

# SCHOLARSHIP AND AWARDS POLICY



## THE MICO UNIVERSITY COLLEGE

1A Marescaux Road, Kingston 5

<b>Office of Accountability:</b>	VP, Academics
<b>Office of Administrative Responsibility:</b>	Department of Student Services
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	VP Administration
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<b>Version</b>	01

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>1</b> of <b>19</b>

## Table of Contents

1.0	Introduction .....	2
2.0	Scope .....	2
3.0	Definitions .....	2
4.0	Policy Objectives .....	2
5.0	Policy Statements.....	3
6.0	Responsibilities .....	4
7.0	Guidelines .....	5
7.1.	Donors.....	5
7.2.	Promotion of Award Availability.....	7
7.3.	Criteria for Award.....	7
7.4.	Conditions for maintaining Award .....	7
7.5.	Leave of Absence / Withdrawal .....	9
7.6.	Types of Awards.....	6
7.7.	Value of Awards .....	6
7.8.	Disbursement of Award Fund .....	6
7.9.	Receipt of More than on Award .....	9
8.0	Sports / Visual Arts / Performing Arts Awards.....	9
9.0	Award Selection Committee .....	10
10.0	Appendices.....	12
	Appendix I – Application for an Award .....	13
	Appendix II – Appeal relating to Non-Award .....	16

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>2</b> of <b>19</b>

## 1.0 Introduction

The Mico University College promotes academic excellence and the provision of opportunities for achievement to all its students. The University College is therefore proud to support its students through a variety of scholarships and other awards. This is considered to be of critical importance within the context of affordability of Tertiary level Education and in particular Teacher Education which is a key driver of the sustainable development of our nation.

The University College is pleased that this effort is facilitated by a number and variety of donors each year. It is hoped that the number of donors in Jamaica and the Diaspora globally and the dollar value of Scholarships and other awards will increase significantly each year.

## 2.0 Scope

The Policy shall be relevant to all students of the University who apply for scholarships, or Financial Aid, as well as, the administrative entities that oversee the Scholarship Programme.

The Scholarship and Financial Aid Programme shall be administered by a Scholarship and Financial Aid Office established within the Department of Student Services, to manage the Programme.

## 3.0 Definitions

<b>Academic Year</b>	September 1 – August 31.
<b>Award</b>	Scholarship, Bursary, Grant
<b>Donor</b>	A person/entity granting to the University College a sum of money to meet the value of an award. The Donor may suggest the purpose for the award e.g. the top male student.
<b>Prize</b>	Is a reward for achievement
<b>Student</b>	Someone who has been accepted by the University College having met the programme requirements.

## 4.0 Policy Objectives

This policy provides a framework for establishing and managing scholarships, bursaries and grants.

The objective of this Policy is to:

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>3</b> of <b>19</b>

- provide consistency in establishing, administering and disbursing scholarships, bursaries and grants; and
- ensure a fair and equitable allocation process for applicants

## 5.0 Policy Statements

### i) Criteria and Guidelines

The Mico University College shall establish the necessary criteria and guidelines for the award of scholarship, bursaries and grants. Therefore the University College shall:

- Promote awareness of the availability of these awards
- Establish guidelines for application for the awards including eligibility.
- Establish criteria for the awards including the achievement and maintenance standards, and the financial need of the student.
- Establish a process by which students may appeal if the award is not given or renewed.

### ii) Processes

The Mico University shall develop adequate procedures to ensure the integrity of the award process and therefore to this end shall:

- Ensure that a student is not the recipient of more than one scholarship, bursary, and/or grant within the duration of the scholarship, bursary or grant.
- Devise assessment tools that evaluate – the personal attributes and qualities; performance criteria and financial need of the applicant to determine their merit for the awards.
- Establish a Selection Committee to review applications, assess applicants and make recommendations to the Academic Board
- Provide assurances to donors of the standards and processes for the award to the most deserving students.
- Provide annual reports to the Donors, to include the progress of the recipient.

### iii) Availability and Duration of the Award

The University College shall ensure that :

- The award is offered in the first semester, and officially presented to the awardee either at a General Assembly or at any other appropriate ceremony identified by the University College.

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>4</b> of <b>19</b>

- The award shall usually be for a period of one academic year only. For the award to be extended for more than one period, or if the award is for a period more than one year, a student recipient shall ensure that a high performance is maintained, there is involvement in the school community, and there is no change to his/her financial standing etc. As in 7.4
- iv) The Mico University College reserves the right to review or cancel any award due to changes in financial standing, or performance.  
**Note: All awardees shall be in good standing with the University College in regards to performance and conduct (abiding by the Students' Code of Conduct) and demonstrating characteristics of honesty and integrity.**
- v) The Mico University College shall administer the awards funds.

## 6.0 Responsibilities

### The Academic Board

The Academic Board has the responsibility for considering and approving as it deems fit the recommendation from the Award Selection Committee.

### The Office of Alumni Affairs and Development

The Office of Alumni Affairs and Development shall

- i) Seek awards on behalf of the University College.
- ii) Keep the Scholarship and Financial Aid Office informed as to the Awards being solicited and granted for offer to the University

### The Scholarship and Financial Aid Office within the Department of Student Services

The Scholarship and Financial Aid Office shall

- i) Keep a bank of awards and promote their availability within the University College
- ii) Advertise the available scholarships and awards annually internally and where necessary externally
- iii) Be able to provide on request from administrators, information on the availability of scholarships, bursaries and grants
- iv) Have oversight responsibilities for the award selection processes
- v) Develop schedules and timetables for the procession of the applications
- vi) Refer applications to the Award Selection Committee
- vii) Submit annual reports to the Donors.

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>5</b> of <b>19</b>

#### The Award Selection Committee

The Award Selection Committee shall,

- i) Ensure and uphold the criteria for selection
- ii) Monitor the application process for award
- iii) Review the applications, and shortlist the most deserving applicants
- iv) Interview shortlisted applicants
- v) Develop procedures to carry out the Committee's functions, taking into account the requirement of students' needs and welfare.
- vi) Monitor the appeals process, to address the concerns of applicants.
- vii) Make recommendations to the Academic Board

#### Coaches

A coach (Athletic or for the Visual and Performing Arts) shall

- i) Monitor the Award Recipient to ensure compliance with the conditions of the award in terms of academics as well as, performance in the sporting activity or the Visual and Performing Arts activity.

#### The Accounts Department

The Accounts Department shall be the entity within the University College that has the specific responsibility to manage the awards fund.

#### The Applicant

The applicant shall

- i) Be a student at The Mico University College
- ii) Have satisfied the matriculation requirements of the Mico University College.
- iii) Complete the requisite **Application Form** as at **Appendix I** and submit to the requisite body in the times specified.
- iv) Submit along with the application all evidence to support the application, including achievements and financial need.
- v) On receipt of the award, pay all requisite fees not covered by the award.

## **7.0 Guidelines**

### **7.1. Donors**

**The Mico University College shall develop systems to attract donors.**

Donors of scholarships, bursaries, grants or prizes shall be encouraged to

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>6</b> of <b>19</b>

- i) Specify the area of study they wish to support [e.g. Programme, Course, Field of endeavour e.g. Sports, Visual Arts, Level (Undergraduate / Post graduate), year of degree, full-time/part-time]
- ii) State the eligibility criteria for the award, as widely as, possible so as to maximize the number of potential candidates.
- iii) Stipulate the personal qualities that should be identified in the applicants for the award

## **7.2. Types of Awards**

- **Full Scholarship** Is a financial award sufficient **not only to cover basic tuition fees** for a student at The Mico, **but also covers additional costs e.g. boarding**. The award of the scholarship is based on a set of criteria, which usually reflect the values and purposes of the donor of the award.
- **Tuition Scholarship** Is a financial award sufficient **to cover at least the basic tuition fees** for a student at The Mico. The award of the scholarship is based on a set of criteria, which usually reflect the values and purposes of the donor of the award.
- **Bursary** Is a financial award **above that of a grant that covers a portion of the basic tuition fees**. The award of a bursary is based on a set of criteria, which usually reflect the values and purposes of the donor of the award. A bursary differs from a scholarship in the level of the award.
- **Grant** Are financial contribution to a specific project, e.g. to buy books. The amount of the award is usually less than a Bursary. There are therefore Book Grants and ICT Grants. A Boarding Grant shall cover the cost of Boarding.

## **7.3. Value of Awards**

The value of the award is subject to change and shall be reviewed from time to time in order to keep pace with the actual costs of tuition, boarding, books etc.

## **7.4. Disbursement of Award Fund**

- Awards shall be disbursed in a single amount and applied to fees during the first semester registration period.

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>7</b> of <b>19</b>

- Awardees may be issued refund cheques for financial aid that exceeds charges incurred on their student account at the end of the academic year, subject to the approval of the Donor.

### **7.5. Promotion of Award Availability**

The availability of scholarships, bursaries, and grants shall be promoted throughout the University College using all internal communication channels available, including but not limited to – fliers, the students’ handbook, online through the university’s website and where necessary externally using the available news media channels. The process will be done with the outmost transparency as the institution seeks to work with its donors, attract new ones, help students and to lift the profile of The Mico University College. Unless otherwise stated/requested all scholarships and other awards will be offered during the 1st semester beginning in September.

### **7.6. Criteria for Award**

#### **7.6.1. Scholarships, Bursaries and Grants**

A student applying for a Scholarship, Bursary or a Grant must have fulfilled the matriculation requirements of the University College, gained admission and be enrolled in a programme of study.

The criteria for the award of scholarship, bursary and grant shall be based on among other criteria to be set by the Award Selection Committee, requiring the student to demonstrate -

- i) Excellence in performance and has the potential for achievement, be it academic, artistic, athletic or otherwise;
- ii) Social awareness
- iii) Involvement in school or community development
- iv) Admirable behaviour and conduct; and
- v) Financial need

#### **7.6.2. Prizes**

Students shall not apply for a prize, but shall be recommended. The criteria for the award of a prize shall be based primarily on achievement.

### **7.7. Conditions for maintaining Award**

#### **7.7.1. Maintenance of Scholarship / Bursary or Grant**

To maintain any Scholarship, Bursary or Grant, recipients

- i) must be pursuing a programme of study at The Mico;

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>8</b> of <b>19</b>

- ii) must be academically meritorious indicated by the cumulative Grade Point Average (GPA). The required cumulative Grade Point Average (GPA) is at least 2.5 for each year; for athletic or artistic awards, approved demonstration of performance, while for academic scholarships a cumulative GPA of at least 3.0 for each year. Grades are subject to review on a semester basis. Any award recipient who earns a semester grade point average of lower than the required GPA will automatically forfeit the Award;
- iii) are involved in co-curricular activities such as clubs and societies, The Mico's community outreach programme, visual and performing arts (for non-awardees), and sports (for the non-awardees); and
- iv) continue to have a genuine financial need.

If the scholarship is renewable, renewal will be automatic, contingent upon all conditions of the award being met. A student may receive a scholarship for up to four years (eight semesters in total).

#### 7.7.2. Academic Integrity

Academic integrity is an integral part of the Core Values of The Mico University College, and the institution is committed to honesty, fairness, trust, respect, and taking responsibility for one's actions. All Students and in particular Recipients of Awards are expected to abide by the principles of academic integrity and the University College's Student Code of Conduct.

#### 7.7.3. Recipients of Sports / Visual or Performing Arts Scholarships

The Recipient of Sports or Performing Arts Scholarships

- i) must attend and participate in the required academic classes, submit the necessary pieces of coursework and sit requisite examinations;
- ii) must be engaged in the requisite sporting / performance activities, including but not limited to

For sports

- Training/practice; Attend coaching meetings, as required; Attend clinics/camps, as required; participating in the sport as required.

For Visual Arts

- Exhibitions to demonstrate creativity

For the Performing Arts

- Performances

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>9</b> of <b>19</b>

### **7.1. Receipt of More than on Award**

Should a student receive assistance from other scholarships or sources of aid, the recipient will be entitled to receive up to the amount of the cost of attendance for that academic year. If funds are in excess of the cost of attendance the value of the scholarship may be reduced. All decisions will be made in cooperation with the donors.

### **7.2. Leave of Absence / Withdrawal**

An award may be suspended if the awardee has a substantiated and approved Leave of Absence from the University College. The Leave of Absence may be due to medical reasons, or family emergencies. In these cases the awardee, must contact the Scholarship and Financial Aid Office on return to the institution. The reinstatement of the award will have to be sanctioned by the Award Selection Committee and Approved by the Academic Board.

However, if an awardee withdraws from the University College, the award as a matter of course will be withdrawn. The Scholarship and Financial Aid Office must be notified of the withdrawal of any awardee.

## **8.0 Sports / Visual Arts / Performing Arts Awards**

The Recipient of a Sports / Visual Arts / Performing Arts Awards shall

- i) Be available to participate in designated Sporting / Visual Arts / Performing Arts activities and to represent the institution as required.
- ii) Remain in good academic standing at the University College, achieving a GPA of at least 2.5 and maintaining at least a C+ to a B average at the end of each semester. Failure to maintain same will result in the forfeiture of the scholarship.
- iii) Demonstrate good sportsmanship at all times in order to reflect a positive image of The Mico, and to seek permission before representing any other entity, which may be a major competitor to the Award Donor.
- iv) Be a good steward of Sporting / Visual Arts / Performing Arts equipment and facilities.

The Student on a Sports or Performing Arts Scholarship will not be penalized for injury, but depending on the circumstance the Award may be put on hold, until the Student is able to resume full activities. The student therefore has an obligation to inform the authorities of any injuries.

Students receiving a Sports Scholarship shall be required to sign a contract

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>10</b> of <b>19</b>

## **9.0 Award Selection Committee**

### **8.1. Statement**

The purpose of the Award Selection Committee is to oversee the process for the receiving applications for awards, assessing and interviewing applicants, and recommending a selection to the Academic Board.

### **8.2. Organisation of the Award Selection Committee**

An Award Selection Committee shall be established at the institution,

#### **8.2.1 The Selection Committee for Undergraduate Awards**

The Undergraduate Selection Committee shall be organised as follows:

- i) The VP Academics or his Nominee shall act as Chairman of the Committee.
- ii) The Members of the Committee shall consist of an odd number of members, of no than nine (9) members. The members of the Committee shall be drawn from:
  - The VP Academic Affairs or Nominee, who will be Chair of the Committee;
  - the Dean of each Undergraduate Faculty or Nominee;
  - The Director of Continuing Studies
  - the Registrar or Nominee;
  - the Director of Student Services or Nominee;
  - The Director of Alumni and Development
  - One Representative from the Area of Sports
  - One Representative from the Visual and Performing Arts (when required)
  - One Representative from the institution's Community Service and Outreach
  - Any other person nominated by the Committee, as it sees fit.
- iii) A Secretary to the Committee, who shall be the Scholarship and Awards Officer
- iv) The quorum shall be five persons including the Chairman or his Nominee
- v) The Committee shall hold meetings as is required.
- vi) The Committee shall maintain adequate records of applicants and the selection process.

#### **8.2.2 The Selection Committee for Post Graduate Awards**

The Graduate Awards Selection Committee shall be composed of the same members as the Selection Committee for Undergraduate Awards, but the Dean of the Graduate School or his nominee shall sit in place of the Deans of the Undergraduate Faculties.

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>11</b> of <b>19</b>

### **8.3. Duties and Responsibilities of the Award Selection Committee**

The Award Selection Committee shall be as indicated in Section 6.0

### **8.4. Appeals Process**

The Award Selection Committee shall monitor the Appeals process:

- i) Any applicant, who has a concern regarding the non-award of a scholarship, bursary or grant, whether the non-award is due to termination, revocation, ineligibility, late application or any other relevant reason, shall complete and submit the requisite Form **“Appeal relating to Non-award”** as at **Appendix II**, to the Awards Selection Committee, along with any evidence which may be required, within 14 days of notification by the end of the work day.
- ii) The Award Selection Committee shall consider the appeal and make a ruling, and shall notify the appellant in writing of the decision within 4 to 6 weeks of receiving the appeal.
- iii) Should the appellant be dissatisfied with the ruling of the Award Selection Committee; the appellant may submit his/her concern to the Academic Board, and notify the Chairman of the Committee, within 14 days of days of receiving the notification, by the end of the work day.
- iv) The Academic Board consider the appeal, interview the student as required and shall make a ruling. The appellant shall be notified in writing of the Academic Board’s decision within 4 – 6 weeks. The decision of the Academic Board shall be final.

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>12</b> of <b>19</b>

## **10.0 Appendices**

### **Appendix I – Value of Awards as at 2019**

The value of the award is subject to change and shall be reviewed from time to time.

The following indicates the current annual value:

- |      |                          |                                      |
|------|--------------------------|--------------------------------------|
| i)   | Full Scholarship         | \$550,000 annually                   |
| ii)  | Full Tuition Scholarship | \$335,000 annually                   |
| iii) | Bursary                  | \$100,000.00 – \$270,000.00 annually |
| iv)  | Book / ICT Grant         | \$50,000.00 – \$99,000.00. annually  |
| v)   | Boarding Grant           | \$180,000.00 annually                |



Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>14</b> of <b>19</b>

Give the Names and Contact Information of two Referees.

	Referee Information	Referee Information
NAME	_____	_____
ADDRESS	_____	_____
TELEPHONE NO.	_____	_____

**OTHER INFORMATION AND DECLARATION**

How did you hear about the scholarship \_\_\_\_\_

I declare that the information provided in this application is true and accurate. I also agree that the University College has permission to contact the Referees given for further information.

_____	_____
<i>Signature of Applicant</i>	<i>Date</i>
_____	_____
<i>Signature of Officer receiving application</i>	<i>Date Application Received.</i>

**This Application must be submitted along with a one page autobiography and evidence to support the application including achievements, participation in extracurricular or community activities and financial need.**

**FOR OFFICIAL USE ONLY.**

Please indicate whether the information given is verified.

ADMISSIONS DEPARTMENT <i>Comments</i>	_____ _____ _____ _____ <div style="display: flex; justify-content: space-around;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-around;"> <span><i>Signature</i></span> <span><i>Date</i></span> </div>
EXAMINATIONS DEPARTMENT <i>Comments</i>	_____ _____ _____ _____ <div style="display: flex; justify-content: space-around;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-around;"> <span><i>Signature</i></span> <span><i>Date</i></span> </div>
ACCOUNTS DEPARTMENT <i>Comments</i>	_____ _____ _____ _____ <div style="display: flex; justify-content: space-around;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-around;"> <span><i>Signature</i></span> <span><i>Date</i></span> </div>

Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>15</b> of <b>19</b>

## Information for Applicants for an Award

This form has been designed to determine students deserving of a scholarship, bursary or grant. Based on the information provided and the verification thereof, persons will be shortlisted and interviewed, before an award is granted. Please therefore be fulsome in your response, and provide the necessary supporting documentation.

All scholarships and other awards are subject to the following conditions. Your acceptance indicates that you have read and understand the following:

- a) The Mico University College reserves the right to review or cancel scholarships and other awards due to changes in financial status. All Awardees must be in good standing with the University College and abide by its Students' Code of Conduct.
- b) The Award may be issued to students who are full-time / part-time / evening / day / undergraduate or graduate
- c) All awards, be it a scholarship, bursary or a grant shall be for a period of one academic year only. For the award to be extended for more than one period, the awardee shall maintain a high performance, be involved in the institution and/or the community, and there is no change to financial standing.
- d) If the scholarship is renewable, renewal will be automatic, contingent upon all conditions of the award being met. A student may receive a scholarship for up to four years (eight semesters in total). Scholarship awards are disbursed in a single amount and applied towards fees during the first semester registration fee payment period.
- e) Applicants shall
  - Be a registered student at The Mico University College
  - Have satisfied the matriculation requirements of the Mico University College.
  - Complete the Application Form and submit within the times specified, to the Office of Alumni Development along with
    - a one page autobiography
    - Most recent grades with Progress Report / Transcript
    - Report from the Director of Student Services. Regarding Leave of Absence etc.
    - Reference Letter e.g. Pastor, Medical Practitioner, Justice of the Peace, Guidance Counsellor, or any other suitable person
    - evidence to support the application, including achievements, participation in extracurricular or community activities and financial need.
  - Not hold any concurrent scholarship, bursary or grant.
  - maintain the required cumulative grade point average GPA (i.e. at least 2.5 for each year; for athletic or artistic awards, approved demonstration of performance, while for academic scholarships a cumulative GPA of at least 3.0 for each year. Any recipient earning a GPA less than the required cumulative GPA will automatically forfeit the scholarship. Appeal of termination of scholarships and other awards requires submission of the **Scholarship and Awards Appeal Form** to the Scholarship and Awards Committee.
  - Advise the Office of the Student Services of any Leave of Absence. Leave of Absence may result in a suspension of the awards and Withdrawal will result in the cancellation of the award.
  - On receipt of the award, pay the requisite fees not covered by the Award
- f) Students receiving a scholarship or other awards who withdraw from the university college must notify the President of the University College in writing. Funds for scholarships and other awards are subject to the Mico University College refund policy.
- g) All scholarships and other awards are subject to the provisions of the University College's Scholarships and Awards Policy which mandates that students may receive only one University College sponsored scholarship or other award each year.

## Appendix III – Appeal relating to Non-Award

# The Mico University College

## APPEAL RELATING TO NON-AWARD

(Please read the instructions for applying on the reverse side of this Form)



### PERSONAL INFORMATION

FULL NAME \_\_\_\_\_  
*Surname*      *First*      *Middle*

HOME ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONTACT INFORMATION \_\_\_\_\_  
*e-mail address*      *Telephone No. (Home)*      *Telephone (Cell)*

DATE OF BIRTH \_\_\_\_\_  
*Day*      *Month*      *Year*

### YOUR COLLEGE INFORMATION

IDENTIFICATION NO. \_\_\_\_\_

DATE OF ENTRY TO THE MICO \_\_\_\_\_      EXPECTED DATE OF GRADUATION \_\_\_\_\_  
*Day*      *Month*      *Year*      *Day*      *Month*      *Year*

FACULTY \_\_\_\_\_      DEPARTMENT \_\_\_\_\_

PROGRAMME \_\_\_\_\_      SPECIALIZATION (If any) \_\_\_\_\_

GRADE POINT AVERAGE (GPA) \_\_\_\_\_

### SCHOLARSHIP INFORMATION

- Name of Scholarship \_\_\_\_\_
- Is your appeal related to the termination of your scholarship?       Yes       No
- If "YES", State the reason for termination of the Scholarship (Choose one of the following)
 

<input type="checkbox"/> Number of credits below requirement	<input type="checkbox"/> GPA below requirement
<input type="checkbox"/> Leave of Absence on medical grounds	<input type="checkbox"/> Leave of Absence due to other circumstances
<input type="checkbox"/> Change in Financial Status	<input type="checkbox"/> A concurrent Award
<input type="checkbox"/> Other reason for termination not indicated above.	
- Is your appeal related to a reason other than termination of your scholarship?       Yes       No
- If "YES", State the reason.
 

<input type="checkbox"/> Late Application	<input type="checkbox"/> Non-acceptance of Awards
<input type="checkbox"/> Other reason for appeal	



Document No.: <b>Mico.Adm.Po.13.005</b>		Title: <b>AWARDS PROGRAMME POLICY</b>	
Version: <b>01</b>	Approval Date:	Effective Date: <b>September, 2013</b>	Page <b>18</b> of <b>19</b>

## **Information for Students Appealing Non-awards**

This form has been designed to give students who have had their scholarship or other awards revoked, an opportunity to request a review of their eligibility based on special or unusual circumstances. This form can be used to appeal the non-award of the scholarship or other award as noted on the Appeal Form.

The appeal must be made to the Office of Alumni and Development within ten (10) working days of notification of the non-award at the close of the business day. Appeals after this time will not be accepted.

Recipients may be eligible to submit an appeal only if experiencing significant, extenuating circumstances beyond their control. Examples of extenuating circumstances include:

- **Medical:**  
Only serious conditions will be considered extenuating circumstances. Both physical and mental illness will be evaluated as a medical circumstance. A doctor's statement must be presented to indicate that the illness significantly hindered your ability to attend class or fulfil academic obligations.
- **Compassionate:**  
Only extraordinary personal circumstances beyond your control that prevented you from continuing classes may be considered extenuating circumstances, such as:
  - **Compassionate care.** The care of a seriously ill immediate family member may be a valid circumstance. Credible documentation should accompany the appeal.
  - **Death in family.** A death in the immediate family may be a valid circumstance. The death of an extended family member or friend will only be considered a valid circumstance if you explain and document why that death was exceptionally distressing.
  - **Victim of crime/abuse.** Acts of crime or abuse may be considered extenuating circumstances if you explain how it significantly impacted the ability to attend classes or fulfil academic obligations. Credible documentation, such as a copy of a police report, should accompany the appeal.

If you experience other challenges during the semester, such as difficulty with classes, time management, work or family responsibilities or other co-curricular commitments, be aware that these are not considered extenuating circumstances. In these cases, you should consult your academic advisor and utilize the resources available at The Mico to ensure that you receive the necessary guidance and assistance to remain on track to graduate.

The Scholarship Award Committee shall review the appeal and shall notify the student in writing of its decision. Appeals take approximately four to six weeks to process. If the student is not satisfied with the decision of the Scholarship Award Committee, the student may make an appeal in writing to the Academic Board, within 14 days of notification of the decision of the Committee. The Academic Board will consider the appeal and as it sees fit, interview the student and advise the student in writing of its decision. The decision of the Academic Board shall be final.