

<b>Policy Number:</b>	PCO - 03
<b>Policy Name:</b>	Scholarships
<b>Policy Last Reviewed Date:</b>	January 2022
<b>Policy Update Approved Date:</b>	January 2022
<b>Approved By:</b>	Pathways to Education Canada
<b>Next Review Scheduled:</b>	March 2024
<b>Policy Owner:</b>	Director, Programs

## 1.0 Purpose

Pathways to Education Canada scholarships are designed to support Students as they transition to post-secondary study or employment. Scholarship funds can be applied to post-secondary expenses, which are defined as fees for provincially regulated CÉGEP (*Collège d'enseignement général et professionnel*), college, university, professional school, post-secondary preparedness programs, high school upgrading program, apprenticeship, or trade programs.

## 2.0 Policy Scope

This policy applies to all eligible Students in the Pathways Program operated by Community Organizations.

## 3.0 Principles

Pathways Scholarships are grounded in the following principles:

- Reduces financial barriers to accessing post-secondary;
- Supplements other government financial resources;
- Motivates Students and / or families to engage in the Program; and
- Encourages post-secondary planning on the part of the entire family.

## 4.0 Definitions

The definitions in the Pathways Program Delivery Agreement between Pathways Canada and the Community Organization (the “Agreement”) also apply to this policy.

## 5.0 Scholarship Eligibility

A Student will have been active in the Pathways Program for a minimum of two, non-consecutive academic years.

Students may access their scholarship anytime until December 31<sup>st</sup> of the year that they turn 23 years of age. All unused scholarship balances will be forfeited following this date.

## **6.0 Scholarship Accrual**

A Student will accrue an annual amount of \$500 in Nova Scotia, Ontario and New Brunswick or \$400 in British Columbia and Quebec.

- For Students who entered the Pathways Program prior to September 2015, this accrual will contribute to their total Pathways Canada scholarship, up to a maximum of \$4,000 in Nova Scotia, Ontario and New Brunswick, and \$2,500 in Quebec.
- For Students who entered the Pathways Program in September 2015 or later, this accrual will contribute to their total Pathways Canada scholarship, up to a maximum of \$2,000.

Students can either accrue a full or a half of the annual amount each year. Community Organizations are responsible for determining if the Student accrues the full or half accrual each year.

Community Organizations are responsible for establishing consistent policies, practices, and tracking of Student accruals.

## **7.0 Scholarship Usage**

### **7.1 Application Fees**

Application fees refer to payments made prior to April 15 of a given year, for post-secondary expenses including: application fees, academic expenses (such as transcripts, diplomas, and assessments), or work supplies for Students not attending post-secondary.

Application fees payments are the responsibility of the Community Organization.

Community Organizations are responsible for establishing consistent policies, practices, and tracking of Students' application fees disbursements, including entering application fee payments in the Student Database per the reporting schedule.

The maximum amount of a Student's scholarship that can be used on application fees is \$499 per year. Community Organizations have discretion for determining which expenses qualify as application fee expenses.

For Students who have not been active in the Pathways Program for a minimum of two, non-consecutive academic years, up to \$250 may be used to cover application fees, as long as the student is enrolled in the Pathways Program when they are applying to post-secondary.

### **7.2 Scholarship Payments**

Scholarship payments refer to payments made after April 15 for post-secondary expenses such as tuition, residence and deferrals.

All scholarship payments for students in Nova Scotia, Ontario and New Brunswick, and British Columbia, are sent directly to the Student Awards & Financial Aid Office (or equivalent) at an academic institution. It is the post-secondary institution's discretion if the scholarship funds can be applied to other academic expenses, such as books and supplies.

For students in Quebec, all scholarship payments are sent directly to students. Funds are disbursed after the student provides a signed release agreement. This first installment supports up to: \$101 for application fees, \$499 for tuition (per year), and \$400 for books and supplies. Students who have had application fees disbursed prior to April 15 will have that amount deducted from their first scholarship installments.

Scholarship payments are the responsibility of Pathways Canada. Pathways Canada is responsible for establishing consistent policies, practices, and tracking of scholarship payment disbursements.

In order to access scholarship funds a student will have either a confirmed letter of acceptance, a conditional letter of acceptance, tuition bill or proof of attendance in post-secondary.

The maximum amount of scholarship payments requested for one year of a multi-year program is \$1,800 in all provinces except Quebec; the maximum amount in Quebec is \$1,000. The amount requested cannot exceed the remaining scholarship balance.

Students with a balance after their first full year may use their remaining scholarship funds for continued study post-secondary.

Students enrolled in a one-year program may use their full scholarship balance in year one of post-secondary.

## **8.0 Related Policies**

PCO - 01 Financial

PCO - 05 Program Standards

## **9.0 Supporting Information Exhibits / Appendices / Forms**

PASS (central student database), for all Community Organizations using this system  
Initial Export Template, for all Community Organizations not using PASS (central student database)