudication Committee.
- j) Award, scholarship, bursary and grant recipients are expected to act as ambassadors and participate in outreach and alumni engagement initiatives in their home region for UCW once the award is granted.

## 2. ENTRANCE AWARD AND SCHOLARSHIP TERMS OF REFERENCE

### **Founder's Entrance Scholarship**

The UCW *Founder's Entrance Scholarship* offers up to 30 full-time undergraduate Associate of Arts and Bachelor Degree tuition scholarships. Up to 20 scholarships will be awarded to successful students entering the first year of each of the Associate of Arts, Bachelor of Commerce and the Bachelor of Arts in Business Communication degree programs. Scholarship students are required to maintain full-time enrolment and will be responsible for paying regular student fees and purchasing textbooks.

Interested candidates must complete the *UCW Domestic Student Awards and Scholarship* application form and submit a 500-word statement that outlines their career aspirations, ways in which they plan to positively impact their community, and how an education at UCW will help them to achieve these goals. A letter of recommendation from an educator or influential community member is also required. Students may be contacted by UCW for an interview upon application review.

#### **Eligibility**

To be considered for the Founder's Entrance Scholarship, you must meet the following requirements:

- Be a Canadian citizen or hold permanent residency status at the time of application
- Be a recent high school graduate or have graduated from high school within the last 12 months
- Hold a minimum of an "A" average from high school
- Apply for admission and for the Founder's Scholarship by May 31 to start your program in the following Summer or Fall term;

**Continuance:** Recipients must maintain a minimum CGPA of 3.2 to receive second and subsequent payments.

### **The Emily Baker Scholarship**

**Indigenous students in Canada applying for the MBA program**

**Open to:** Indigenous students in Canada who are admitted to the MBA degree.

The Emily Baker Scholarship is for Indigenous students, who are dedicated to pursuing and fulfilling their higher education and business goals.

Applicants should write a Personal Statement describing how receiving an award for the MBA program will affect your personal, educational, and career goals, and how they intend to use their skills to contribute to their personal growth and development.

One student will be awarded with a full tuition scholarship every year.

The application deadline is May 31 and the successful Emily Baker Scholarship recipient will start in the following Summer or Fall term.

### **MBA Foundation Grant**

**Open to:** Students with leadership potential in a global business environment, who are admitted to the MBA Foundation program.

**Number of awards:** A limited number of MBA Foundation Grants will be awarded each term to new applicants for admission.

**Award value:** MBA Foundation Grants will be disbursed as a tuition credit to successful students in the final term of their Master of Business Administration degree. Disbursements will be pro-rated based on the number of courses in which the student is registered.

	<b>MBA Foundation Grants: Total Grant for the duration of a Graduate Master’s Degree Program</b>
Domestic MBA Students	\$3,500

**Eligibility:** Candidates will be considered for the MBA Foundation Grant based on:

- the date of their conditional admission to UCW; and
- their **Personal Statement** in which they provide a description how undertaking the Master of Business Administration and MBA Foundation programs will impact their future career and personal goals.

To remain eligible for the MBA Foundation Grant and receive the tuition disbursement students must complete the Master of Business Administration degree within 36 months of starting the MBA Foundation program and remain in Good Academic Standing during the time of their disbursements.

Due to the limited number of MBA Foundation Grants available, the MBA Foundation Grant is not automatically transferrable to a new term if an offer of admission is deferred. Students must send a written request to be reconsidered for the MBA Foundation Grant if they defer their study start date at UCW from that for which they originally applied.

**Continuance:** Recipients must remain in Good Academic Standing in the terms of disbursement to receive the award amount.

### **Canada 150 Tuition Concession for the Armed Forces**

**Open to:** Entering domestic students who are members or veterans of the Canadian Armed Forces

The Canada 150 Tuition Concession for the Canadian Armed Forces program is available to all active members, reservists, and veterans of the Canadian Armed Forces who will receive a 30% lower tuition rate in recognition of their service to this country. You must supply documentation confirming your status with the Canadian Armed Forces.

### **Industry Professionals Grant**

**Open to:** Entering domestic students who are members of a recognized Canadian Professional Association

The Industry Professional Grant is a grant that was set up to assist in the tuition cost of our MBA program for domestic students of Canada. It is geared towards professionals who are looking to further improve their portfolio and progress in their chosen career path.

**Eligibility:** To be considered for The Industry Professional Grant, you must meet the following requirements:

- Be a Canadian citizen or hold permanent residency status at the time of admission application
- Be a Current Member of a designated profession or a trade body approved by UCW and listed in our Professional Organization logbook. An applicant can request their organization be listed if it does not appear on the list.
- Be applying for admission to the MBA graduate program
- Earliest entry for a student to qualify is Summer 2023; Final term that a successful student can start at UCW and have this grant is Fall 2024.

**Continuance:** Recipients must remain in good academic standing and have no disciplinary sanctions (academic or conduct) to remain eligible for disbursements each term.

### 3. APPLICATION

Submit all of the required documents for the award, scholarship, bursary or grant for which you want to be considered.

**I have submitted documents for the following:**

**Entrance Scholarships**

- Founder’s Entrance Scholarship
- MBA Foundation Grant
- Emily Baker Scholarship
- Canada 150 Tuition concession for the Armed Forces
- Industry Professionals Grant

**A student may receive only one entrance award, scholarship, bursary or grant.**

**For office use only**

GPA: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Award: \_\_\_\_\_

Approved Value: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

**Student Contact Information**

Student’s Last Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

UCW Student #: \_\_\_\_\_ Date of Birth (YYYY/MM/DD): \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Required Documents**

Students must submit all of the required supporting documents as indicated in the regulations for each award, including the Personal Statements specific to each award. Incomplete application packages cannot be evaluated by the UCW Scholarship Committee.

- A. Emily Baker Scholarship** requires a Personal Statement of about 500 words describing how undertaking their degree program at UCW will impact their educational, career, and personal goals. Letters should be specific and may include how they will be building on their past achievements to reach new goals after completion of their UCW degree.
- B. Founder’s Entrance Scholarship** requires a 500-word statement that outlines career aspirations, ways in which they plan to positively impact their community, and how an education at UCW will help them achieve these goals; AND a letter of recommendation from an educator or influential community member.
- C. MBA Foundation Grant** require a Personal Statement of about 500 words describing how undertaking their degree program at UCW will impact their educational, career, and personal goals. Letters should be specific and may include how they will be building on their past achievements to reach new goals after completion of their UCW degree.
- D. Canada 150 Tuition Concession for the Armed Forces** requires documentation confirming their status with the Canadian Armed Forces.
- E. Industry Professionals Grant** requires documentation confirming their status in a recognized Canadian Professional Association.

**Please e-mail the completed “Student Awards and Scholarship Application form,” supporting letters (if applicable), résumé, and transcripts to [ucwadmissions@ucanwest.ca](mailto:ucwadmissions@ucanwest.ca).**

**Deadlines:**

- **Applications for the Entrance Scholarship and Award must be submitted by the application deadline prior to the first term of enrolment at UCW.**

#### 4. DECLARATION: I HEREBY DECLARE THAT:

- The information I have submitted in this application for awards and scholarships is true, correct, and complete to the best of my knowledge
- I understand that submission of any incomplete, misleading, or false statements or documents will result in the immediate cancellation of my application and any award I may have been granted
- I understand that completion of this signed application permits University Canada West to request and/or confirm any information necessary to support my application for awards, bursaries and scholarships
- I understand and acknowledge that it is my responsibility to be aware of, and comply with, all University Canada West terms and conditions for awards.

#### Privacy & Data Protection

By submitting this application form for an award, scholarship or other financial aid (the “Award” or “Awards”) you confirm that you are requesting consideration for an Award and are providing the above information about you (your “personal data”) for these purposes. UCW requires this information for legitimate business purposes, and, at your request, in order to make decisions about your eligibility for the Awards. Your personal data will be collected, used and disclosed only for these purposes and, in the event you are selected to receive an Award, to administer payment and for other purposes related to your participation in your UCW program of study and to evaluate UCW’s programs and activities. The failure to provide complete or accurate information may result in UCW’s inability to process your application. Your personal data may be shared with federal and provincial regulatory or government bodies as required or permitted by law. UCW makes decisions concerning Awards in cooperation with its parent company, Global University Systems (GUS), which is based in the United Kingdom and the Netherlands. GUS may access and use your personal data outside of Canada for these purposes. Further information about the retention of your data, how it is collected, used and disclosed by UCW, and your rights to seek access to, correction or the destruction of your personal data are available in [UCW’s Privacy Policy](#). Our Privacy Policy also sets out the circumstances in which we may share information about you with our service providers based within and outside of Canada. Questions or complaints about this notice or the collection, use, disclosure or protection of your personal data should be directed to our Privacy Officer at 604-915-9607.

In Canada, UCW complies with the *Personal Information Protection Act* and the *Personal Information Protection and Electronic Documents Act*. For the purposes of this legislation, by submitting this application you consent to the collection, use and disclosure of your personal data as described above and in accordance with our Privacy Policy.

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Student’s Signature

Date Signed by Student

#### 5. TERMS AND CONDITIONS

- Students must provide the required supporting documentation. Incomplete award applications will not be considered.
- Students need only apply once to be considered for financial entrance awards for the duration of their studies with UCW.
- A separate application form for continuing awards is available on the UCW student portal (MyUCW).
- Recipients of financial entrance awards must maintain the required registration status throughout the term of the award to remain eligible. If the recipient withdraws, the award will be refunded to UCW.
- Awards are not transferable to another student.
- Financial Award payments will be applied to tuition only. Award, bursary, grant, and scholarship recipients are responsible for paying all fees not covered by the bursary, grant, award, or scholarship before the start of each term.
- Financial awards may be deferred for a maximum of one (1) term from the original admission start term. Requests for a deferral must be made in writing to the Registrar’s Office.
- Decisions of the UCW Scholarship Committee are final. Appeals will not be accepted.
- In addition to specific bursary, grant, award, and scholarship requirements, students must remain in Good Academic Standing and have no disciplinary sanctions (academic or conduct) to remain eligible for financial awards.

By submitting this application form, you agree to all the terms and conditions related to scholarships, awards, grants, tuition concessions, and bursaries as set out by UCW. By checking the below box I agree to all of the above statements and give my consent to the above terms.

I accept

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Student’s Signature

Date Signed by Student