

For Information

S.94-55

REPORT TO SENATE

**SENATE POLICY COMMITTEE ON
SCHOLARSHIPS, AWARDS AND BURSARIES**

SEPTEMBER 1994

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SPCSAB Chair**

1. INTRODUCTORY COMMENTS

This report covers all business activities of the Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB) for the three semesters 93-2, 93-3 and 94-1.

The committee held meetings on

May 10, 1993
June 28, 1993
October 26, 1993
November 12, 1993
November 30, 1993
January 25, 1994
April 12, 1994

In May 1993, the Financial Aid and Awards office underwent significant restructuring which included the elimination of the position of director and a change in reporting mechanisms. The new Financial Assistance Office is located in the Office of the Registrar and reports to the Director, Student Academic Resources. Undergraduate entrance scholarships are now the responsibility of the Director, Liaison and Awards while the Open Scholarships Program and various graduation medals and awards are administered through the Assistant to the Registrar. The Registrar is Secretary to SPCSAB.

The major task accomplished by SPCSAB and the Registrar's Office was to bring the undergraduate scholarships and awards budget under control and end the year without a deficit. This was achieved as a result of decisions made in the Office of the Registrar in collaboration with the SPCSAB, redesigning of the entrance scholarship program and an unexpected budget addition at the end of the year.

To facilitate this the following decisions were taken:

1. Open Scholarships were awarded only to students satisfying the advertised criteria and with a CGPA of at least 3.75.
2. The entrance scholarship program was reviewed and revised. Commitments had already been made for the 93/94 entrance scholarship program and so efforts were focused on programs for succeeding years.
3. The Committee established the objective that over time, the minimum CGPA required for the Open Scholarship would be the same as or very close to the minimum CGPA required for subsequent disbursements from entrance scholarships.
4. In the administration of any portion of the financial assistance program, strict adherence to the budget would be required.

At the same time it was recognized that our major budget difficulty arose from the large number of entrance awards of more than one year's duration (in 1993/94 \$577,250 of a budget of \$2,317,006 was needed to fund continuing entrance scholarships). Investigation also revealed that many recipients of President's and Chancellor's Scholarships were becoming ineligible for continuation, thereby indicating that this award was not recruiting the best students. The entire entrance program was revised (the new program is described later in the report) so that the Simon Fraser, Alumni and Shrum awards are for four years, the Dean's awards are for two years and all others are one year awards. Further, requirements for continuity were tightened. While the impact of this change will not be felt immediately, in the long-run it will result in greater flexibility allowing for the awarding of more open scholarships, more entrance scholarships and a greater emphasis on bursaries.

Unfortunately, these changes still left the budget in a deficit position. This was relieved when the President decided that for this year only the additional monies inadvertently generated by the new tuition penalties for reduced course loads would all be allocated to the undergraduate scholarship, awards and bursary budget.

We then entered the 1994/95 budget year without a deficit for the first time in many years. All those in the Registrar's and Financial Assistance offices are to be thanked and congratulated for their extremely hard work. At the same time Financial Services was very helpful in providing us with a thorough explanation of the budget allocation process and assisting in determining the endowment funds available. Finally, the Office of Analytical Studies did an excellent job in preparing various budget scenarios resulting from proposed changes to the entrance scholarship program and other background materials.

We are confident that, assuming no cuts are made to our budget, we will stay "in the black" in future years.

Such a thorough investigation of the budget led to the alarming discovery that there are very few endowments supporting University scholarships and bursaries. A major focus of our work in the future will be to address this issue and encourage the University to make scholarship and bursary fundraising an item for special attention. At this point it is worth noting that as a result of a bequest of Tadeusz Specht, an endowment of close to one million dollars (the Tadeusz Specht Memorial Endowment) will be used to fund additional Summit awards for undergraduate students studying in health-related sciences. These awards will first be made in 1995. The University is also in receipt of a major endowment from the estate of Stanley Morisse, also providing for entrance scholarships.

Our year's work focussed on the undergraduate program because of the immediate need to control the budget. The graduate awards program has for several years been administered by the Dean of Graduate Studies and during that time has been constantly revised to reflect students' needs and budget realities. In terms of the Graduate Program SPCSAB considered recommendations brought forward from the Dean of Graduate Studies and the

Senate Graduate Studies Committee. (Graduate bursaries, however, are administered by the Financial Assistance Office.)

In addition to the redesigning of the undergraduate entrance scholarship program and the general work of the committee the following motions were approved.

2. MOTIONS

MOTION (June 1993): That only recipients of the Simon Fraser, Shrum and Alumni entrance scholarships be ineligible for the Canada Scholarship Program.

**Note that formerly President's Scholarship recipients were also ineligible.*

MOTION (October 1993): That effective September 1994 the Special Graduate Research Fellowships be discontinued.

MOTION (October 1993): That the Terms of Reference for the Graduate Fellowships be changed to:

1. The Graduate Fellowship (GF) is a one-semester award valued at ~~\$4,100~~ **\$4,200** for a Master's student and ~~\$4,700~~ **\$4,800** for a Ph.D. student (effective September 1994).
2. To be eligible to hold a GF, a person must be registered as a full-time, regular (not "on leave" or part-time) student and must normally have a first-class (≥ 3.50) grade point average. In exceptional cases, other evidence of outstanding ability may outweigh this criterion.
3. Academic merit is the *primary* criterion for ranking eligible applicants; *departments will advise all applicants in advance if additional criteria will be used.* Academic merit is assessed based on grades, research ability *and progress.*
4. *Applicants for Graduate Fellowships are expected to also apply for external awards for which they are eligible.* Recipients of Graduate Fellowships may accept other scholarship support from external sources. If the total of the Graduate Fellowship and the other support exceeds \$20,000 per annum, the value of the Graduate Fellowship will be reduced so that the total equals \$20,000. *Applicants for Graduate Fellowships are encouraged to apply for external awards for which they are eligible.*
5. Recipients may receive no employment income during tenure of this award with the sole exception given in Item 6 below, and are expected to devote their full time and energies to their graduate studies during tenure of the award; full-time paid employment is prohibited.
6. Recipients may receive income for work performed as a part-time research assistant or intern if the work constitutes the recipient's actual thesis (or

equivalent) research project or an internship performed in fulfillment of S.F.U. degree requirements.

7. Students will normally be eligible to receive GF support only during the first 9 semesters of a Master's program and during the first 15 semesters of a Ph.D. program. In no case will more than 15 semesters of GF support be given to any student. For students who enrolled part-time in several semesters, these limits on eligibility will be interpreted in terms of full-time equivalent semesters; departmental verification of part-time status will be required. During tenure of the GF, full-time status is ~~expected~~ *required*.
8. Applicants may apply for and be recommended for one, two or three semesters of support in each academic year (commencing in the fall semester).
9. Awards are made by the Senate Graduate Awards Adjudication Committee on the recommendation of the Departmental Graduate Program Committee. Each department is allocated a number of awards, based on its graduate enrollment in the previous calendar year.
10. Application is made on the **Application for a Graduate Fellowship** form. The completed form and all post-secondary transcripts must be received by the Graduate Program Chair in the Department of intended enrollment by **15 April**.

October/November, 1993: The SPCSAB approved the following changes to the undergraduate entrance scholarship program:

- Dean's Entrance Scholarships reduced from eight semesters to four semesters;
- Summit Regional Entrance Scholarships introduced (Two semesters at \$1500 - two to be awarded in each of the fourteen provincial college regions)
- Summit Entrance Scholarships introduced (Two semesters at \$1500)
- Jack Diamond (BC and National) Entrance Scholarships reduced from eight to two semesters
- Strand National Entrance Scholarships reduced from eight to two semesters
- Hamilton College Transfer Scholarship reduced from six to four semesters
- Caple College Transfer Scholarships reduced from six to two semesters
- President's Scholarships eliminated
- Chancellor's Scholarships eliminated

- Abe Unrau Entrance Scholarships eliminated
- Simon Fraser University Entrance Prizes eliminated
- All new awards include a one-time travel component for recipients outside the lower mainland school districts.
- Effective with new awards in 94/95, the minimum GPA required for the second disbursement is increased from 2.0 to 3.0
- Effective with new awards in 94/95, the minimum CGPA required for the third and subsequent disbursements is increased from 3.5 to 3.6.

MOTION (April 1994): That the following guidelines for the deferral of entrance scholarships be adopted:

An entrance award may, at the discretion of the Registrar, be deferred subject to the following general conditions:

- i) if the student attends another institution on a full-time basis during the period covered by the deferral, the number of disbursements for which the student is eligible will be reduced accordingly. The student will be subject to SFU requirements for subsequent disbursements.
- ii) the first disbursement from the award is claimed within four semesters of the semester for which the original award is made; and
- iii) the request for deferral is made, in writing, prior to the start of the semester for which the original award is made.
- iv) appeals from the decision of the Registrar will be deferred to the Senate Undergraduate Awards Adjudication Committee.

MOTION (April 1994): A student is not eligible to receive a disbursement from the Open Scholarship Program if his/her tuition fees are:

- i) paid from a benefit under the tuition waiver plan administered by the University;
or
- ii) assessed at zero by virtue of special registration status (such as Senior, Formal Exchange Program).

MOTION (April 1994): That the \$83,500 collected in a special purpose fund designed for University Entrance Scholarships be set up as an endowment to support new entrance scholarships.

3. FUTURE

While much was accomplished during the year, much remains to be done. Future items for discussion include:

- 1) With increased budget flexibility, a different balance between entrance and open scholarships can be considered. For example, many feel that the continuing CGPA for entrance scholarship winners should be the same as the CGPA for the awarding of an Open Scholarship. At the same time we must ask what portion of the budget should be allocated for bursaries.
- 2) Consideration of other types of awards (e.g. university awards similar to work-study, awards for international students, awards for students in specialized programs (e.g. SECWEPEMC program, international exchange programs)).
- 3) Development of policy book for Scholarships, Awards and Bursaries.
- 4) Emphasis on building a large endowment to support general scholarships and bursaries.
- 5) Continued revision of existing programs to ensure that they are fair, that all students have appropriate access to them, and that they remain sufficiently flexible that we can best meet the needs of students at any time and take advantage of opportunities as they arise. Regular and appropriate data collection will assist in these decisions, as will verbal input received from secondary schools, provincial colleges and SFU liaison officers.

The Chair, and all members of SPCSAB are always available to respond to questions and suggestions.

4. DATA

The data following describes the allocation of all undergraduate awards, scholarships and bursaries and graduate bursaries. Detailed information on other graduate awards is given in the Dean of Graduate Studies annual report to Senate and the accompanying Graduate Studies Fact Book.

a) 93/94 ENTRANCE SCHOLARSHIPS

Number of new awards - 162 (94 Females; 68 Males)

Value of new awards - \$275,000

Number of renewal awards - 590 (321 Females; 269 Males)

Value of renewal awards - \$837,800*

*this figure includes renewal in Spring 94-1 of new 93-3 awards.

b) **OTHER FINANCIAL ASSISTANCE PROGRAM SUMMARY
1991 TO APRIL 1994**

INTRODUCTION

The following report is a year end update of a progress report submitted to the Board of Governors in November of 1993. Most programs administered by Financial Assistance (Student Academic Resources) are outlined and awards made from the programs are summarized.

Many of the programs outlined in this report are awarded on the basis of financial need. Financial need is determined by the difference in allowable reported expenses and income. Allowable expenses include considerations for food, housing, tuition, books, transportation and dependents. Income includes savings, investments, monetary gifts, scholarships, earnings and government loans. Canada Student Loan rules and guidelines are used as a basis for allowable expense levels and eligibility for programs administered by the University.

Domestic students are expected to pursue government loan funding before applying for any University administered need based programs. If a student has an unmet financial need beyond awarded government funding they may be identified for the provincially funded Work Study Program or considered for bursaries. The disbursement schedule for government loan and grant programs gives the student 60 percent of funding in their first semester, typically September, and 40 percent of funding in their second semester, January. This means that a higher demand is placed on University funded programs in the Spring semester of each year.

Some programs reported do not require evidence of financial need. These programs include Service Awards and Private Scholarships. These awards are given on the basis of service to the university or others, academic merit, or other achievements. These awards are adjudicated or approved by the Senate Undergraduate Awards Adjudication Committee or its Chair.

Figures reported in the following tables represent the academic year May to April, not the fiscal year.

I. BURSARIES

Bursaries are awarded on the basis of financial need. Students submit applications that include a budget outlining their income and expenses. The difference between a student's income and expenses determines the value considered for bursary awards. When adjudicating Bursaries, consideration is given to the ability of the award to meet the student's unmet need and the total dollars available to award. Awards are made to as many students as possible.

Private Bursaries are adjudicated first. These Bursaries are funded from outside sources either by endowment or specific gift. Often Private Bursaries require more than financial need for a student to be eligible (e.g., candidate must be a third year Business Administration major). International students are eligible for many of these awards. Once the Private Bursaries are adjudicated, the remaining applicants, and those with private awards who have not had their need met, are considered for Open Bursaries.

In general, Open Bursary awards for domestic students without dependents are \$300-\$500 and for students with dependents are \$500-\$800. The Open Bursary awards for international students without dependents are \$300-\$700 and for students with dependents \$500-\$900.

Appendices 1 and 2 outline budgets, awards and number of applications received for S.F.U. Open Bursaries for domestic and international students.

1. UNDERGRADUATE BURSARIES

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
	<u>TOTAL</u>	<u>TOTAL</u>	<u>TOTAL</u>
SFU OPEN (domestic) *			
No. of students	663	191	465
Total \$ awarded	239,161	78,029	218,356
SFU Open (international) **			
No. of students	144	160	147
Total \$ awarded	70,599	110,863	85,574
SFU Daycare			
No. of students	63	60	65
Total \$ awarded	10,901	10,888	14,603
Private Bursaries			
No. of students	264	231	***316
Total \$ awarded	165,701	158,068	211,387

*Awards include those funded through endowed accounts which are adjudicated as Open Bursaries.

**The total number of undergraduate international students decreased from 815 in Fall 1992 to 675 in Fall 1993.

***May include accounts not previously reported.

2. GRADUATE BURSARIES

	<u>91/92</u> <u>TOTAL</u>	<u>92/93</u> <u>TOTAL</u>	<u>93/94</u> <u>TOTAL</u>
SFU Open (domestic)*			
No. of students	68	43	52
Total \$ awarded	34,128	25,900	31,800
SFU Open (international) **			
No. of students	71	69	57
Total \$ awarded	52,523	53,867	32,342
SFU Daycare			
No. of students	16	5	12
Total \$ awarded	5,366	645	2,624
Privately Funded			
No. of students	10	8	9
Total \$ awarded	13,968	9,861	7,600

*Awards include those funded through endowed accounts which are adjudicated as Open Bursaries.

**The total number of graduate international students decreased from 377 in Fall 1992 to 345 in Fall 1993.

II. SERVICE AWARDS, MEDALS AND PRIVATE SCHOLARSHIPS

Private Scholarships for continuing undergraduate students are adjudicated by the Senate Undergraduate Awards Adjudication Committee. Students must apply, hold a high grade point average and meet other specific qualifications to be successful. Financial need is not a consideration for scholarship adjudication.

Awards, Metals and Prizes for undergraduate students usually require a departmental nomination. Awards in these categories usually require excellence in a particular field or service to the University. They may or may not have a financial need requirement.

	<u>91/92</u> <u>TOTAL</u>	<u>92/93</u> <u>TOTAL</u>	<u>93/94</u> <u>TOTAL</u>
Private Scholarships			
No. of students	89	84	163
Total \$ awarded	69,520	66,690	114,275

	<u>91/92</u> <u>TOTAL</u>	<u>92/93</u> <u>TOTAL</u>	<u>93/94</u> <u>TOTAL</u>
Awards, Medals, Prizes			
No. of students	146	202	190
Total \$ awarded	58,566	77,776	74,949
Athletics			
No. of students	51	34	52
Total \$ awarded	30,800	24,150	35,700
Recreation			
No. of students	33	32	31
Total \$ awarded	19,200	19,200	18,600
University Arts & Service			
No. of students	82	93	107
Total \$ awarded	55,518	51,942	44,558

III. EMERGENCY LOANS: UNDERGRADUATE/GRADUATE

Short term, interest-free loans are available to students who require interim emergency funding while awaiting funds from other sources. Loan criteria was standardized in 1993/94. The maximum total Emergency Loan debt per student was capped at \$1000 beginning in August 1994.

Value: Normally \$300 - \$800 (typically \$500)

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
No. of Loans	1,362	1,384	887
Total \$ awarded	\$664,776	\$723,676	\$422,278

IV. GOVERNMENT PROGRAMS

1. FEDERAL AND PROVINCIAL LOANS: Undergraduate/Graduate

Domestic students, graduate and undergraduate, may apply for funding assistance through the federal and provincial loan programs. Students apply for both programs through the provincial ministry responsible in the province where they hold permanent residency.

	<u>91/92</u> <u>TOTAL</u>	<u>92/93</u> <u>TOTAL</u>	<u>93/94</u> <u>TOTAL</u>
Canada Student Loan			
No. of students	5,263	5,251	*3,793
Total \$ awarded	12,044,733	12,365,440	12,558,671
B.C. Student Loan/Grant			
No. of students	3,585	3,726	*2,910
Total \$ awarded	8,264,681	9,141,759	9,046,710
Out-of-Province Loan			
No. of students	359	415	*248
Total \$ awarded	743,618	816,282	833,947

* Number of students reported for 1993/94 are only those who were approved for funding. Previous years reported all applicants.

2. WORK STUDY PROGRAM: Undergraduate/Graduate

The Work Study program is a B.C. government funded program which is intended to supplement B.C. and Canada student loans with paid work experience for students in high financial need. An additional SFU funded Work Study program allows for the participation of international students. All students must meet a financial needs test, must be registered in and maintain a minimum of 9 semester hours or more in undergraduate studies, or be registered in a full time graduate program, and must be in satisfactory academic standing.

	<u>91/92</u> <u>TOTAL</u>	<u>92/93</u> <u>TOTAL</u>	<u>93/94</u> <u>TOTAL</u>
<u>SFU Funded Work Study:</u>			
Undergraduate			
No. of students	54	38	8*
Total \$ awarded	29,324	19,315	6,222
<u>Government Funded Work Study</u>			
Undergraduate			
No. of students	380	550	527
Total \$ awarded	286,245	445,228	369,454
Graduate			
No. of students	22	41	31
Total \$ awarded	17,611	34,851	25,680

*Program was restricted to limited use for international students.

3. PART TIME STUDENT ASSISTANCE PROGRAM

The Part Time Student Assistance Program, offered by the B.C. government, operated on an experimental basis in 1991/92 and was in the first year of province wide operation last year. Awards to students are adjudicated by the institution and are in the form of grants rather than loans. The requirements for eligibility are the same as for government loan funding except that students must be registered in less than 9 semester hours.

	<u>1992/93</u>	<u>1993/94</u>
	<u>TOTAL</u>	<u>TOTAL</u>
No. of Awards	35	53
Total\$ Awarded	\$27,064	\$31,225
Budget	\$38,000	\$40,000

Total Funds Awarded as SFU Dollars * - All Programs:

<u>1991/92</u>	<u>1992/93</u>	<u>1993/94</u>
\$606,086	\$472,575	\$565,543

* Totals include funds awarded from non-specific Bursary and Scholarship endowments

APPENDIX I

SFU OPEN BURSARY - DOMESTIC STUDENTS

BUDGET

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
Undergraduate	\$215,000	\$230,000	\$218,419
<u>Graduate</u>	<u>\$25,000</u>	<u>\$22,000</u>	<u>\$32,000</u>
Total	\$240,000	\$253,000	\$250,419

TOTAL APPL./REQUESTS

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
Undergraduate	2,029	1,557	1,599
<u>Graduate</u>	<u>128</u>	<u>106</u>	<u>86</u>
Total	2,157	1,663	1,685

TOTAL AWARDS

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
Undergraduate	579	345	541
<u>Graduate</u>	<u>85</u>	<u>49</u>	<u>52</u>
Total	664	354	593

EXPENDITURE

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
Undergraduate	\$199,927	\$121,899*	\$218,356
<u>Graduate</u>	<u>\$42,000</u>	<u>\$24,322</u>	<u>\$31,800</u>
Total	\$241,927	\$146,221	\$250,156

*Open Bursaries applicants were awarded from private funds

APPENDIX II

SFU OPEN BURSARY - INTERNATIONAL STUDENTS

BUDGET

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
Undergraduate	\$100,000	\$112,000	\$102,000
<u>Graduate</u>	<u>\$32,354</u>	<u>\$36,354</u>	<u>\$38,401</u>
Total	\$132,354	\$148,354 + \$25,000* =\$173,354	\$140,401

*one-time supplement only

TOTAL APPL./REQUESTS

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
Undergraduate	271	333	239
<u>Graduate</u>	<u>94</u>	<u>97</u>	<u>76</u>
Total	365	430	315

TOTAL AWARDS

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
Undergraduate	150	167	147
<u>Graduate</u>	<u>83</u>	<u>79</u>	<u>57</u>
Total	233	246	204

EXPENDITURE

	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>
Undergraduate	\$70,599	\$110,863	\$85,574
<u>Graduate</u>	<u>\$52,523</u>	<u>\$53,867</u>	<u>32,242</u>
Total	\$123,122	\$164,730	\$117,816

PROCEDURES FOR APPLYING FOR BURSARIES:

1. Deadlines announced in calendar
2. Applications available outside office beginning of each semester
3. Applications received by the deadline are assessed with priority
4. Awards range as follows: no dependents \$300 - 700
dependents \$500 - 1,000
5. Needs test is applied to student's budget to determine unmet need and award
6. All students are notified in writing of their awards

APPEALS

1. All appeal requests must be submitted in writing with budget if situation has changed since original application
2. All appeals are reviewed by Acting Director, Student Academic Resources
3. Students may be required to come in for an interview if necessary
4. Students are notified in writing regarding appeal decisions