

The NBCC Foundation Inc. Scholarships & Bursaries

Operational Rules

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

Last Review: February 2018

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 (then) 11 campuses.

Awards will be granted at each campus based on the income generated by the capital which each campus 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. **SELECTION CRITERIA:** the Foundation will first and foremost respect donors' criteria, and financial need will be an important component of awards.
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. 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 f. below for programs starting in the January to March period)
 - c. The Manager of Administration and Awards will notify the College Representative/ Liaison of the number and names of applicants who will receive a \$1,100 award based on the money then available.
 - d. The College Representative will then notify the student of the award.
 - e. A cheque in the amount of \$1,100 will be made payable to the student and issued to the student in January.
 - f. Programs starting between January and March: the deadline for applications is April 15 of the same year. Cheques will be issued to selected recipients in the second half of September.
 - g. A list of prospective candidates will be forwarded to the Colleges to select the campus designated awards and they shall make their selection known to the Foundation by December 15.
 - h. Copies of successful applications will be kept at the Foundation's office for a period of 7 years.
 - i. 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 February 23, 2018.