

<b>TYPE:</b>	Administrative
<b>TITLE:</b>	Project Hero Scholarship
<b>NO.:</b>	ADMIN-229
<b>RESPONSIBILITY:</b>	Executive Director/Registrar
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	May 2019
<b>REVISED DATE(S):</b>	
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## 1. Introduction

Durham College values and recognizes the sacrifices made by all Canadian Forces personnel and, with the establishment of the Project Hero scholarship, specifically acknowledges the contributions of those who have been killed while in active duty.

## 2. Purpose

The purpose of this policy and procedure is to provide a framework for the implementation of the Project Hero scholarship.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. Durham College will provide financial assistance towards the post-secondary education of dependents of Canadian Forces personnel killed while serving an active military mission, as determined by Canadian Forces criteria.
- 4.2. Durham College will provide assistance for tuition fees and program-related fees during the regular period of academic terms required to complete a program of study as well as on-campus residence for the first two academic terms. The student must remain in good academic standing in order to continue to receive scholarship funding.
- 4.3. This scholarship program will be reviewed every three years and may be renewed following the assessment of the program's performance.
- 4.4. Eligibility
  - 4.4.1. To be eligible for this award, the recipient must be:
    - A citizen or permanent resident of Canada;
    - A dependent of a Canadian Forces personnel killed while serving in an active mission;

- Under the age of 26;
- Registered as a full-time student at Durham College, in a program of study eligible for funding by the Province of Ontario; and
- In good academic standing for the duration of their program of study.

4.4.2. Eligibility for the Project Hero scholarship will be confirmed through the designated Federal Government agency that administers this process. To verify Project Hero eligibility written confirmation will be sought from the agency regarding the identity of children of deceased veterans.

#### 4.5. Value of the Scholarship

The value of the scholarship is equivalent to:

- The amount of full-time tuition and program-related fees for the program, not including administrative or compulsory ancillary fees; and
- The amount of the on-campus residence fees, excluding service and administrative charges, and meal plans.

4.6. The scholarship will be valid for the standard number of academic terms required to complete a selected program of study and the first two full-time academic terms in the case of on-campus residence fees.

4.7. When an award is reimbursed and applied against a student's account, any subsequent refund due to withdrawal is returned to the College – and not the individual.

## 5. Procedure

### 5.1. New applicants

5.1.1. To initiate the process, a student will complete an Application for Project Hero Scholarship Form and submit it to the Office of Strategic Enrolment Services (SES).

5.1.2. SES will review the application and confirm that the student is currently registered as a full-time student in a post-secondary program funded by the Province of Ontario.

5.1.3. If the student is currently registered in an eligible program, SES will contact the designated Federal Government agency, which will provide written confirmation of the eligibility of the student.

a) If confirmation is received, SES will:

- Advise the student in writing;
- Add the student name to the Durham College Project Hero eligibility list. This list will be used to track all approved

students in this scholarship program.

- Determine all fees that the student qualifies for under the guidelines of this scholarship. These fees will vary by program, but will include tuition, and on-campus residence fees (year one).
- Submit a request to have a credit applied to the student's account in the amount equivalent to the eligible fees. The student will then be responsible for paying all fees not covered by the scholarship.

b) If confirmation is not received, the student will be notified in writing by SES.

## 5.2. Returning students

- 5.2.1. Prior to the start of each academic term, SES will review each student on the Durham College Project Hero eligibility list to determine if they remain in good academic standing.
- 5.2.2. If the student remains in good academic standing, eligible fees will be determined and the appropriate credit applied to the student's account.
- 5.2.3. If the student is no longer in good academic standing, they will be notified in writing that they are no longer eligible for this scholarship.

## 5.3. Withdrawals

Should a student withdraw from their program of study, SES will determine eligible refund amounts and will ensure that only those fees that were paid by the student are refunded. All scholarship monies will be returned to the College.

## 5.4. Taxation

Each year all students who received scholarship funds will be issued a tax form reflecting the value of all Project Hero Scholarship amounts received in that calendar year. This will be done in accordance with Revenue Canada guidelines.

## 6. Roles and responsibilities

- 6.1. It is the responsibility of the student to apply for this scholarship by completing an Application for Project Hero Scholarship Form.
- 6.2. It is the responsibility of SES to verify eligibility for this scholarship prior to the start of the program as well as while the student progresses through it.
- 6.3. It is the responsibility of the executive director/registrar to ensure that this policy and procedure is fully implemented.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## **8. Non-compliance implications**

This section is not applicable.

## **9. Communications plan**

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

## **10. Related forms, legislation or external resources**

None.