

The NBCC Foundation Inc. Scholarships & Bursaries

Operational Rules

this document is subject to annual review by the Board of Trustees

Last Review: May 2017

The 2006-2010 fundraising campaign resulted in roughly half of the Foundation's first "pot" of capital being raised by the Foundation and its Honorary Committee through solicitations of larger gifts from provincial, national, and international donors, while the remaining half was raised by regional committees on behalf of each of the 11 campuses.

Each campus will grant awards directly from the income generated by the capital which it will have raised. The Foundation will make awards on a pro-rated basis to students at all campuses, based on the student populations of each.

This document seeks to set out the operational forms, procedures and principles by which the awards can be made on an equitable, simple, and efficient basis.

The following elements were first developed at the start of the campaign, and have since been reviewed annually and updated as appropriate:

1. **AWARDS MUST BE SIGNIFICANT IN SIZE:** (as opposed to \$100, \$250, or even \$500, which are deemed to offer little benefit or incentive to the student); for the first years (through academic 2010-2011), the amount of each award was set at \$1,000. **Effective academic 2011-2012, the amount is increased to \$1,100** (see minutes, Board of Trustees' meeting of September 2011).
2. **FINANCIAL NEED VS. ACADEMIC ACHIEVEMENT:** recognizing that the amounts available in the first years will be limited, and that the basic premise of the solicitation campaign was to alleviate student debt and assist those in need, **the awards will be made based on financial need.**
3. **ADDITIONAL SELECTION CRITERIA:** although it will be necessary, at a province-wide level, for the Foundation to consider applications based on a uniform and minimal set of criteria (i.e. financial need only, regardless of other circumstances), it is possible that individual colleges may need to consider additional selection criteria. **At the individual college's option, these additional criteria may be used:**
 - extra-curricular activity,
 - community involvement,
 - experience or implication in the field of study,
 - a specific program or programs.

The weight given to each additional criteria used to evaluate an application may also be determined by the individual college, provided that at least 50% of the total evaluation is based on financial need. The use of additional criteria must be reviewed at the college level each year, during the January to March period, and must be communicated to the Foundation no later than April each year, for the following academic year.



4. **ELIGIBILITY (for an award):** the issues of regular programs vs. contract training, students coming out of high school vs. mature applicants vs. students entering 2nd or 3rd year at NBCC, CCNB or NBCCD, and eligibility “more than once” have also been considered; in recognition of the amounts available, the following determination is made: **all students admitted on a full-time basis to a full-time regular or contract offering of at least 1 year’s duration, or into 2nd or 3rd year of an NBCC, CCNB or NBCCD program will be considered eligible for an award, on a one-time basis every 4 years.**
5. **PROCESS:** a student should only have to apply once. Accordingly, the following will apply:
- a. A standard application form will be developed and used by all.
 - b. Students will be asked to submit their application to the Student Services unit of the campus to which they are admitted.
 - c. For all programs except those which start in the winter term months (January to March), the deadline for applications is set at October 15. (see i. below for programs starting in the January to March period)
 - d. Each campus will assess all applications by **November 7**.
 - e. The top twenty-five or more (25+) selected applicants’ documents, ranked in order of qualifying, will be forwarded to the Manager of Administration and Awards by **November 15**.
 - f. The Manager of Administration and Awards will notify the College Representative/ Liaison of the number and names of applicants from the list who will receive a \$1,100 award based on the money then available.
 - g. The College Representative will then notify the student of the award.
 - h. A cheque in the amount of \$1,100 will be made payable to the student and issued to the student in early January.
 - i. Programs starting between January and March: the deadline for applications is April 15 of the same year. Campuses will forward assessed applications by May 15, and cheques will be issued to selected recipients in the second half of September.
 - j. The remaining names on the Colleges’ lists will be forwarded to the Foundation by the Manager of Administration and Awards, for the selection of recipients of the Foundation’s part of the awards.
 - k. Copies of successful applications will be kept at the Foundation’s office for a period of 7 years. Unsuccessful applications must be kept at the campus, for a period of one year.
 - l. Tax receipts will be issued by the Manager of Administration and Awards.

This document has been reviewed, updated and approved by the Board of Trustees of the Foundation, at its meeting of May 19, 2017.

