

 CAPILANO UNIVERSITY	Policy No.	Replaces	Policy
	B.203	Policy 31	Board
	Policy Name		
	EMERGENCY BURSARIES AND FEE WAIVERS		
Approved by	Responsibility		Category
Board	Board of Governors		Finance
Date Issued	Date Revised	Revision	Related Policies, Reference
	June 15, 2010	6	

The University Board wishes to provide supplementary financial assistance to scholastically successful students as part of its commitment to making educational opportunities accessible to its community and to facilitating the retention of scholastically successful students. This desire, however, must be constrained by the limitations on the resources of the University.

Accordingly, it is the policy of the University to conduct an annual review of the revenues and eligibility criteria of the Student Financial Assistance Program with a view to determining what, if any, supplementary financial aid may be required. This review will normally be conducted coincident with the annual budget development process of the University. The Board may direct that funds from appropriate sources be dedicated to supplementing the Student Financial Assistance Program in effect.

The management of any such supplementary financial aid for students shall be governed by the following principles:

1. The determination of need shall be governed by the same rules and procedures as apply to the Student Financial Assistance Program and as administered by the Financial Aid officer.
2. Access to supplementary aid shall be limited to students who meet the scholastic standing and course load criteria of the Student Financial Assistance program.
3. Students shall not have access to supplementary aid until they have exhausted all other financial aid resources available to them. Access to such aid shall be limited to students whose ability to remain students is threatened by insufficient financial aid.
4. Supplementary aid shall be in the form of emergency bursaries and fee waivers.

At the time of budget approval, the Board will annually establish a fund from which the bursaries are drawn. The fee waivers may be for up to three hundred (300) credit hours.

Any fund established by the Board for the purpose of supplementing the Student Financial Assistance Program shall be managed in conformity with sound business practice and shall be subject to external audit.