

Approved by the Senate Committee on Scholarships and Student Aid on January 24,  
2023

**% Renewal Process Overview**

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(Ontario University Athletics). Currently, this means the student must be registered full-time (60% course load typically 9 units in the Fall and 9 units in the Winter; course load averaging is not permitted).

### **2.1.3 Need-Based Bursaries/Awards:**

To be eligible for renewal of a need-based bursary or award a student must be registered as a full-time student (60% course load typically 18 units in Fall/Winter). To remain eligible for funding once the academic year has begun, the student must continue to be registered as a full-time student. Promise Scholars Awards, Commitment Bursaries and Access Awards are included in this category.

### **2.1.4 Hybrid Awards:**

Hybrid awards are awards where the original selection of the awards was based on a combination of academic excellence and demonstrated financial need. To be eligible for renewal of a hybrid award, unless otherwise stated, a student is expected to be registered in an 80% course load (typically 24 units in Fall/Winter). To remain eligible for funding once the academic year has begun, the student must be registered as a (int)-3(i)12 (2 42i (g)-i)12 (ETQq0 0 612 792 0 0

for renewal for students entering third year, the GPA for all courses attempted in the Fall and Winter terms of second year will be considered.

Courses graded pass/fail do not impact the GPA calculation for renewal.

**2.2.1 Academic Excellence:**

Unless otherwise stated, students in receipt of scholarships/awards granted on the basis of academic excellence are expected to achieve a minimum GPA of 3.5.

**2.2.2 Academic Achievement:**

Students in receipt of awards where the renewal is on the basis of academic achievement are expected to achieve a minimum GPA of 2.7.

**2.4 Athletic Excellence:** For Athletic Financial Awards athletic excellence is defined in the Athlete Student Agreement and the assessment is determined by the Head Coach. Appeals regarding the failure to satisfy the athletic excellence criterion for an AFA will be reviewed by the Executive Director of Athletics and Recreation.

**3.1 Renew:** Scholar has remained in good academic standing and, if appropriate, has satisfied all other renewal criteria (community service and/or athletic excellence).

<b>Academic Excellence*:</b>	<b>GPA &gt; or = 3.5</b>
<b>Academic Achievement:</b>	<b>GPA &gt; or = 2.7</b>
<b>Need-based Bursary:</b>	<b>GPA &gt; or = 2.0</b>
<b>Athletic Financial Award:</b>	<b>GPA &gt; or = 2.7</b>
<b>Hybrid Award*:</b>	<b>GPA &gt; or = 2.0</b>
<b>Other Award*:</b>	<b>GPA &gt; or = 2.0</b>

*\*Unless otherwise stated in the awards terms of reference.*

**3.2 Renew with Academic Warning:** Typically, scholars who receive an academic warning are renewed, suspended, or terminated in the following year, depending on their progress.

<b>Academic Excellence:</b>	<b>GPA 3.0</b>	<b>3.49</b>
<b>Academic Achievement:</b>	<b>GPA 2.3</b>	<b>2.69</b>
<b>Need-based Bursary:</b>	<b>GPA 1.7</b>	<b>1.99</b>
<b>Athletic Financial Award:</b>	<b>N/A</b>	
<b>Hybrid Award:</b>	<b>GPA 1.7</b>	<b>1.99</b>
<b>Other Award:</b>	<b>GPA 1.7</b>	<b>1.99</b>

**3.3 Suspend** their academic performance is minimal, or if they did not meet the expected academic threshold after having received an academic warning. A student whose award is suspended may have the award reinstate

**Other Award:**

**GPA < 1.7**

**GPA <2.0**

**3.4 Terminate:** A student will have their award terminated if they have not been successful in meeting the minimum established thresholds before they enter their final year of study. A student who voluntarily withdraws from studies or is required to withdraw from studies will have their award terminated and removed from their SOLUS account effective the date the withdrawal occurs.

#### **4. Other Factors Affecting Renewal**

**4.1 Incomplete Courses (or Grade Deferred):** All courses must be completed before a decision is made with respect to the renewal of the award. Students will receive a communication detailing that the renewal decision is on hold pending the completion of all courses in the Fall and Winter.

The only exceptions to this policy are Pass/Fail courses where the student is permitted more than one year to satisfy the course requirements.

#### **4.2 Disability:**

Students with a disability will be required to provide supporting documentation Student Accessibility Services (QSAS) which indicates accommodation is required.

Generally, students will be expected to register as full-time students (60% of a full-course load) to qualify for renewal. Each case will be reviewed individually. Students will be eligible for the stated total dollar amount of the award even if

For renewal of the award in the following year the student must provide their Faculty Office with official transcripts from the partner institution. To qualify for renewal the Faculty Office must confirm the student satisfactorily completed the course attempts at the equivalent course load requirements as defined in Section 2.1 above.

guidelines as Renewals) provided the student satisfactorily completed the course load requirements as defined in Section 2.1 above.

**4.3.2 Study Abroad or Domestic Letter of Permission:** Students who wish a study abroad experience or on a domestic letter of permission administered by another educational institution, will remain eligible for the payment of year.

**Retention:** A student participating in an educational opportunity on a letter of permission approved by their respective Faculty/School must provide documentation that they are registered in a minimum 60% course load.

**Renewal:** For renewal of the award in the following year the student must provide their Faculty Office with official transcripts from the host institution. To qualify for renewal the Faculty Office must confirm the student satisfactorily completed the course attempts at the equivalent course load requirements as defined in Section 2.1 above.

guidelines as Renewals) provided the student satisfactorily completed the course load requirements as defined in Section 2.1 above.

**4.4 Internships (QUIP):** Students participating on a QUIP placement or on an internship are not eligible to receive payment for the award while they are on the work-term placement. Students must request the award be deferred until they are registered full-time for the next Fall or Winter term. The request must be sent by

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**4.5 Leaves:** It is recognized exceptional circumstances may arise which may require the student to take a break in their program of study. In these circumstances every reasonable effort will be made to accommodate the student and their circumstances. The student must submit a written request (email acceptable) for review which details the circumstances and the expected duration of the leave. Where possible, the student is advised to provide the notification in advance of the leave. Examples include medical leave, unique year-long service opportunity.

Each request will be reviewed on an individual basis and an adjusted renewal/payment schedule will be established (e.g., deferred for a year; staggered renewal/disbursement). Students will be eligible for the stated total dollar amount of the award even if the st

e.g.,  $12,000 \times 4 \text{ years} = \$48,000$ ). At the time of review, it will be determined whether the student will receive the full annual amount or if the award will be pro-rated and disbursed beyond the typical 4-year duration of the award.

## **5. Appeals**

Students who do not meet the identified renewal thresholds and who have experienced extenuating circumstances which have affected their academic performance may submit a

Committee on Scholarships and Student Aid (SCSSA). Extenuating circumstances may include but is not limited to

Renewed with Academic Warning  
Renewed with a Service Encouragement

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aid granted at the start of each academic year will be disbursed in two equal disbursements. This includes all first-year admission, renewable, upper-year, and exchange awards.

prior to the September fall term tuition payment deadline.

December prior to the January winter term tuition payment deadline. If there is any amount in excess to the amount owed to the University (tuition, fees, residence) after the end of the open enrollment period in the winter semester, students will be issued an automatic refund to the bank account that they have identified in SOLUS. The auto-refund process takes place in February of each year.

**6.1 Early Refund Requests:** If a student is experiencing extenuating financial circumstances, they will be allowed to submit an early refund request to the Appeals Committee for consideration. Early refunds will only be granted where the Appeals Committee can determine that there will be award funds remaining after amounts owed to the University (tuition, fees, residence) are paid for both fall and winter semesters. Early refund requests can be submitted via email to [\\_\\_\\_\\_\\_@queensu.ca](mailto:_____@queensu.ca).