

**Conditions off Undergraduate In-Course Scholarships,**  
**Awards and Bursaries**

ELIGIBILITY

**General**

(a) For the purpose of scholarships, awards, and bursaries an in-course student is defined as a student who has taken more than two full academic credits. (See Entrance Eligibility General (a)).

(b) Offers are conditional upon full-time registration in a degree or diploma program at Lakehead University.

(c) Most scholarships/awards require that students be registered full-time at Lakehead University in both the present and previous academic year. Exceptions: Transfer Award/Bursary and the Lakehead University International Student Award. Students are eligible to receive renewable scholarships if they participate in the Lakehead University Exchange Program. Students are advised to contact the Financial Aid Specialist in Enrolment Services - Student Awards and Financial Aid, prior to the commencement of studies abroad.

(d) For purposes of scholarships and awards, the following definitions/explanations apply:

1. **Average:** A minimum overall average of 80% is required for scholarships. The average is calculated on courses taken over the academic year, which is September to April but will also include grades for any Lakehead University Spring/Summer courses taken following the academic year. Check the Academic Unit for program requirements in the Lakehead University Calendar. Exception: Students in the Bachelor of Science Nursing (Compressed) (3yr) Program are eligible to receive 4 years of scholarship payment over 3 years; therefore, a scholarship average will be calculated every two terms.

2. **Academic year:** The academic year is September to April. The September to April academic year may not be the normal academic year for some programs. Check the Academic Unit for program requirements. Exception: In order to payout 4 years of renewable scholarship payments over 3 years to students registered in the Bachelor of Science Nursing (Compressed) Program, the scholarship average will be calculated every two terms.

3. **Spring/Summer:** Students who take Lakehead University Spring/Summer courses taken following the September to April academic year must inform Enrolment Services - Student Awards and Financial Aid, when all marks are posted on their transcript. Spring/Summer marks will be used with the Fall/Winter marks in the recalculation of the scholarship average to determine scholarship eligibility and value for the upcoming academic year. In the September to April academic year, a student must take a minimum course load of 80%. Also, students may add these Spring/Summer course(s) to the September/April course load to create a full course load. Please note that Engineering Transition courses are not included in the calculation of the overall average. Exception: Bachelor of Science Nursing (Compressed) Program - Marks for Spring/Summer will not be added to the previous Fall/Winter Terms. Spring/Summer are considered independent terms, to enable the student to receive 4 years of scholarship payment over 3 years.

4. **Course Load:** For scholarship/award purposes, course load is defined as the number of courses that a student is expected to take for his/her particular program and year level during the academic year, September to April. Refer to the appropriate Academic Unit for program requirements. The number of courses may vary from program to program and from year level to year level.

Students who take a 100% course load for their program and year level will receive the full value of the scholarship. Students who take less than a 100% course load but 80% or more of their course load are eligible to receive a pro-rated scholarship value.

Course Load Exception: Lakehead University students on exchange programs, students with identified disabilities, who have registered with Student Accessibility Services and varsity athletes are eligible to receive the full value of Lakehead University funded scholarships if they achieved an 80% average on four full-course equivalents over the academic year September to April. Students with disabilities who provide supporting documentation may receive 75% of their scholarship entitlement provided that they take three (3) full course equivalents over the September to April academic year. Students in these categories are advised to contact the Financial Aid Specialist in Student Awards and Financial Aid.

5. **Course Overload:** A course taken in addition to the normal 100% course load over the academic year, September to April is defined as a course overload and will not be used to increase course loads in a subsequent year.

6. **Reduction in Course Load:** Prior to any change in course load/registration status, students must contact Enrolment Services - Student Awards and Financial Aid, in order that staff can advise the student of any financial implications.

**7. Non-Renewable In-Course Scholarships:** A minimum overall average of 80% is required.

To receive Lakehead University funded In-Course Scholarships students must have completed the In-Course Scholarship Application, achieved an 80% average and have taken a 100% course load for their program and year level (see Academic Unit for program requirements) between September and April. Students who take less than 100% course load but 80% or more of their course load will receive a pro-rated value.

NOTE: The value of renewable entrance scholarships such as Lakehead University Academic Entrance Scholarships (Lakehead University Entrance Awards of Academic Excellence) in the 2nd, 3rd and 4th year, will be included in the award values of the Lakehead University In-Course Scholarships.

## PAYMENT

Upon confirmation of full-time registration and Social Insurance Number (SIN), the payment of scholarship(s)/award(s)/bursaries will be made to a student's statement of account.

**(a) Students have the option of paying tuition fees in full or in two installments**

(1st Installment of Tuition Fees is due in August- see schedule of dates).

(i) If **paying FULL tuition fees** by the August deadline, pay the fees less the total \*award entitlement, OR

(ii) If **paying in INSTALLMENTS**, pay the first tuition fee installment due in August less half the value of the scholarship/award entitlement and/or the full value of the bursary entitlement. Pay the second tuition fee installment due in December less the remaining half of the \*awards entitlement.

\*includes scholarships and/or bursaries

(iii) Students in the Bachelor of Science Nursing (Compressed) Program are eligible to receive 4 years of scholarship payment over 3 years.

(iv)

Scholarship Payment Schedule		
for the Bachelor of Science in Nursing (Compressed) (3 yr) program		
Course Calendar	SCHOLARSHIP TERMS	PAYMENT
Terms		.
First year	1st year - September to December	1/2 of 1st yr. payment in September
	January to April	1/2 of 1st yr. payment in January
	<b>REVIEW - Course load and calculate average for 2nd year payment</b>	
Second year	2nd year - May to August	1/2 of 2nd yr. payment in May
	September to December	1/2 of 2nd yr. payment in September
	<b>REVIEW - Course load and calculate average for 3rd year payment</b>	
Third year	3rd year - January to April	1/2 of 3rd yr. payment in January
	May to August	1/2 of 3rd yr. payment in May
	<b>REVIEW - Course load and calculate average for 4th year payment</b>	
Third year	4th year - September to December	1/2 of 4th yr. payment in September
	January to April	1/2 of 4th yr. payment in January

(b) The first charge against any scholarship, bursary or award payment will be for tuition and residence fees.

(c) Recipients who **withdraw or drop to part-time status** prior to the final date to withdraw from fall courses (November) will have the full value of any scholarships, awards or bursaries rescinded. Recipients who withdraw or drop to part-time status after the November date but before the "no refund date for two term courses", will have the value of any scholarships, awards or bursaries pro-rated. Recipients who drop to part-time after the "no refund date for two term courses" will not have their scholarship, award or bursary entitlement pro-rated.

## APPEALS

The Senate Undergraduate Scholarships and Bursaries Committee will consider student appeals on exceptional circumstances. For appeal information, students are advised to contact the Financial Aid Specialist in Enrolment Services - Student Awards and Financial Aid.

## GENERAL POLICIES OF THE SENATE UNDERGRADUATE SCHOLARSHIPS AND BURSARIES COMMITTEE

(a) Scholarships, awards and bursaries will be allocated at the discretion of the Lakehead University Senate Undergraduate Scholarships and Bursaries Committee. In order that scholarships and awards may be equitably distributed the Committee also reserves the right to restrict the cumulative value of scholarships and awards that any one student may receive.

(b) An individual may receive a single award (e.g. Presidential Scholarship) that is greater than the tuition fee, but otherwise the maximum funding (for stacking purposes) provided from the University's operating budget is the full value of tuition. If the scholarship (award) is endowed, there is no limit on the amount that an individual can receive (stack).

(c) Upon approval of the Senate Undergraduate Scholarships and Bursaries Committee and the donor, award descriptions and values may change from year to year.

(d) Department, Faculty and School Scholarships/Awards Committees will make recommendations to the Senate Undergraduate Scholarships and Bursaries Committee.

(e) A minimum level of academic performance may be required for bursaries, awards, and competitions. Candidates should familiarize themselves with the appropriate terms, rules, and conditions.

(f) Scholarships/awards/bursaries based on donations from outside sources cannot be guaranteed by the University.

(g) Awards and awarding procedures are governed by OUA and CIS regulations for varsity athletes.

Enrolment Services- Student Awards and Financial Aid  
Lakehead University, 955 Oliver Road, Thunder Bay, ON P7B 5E1 Canada  
Phone (807) 343-8206 Fax (807) 346-7760  
Copyright © 2009 Lakehead University