

ADVERTISING

- Mass student emails
- Campus presentations/information sessions delivered by Financial Awards Officers (FAO)
- UCN Awards, Bursaries & Scholarships Facebook page posts:
www.facebook.com/universitycnawards/
- Awards webpage (paper based applications available for print online):
www.ucn.ca/awards

APPLYING

- Paper based applications (includes criteria check sheet)
- Assistance and guidance provided by FAO (one 1/2 time position in Thompson/one full-time position in The Pas); it is the student's responsibility to ensure all forms are filled out completely and the application package includes all supporting documents

APPLICATION COLLECTION

- FAO for Thompson Campus
- FAO for The Pas Campus & Regional Education and Training Centres
- All applications are then routed to the FAO in The Pas

PREPARING FOR SELECTIONS

- Application data entered (e.g. student name, program, campus, etc.)
- Electronic awards package prepared
- Awards package uploaded to UCN Awards Committee Team in Microsoft Teams approximately 2 weeks before the AC meeting
- AC is a standing committee under Learning Council; AC members are appointed by Learning Council
- AC operates under a Terms of Reference and adheres to a Finance Policy
- AC consists of 13 members – 1 elder, 3 ex-officios, 3 university faculty, 3 college faculty, 2 members-at-large, and 1 student (10 positions currently filled)
- Reports are prepared on AC activities and submitted to Learning Council (approximately 7 AC meetings per academic year)
- Minutes are submitted to the Tri-Council Office

UNIVERSITY COLLEGE OF THE NORTH AWARDS PROCESS

SELECTIONS

- AC members score award applications based on the award criteria. An award check sheet is included for AC members to score applications and to ensure applicants meet all award criteria specified in the application form
- AC members use the AC Scoring Spreadsheet Guidelines as a tool for assigning scores and to handle conflict of interest situations
- Each AC member submits their scores to the AC Scorekeeper before the AC meeting
- AC Scorekeeper compiles all scores for each award detailing the scores given by each committee member for each applicant, and then emails the compilation to the AC members before the AC meeting
- Compiled scores are used to start the discussions for award recipient selections
- Motions are passed to approve award recipients
- Decisions made by the AC are final and not subject to appeal

PREPARING AWARD CHEQUES

- Awards disbursement forms are filled out, signed by the FAO and AC Chair, and submitted to the Finance Department (details include: student name, student number, student mailing address, student social insurance number, award name, and award amount)
- Detailed minutes with motions are provided to the Finance Department upon request

AWARDING RECIPIENTS

- FAO receives award cheques from the Finance Department
- Award winners are double checked to make sure they are still enrolled in the correct number of credit hours as per the award criteria; award cheque is returned to the Finance Department if the award winner is no longer in compliance
- Award recipients are announced by posting student numbers on UCN Awards, Bursaries & Scholarships Facebook page
- Award cheques are picked up or mailed at the award winner's request. Students are also provided with a congratulatory letter
- Award amount applied to student's account if student has an outstanding balance not covered by a third party
- With permission from award recipients, award winner pictures with award amounts are posted on the UCN Awards, Bursaries & Scholarships Facebook page