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Awards and Financial Aid

Waterloo

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## Awards and Financial Aid

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### Introduction

Student Awards & Financial Aid is located on the 2nd floor of Needles Hall. Office hours are Monday to Friday 8:30 am to 4:30 pm. The office is responsible for administration of the following programs:

- Ontario Student Assistance Program (OSAP) and other government student aid programs for both undergraduate and graduate students
- Scholarships, bursaries, and emergency loans for undergraduate students
- Bursaries for graduate students

A complete listing and description of the scholarships, awards, and bursaries administered by Student Awards & Financial Aid can be found in the Awards and [Financial Aid](#) section of the Undergraduate Calendar.

Additional information including details on when and how to apply for scholarships, awards, and bursaries as well as tips on calculating expenses and covering costs can be found on the Student Awards & Financial Aid website at <http://safa.uwaterloo.ca/>.

Students may contact the office by telephone at 519-888-4567, ext. 33583 or by mail at Student Awards & Financial Aid, Needles Hall, University of Waterloo, Waterloo, Ontario, N2L 3G1.

#### Note

*The following information pertains to the award year of May 1, 2012 to April 30, 2013 and is subject to change without notice.*

#### Academic Merit

The minimum standard used in scholarship competitions based on academic merit is an average or mark of 80%.

#### Definitions

The term "**award**" is a general designation applied to any scholarship, prize, medal, fellowship, or grant of money assigned to a student. Within this designation, awards are further defined as follows:

**Scholarship** - A monetary award, based primarily on outstanding academic merit (80% or greater) or excellence in a specific subject or group of subjects.

**Award** - A monetary award, based on academic performance (normally 75% or greater) and a combination of all or some of the following: leadership or involvement in extracurricular activities or student affairs at the university or in the community, work-related experience, athletic achievement, or work-term performance, and may include a financial need component.

**Prizes and Medals** - A non-monetary award (e.g., book prize, instruments, graduating medal) given in recognition of academic performance or excellence in the area to which the award pertains.

**Work-Term Report Award** - A monetary award based on writing skills demonstrated in work-reports.

**Bursary** - A monetary grant based primarily on financial need, and including a satisfactory academic standing.

#### Note

*Provincial and federal loan policies state that scholarships, awards, and bursaries provided to students receiving provincial and/or federal student loans could reduce loan entitlements. Please contact Student Awards & Financial Aid if further clarification is required.*

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## Regulations Governing University of Waterloo Undergraduate Awards

### General Eligibility

1. Scholarship candidates will normally be required to have achieved a minimum overall academic average of 80% in the academic session or academic courses referred to in the terms and conditions of the scholarship.
2. Award candidates will normally be required to have achieved a minimum overall academic average of 75% in the academic session or academic courses referred to in the terms

and conditions of the award.

3. Bursary candidates will normally be required to be in satisfactory academic standing in the academic session or academic courses referred to in the terms and conditions of the bursary.
4. Student Awards & Financial Aid will retain supporting documentation for unsuccessful applicants for a minimum period of twelve months. Supporting documentation for successful applicants will be retained in the award file. Applications and supporting documentation are the property of Student Awards & Financial Aid.
5. If no qualified applicant is found for a particular award in any year, the University reserves the right to withhold the award and will notify the donor.
6. Normally, students may not receive the same scholarship/award more than once.
7. Where the advertised deadline falls on a Saturday or Sunday, the deadline date is the preceding Friday.
8. Decisions made by Award Committees are final.

## Payment of Awards

1. All awards are disbursed through the student's Quest account using the Student Administration System of the University.
2. The first charge against any award is to pay outstanding University fees including tuition and incidental fees and other university-related fees. Normally, awards are paid only during terms in which the recipient is a registered full-time student.
3. Unless otherwise stated in the award terms, eligibility for awards is normally restricted to students who enroll in a full course load (minimum 2.5 units per term).
4. Normally a student may not hold more than one major University of Waterloo award in one academic year. Each Faculty will determine the value of a major award (e.g., the Faculty of Arts has determined that an award valued \$500 is considered a major award).
5. Awards valued at more than one-term tuition will normally be paid in two term instalments.
6. If a student withdraws or otherwise fails to complete the term(s) covered by an award, the award may be cancelled, or in some cases may be pro-rated.
7. Awards based on donations from external sources cannot be guaranteed by the University and can be applied to the student's account only after funds have been received from the donor.
8. Awards provided from external sources which cover an academic year will be paid in two equal instalments, unless otherwise stated by the donor.
9. The value of awards financed by endowed funds may vary each year depending on investment interest rates and may be withheld completely.
10. All awards, scholarships, and bursaries are considered to be income for OSAP and University of Waterloo bursary programs.

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## University of Waterloo Guarantee of Undergraduate Student Financial Support

The University guarantees to fund unmet need as defined by OSAP (Ontario Student Assistance Program) or a student assistance program from another Canadian province (Note 1).

The University aspires to identify students in need and ensure that all eligible students admitted to full-time undergraduate programs have the financial assistance necessary to complete their studies (Note 2).

Students are required to seek financial support from all sources, including family, employment, government support programs, and loans.

### Who is eligible?

University of Waterloo undergraduate students who have applied for and are eligible for OSAP or other provincial government student assistance programs are eligible. This means:

- Canadian citizens or permanent residents and
- Those studying on a full-time basis (i.e., 1.5 or more units per term or 1.00 or more units per term for those with a permanent disability) and
- Those studying in a program leading to a degree or diploma and
- Those with demonstrated financial need

## Who is not eligible?

- International students admitted to Canada on a study permit
- Students who do not apply for OSAP or other provincial student aid programs (Note 3)
- Part-time students (Note 4)
- Students enrolled in a full cost-recovery program

### Notes:

1. This guarantee is based on OSAP policy. It will be reviewed from time to time by the Board of Governors taking into account changes in OSAP policy and the University's financial situation. The University determines unmet need (as defined by OSAP) by using OSAP allowable costs minus the student's expected resources. Where other provincial jurisdictions use institutional bursaries as a resource, the University is not in a position to provide further bursary assistance to replace/repay loan overpayments.
2. The University's criteria for determining unmet need is based on "real" expenses, including, but not limited to: higher tuition in deregulated programs, acceptable expenses associated with co-operative education, and additional expenses in some programs related to equipment and instruments.
3. Those who have not applied for or are not eligible for OSAP or other provincial assistance programs but who have documented financial difficulty will be considered on a case-by-case basis. Students whose credit history or academic standing make them ineligible for OSAP or other provincial assistance programs will be considered on a case-by-case basis as well.
4. Part-time students experiencing financial hardship are expected to apply for the government student aid programs available to them. The University has limited funds to assist students studying on a part-time basis.

## What does it mean?

A student's parents/spouse are expected to provide a contribution to their costs based on their family income. They are not able to waive this expected contribution unless there are extenuating circumstances that may preclude them from making a contribution. Students in this situation should make an appointment with Student Awards & Financial Aid prior to the bursary deadline.

Students must explore all sources of funding including government student aid programs, working full-time during non-study periods, working part-time during your study period, and liquidating assets.

Students should confirm their OSAP or other government financial aid assessment is accurate. Students may be eligible for further funding either due to an error/omission or by providing additional documentation to appeal the value of their assessment. Students should review the OSAP website - <http://osap.gov.on.ca/> - for guidelines on appeals and if applicable make an appointment with Student Awards & Financial Aid. Students who receive assistance from another provincial student aid program should contact their provincial authority regarding the possibility of an appeal.

## Our Commitment

In accordance with Ontario's Student Access Guarantee, the University ensures that Ontario students in need have access to the resources they need for their tuition, books, and mandatory fees.

Details: [osap.gov.on.ca/OSAPPortal/en/PostsecondaryEducation/OSAP/OSAP004003.html](http://osap.gov.on.ca/OSAPPortal/en/PostsecondaryEducation/OSAP/OSAP004003.html)

Full eligibility details: [safa.uwaterloo.ca/bursaries/supportstatement.html](http://safa.uwaterloo.ca/bursaries/supportstatement.html)

## How to apply for assistance

- OSAP <http://osap.gov.on.ca/>
- Other provincial student aid - <http://safa.uwaterloo.ca/otherloanprograms/oop.html>
- University of Waterloo Bursary - <http://safa.uwaterloo.ca/bursaries>
- Entrance Bursary - <http://safa.uwaterloo.ca/bursaries>