

TYPE:	Administrative
TITLE:	Donor-Directed Student Awards
NO.:	ADMIN-220
RESPONSIBILITY:	Associate Vice President, Advancement and Alumni Relations
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Durham College (DC) facilitates the donation of funds to be used as student awards for eligible students to foster student success and reduce barriers to study.

2. Purpose

This policy and procedure provides a framework for the development, selection and disbursement of donor-directed student awards.

3. Definitions

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

4. Policy statements

- 4.1. This policy refers to donor-funded student awards, scholarships and bursaries.
- 4.2. Donor-directed student awards may be categorized as either a scholarship, bursary or award.
- 4.3. Awards are governed by eligibility criteria administered by the Office of Advancement and Alumni Relations and outlined in a formal gift agreement or institutional guidelines.
- 4.4. All awards are generally a minimum commitment of \$5,000 over a five-year term. Awards are not communicated or disbursed to students when funds are not available.
- 4.5. Donor-directed awards may be established as a named award with a five-year commitment and a financial minimum of \$5,000 total, or as an endowment with a minimum capital requirement of \$25,000.
- 4.6. Award applications and disbursements are managed by the Financial Aid and Awards Office unless otherwise outlined in the donor gift agreement.

- 4.7. Communication of award information is provided collaboratively between the Financial Aid and Awards Office, the Office of Advancement and Alumni Relations, the Communications and Marketing department, and through college Faculties and departments, if applicable.

5. Procedure

5.1. Donor-Directed Award Recipient Selection and Adjudication

- 5.1.1. Recipient selection for scholarships and bursaries is made by the Financial Aid and Awards Office based on a central student application system.
- 5.1.2. Recipients for awards, bursaries and scholarships related to student leadership are determined by the Student Development Office.
- 5.1.3. Recipients for awards, bursaries and scholarships related to varsity athletics are determined by the Athletics department.
- 5.1.4. Exceptions to the above decision-making processes are possible for cases where donor agreements require and fund a specific selection process.

5.1.5. Faculty Adjudication and Recipient Selection Process:

- a) Donor gift agreements for awards may indicate that selection and adjudication be the responsibility of the relevant academic Faculty.
- b) Students apply for faculty adjudicated awards directly through their Faculty office.
- c) Recipients of Faculty-Adjudicated Awards are identified and selected by a Selection Committee of five or seven members based on criteria outlined by the donor in the gift agreement.
- d) A scoring template is provided by the Office of Advancement and Alumni Relations to ensure that applications are evaluated objectively.
- e) The Selection Committee must complete a Faculty-Adjudicated Award Form for each award available.

5.1.6. Selection Committee

- a) Each Faculty or department shall have one selection committee.
- b) A Selection Committee shall include five or seven members including but not limited to:

- An Executive or Associate Dean, or appropriate designate
- Relevant program coordinator(s) or department designate(s)
- A representative from the Office of Advancement and Alumni Relations.

5.2. Recipient Notification

- 5.2.1. The Selection Committee will report their selections and submit their forms to the Financial Aid and Awards Office for recipient verification and record keeping.
- 5.2.2. Faculty-Adjudicated Award Recipients shall be notified of their selection by the Financial Aid and Awards Office.

5.3. Equity, Diversity, and Inclusion in Donor-Directed Student Awards

- 5.3.1. Donors may specify an interest in supporting equity-deserving groups in their gift agreement, if designed to relieve hardship or economic disadvantage.
- 5.3.2. Equity-deserving groups are hereby understood through the [Ontario Human Rights Commission Policy on Scholarships and Awards](#), which identifies protected grounds.
- 5.3.3. Applicants may be required to self-identify, and may be asked to verify their identity as a part of an equity-deserving group on their application.

6. Roles and responsibilities

- 6.1. The Associate Vice President, Office of Advancement and Alumni Relations is responsible for:
 - Developing and facilitating all gift agreements;
 - Record keeping for all gift agreements;
 - Ensuring that all monetary gifts are disbursed according to the donor's wishes;
 - Updating Faculties and relevant departments with all available Awards annually;
 - Updating relevant web pages with existing award information.

- 6.2. The Director, Financial Aid and Awards Office, is responsible for:
- Approving gift agreements related to student awards;
 - Adjudication, communication and disbursing award funds to the selected students;
 - Managing Scholarship, Bursary and Awards appeal processes.
- 6.3. The Executive Dean, Associate Dean or appropriate designate of the Academic Faculty Office or the relevant Department, is responsible for:
- Communicating select available awards to students;
 - Reviewing applicants for selected Awards;
 - Selecting Awards recipients;

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 Multi-Year Accessibility Plan.

8. Non-compliance implications

Non-compliance with this policy and procedure could negatively impact both donors and students, which could lead to financial loss and damage to the College's reputation.

9. Related forms, legislation or external resources

- Faculty Adjudicated Award Recipient Form
- Canada Revenue Agency
- [Ontario Human Rights Commission Policy on Scholarships and Awards](#)