

# ESTABLISHING AWARDS

is a three step process...

You can support deserving undergraduate and graduate students through scholarships, awards and bursaries. You may wish to establish a named award to recognize the life and accomplishments of a friend, mentor, or family member. Putting your own name on an award is an excellent way to demonstrate the value you place on postsecondary education.

## STEP 1

### Determine the type of award you want to create

At the University of Alberta we offer four student funding options: scholarships, bursaries, awards, or prizes. Definitions can be found on the right-hand side of this document. Whether your intent is to help a student struggling financially to continue his or her studies, reward a student for superior academic achievement in a specific course or over a period of time, or acknowledge one's ability to balance academic performance with other accomplishments and interests, we can help you make sure your investment in our students makes a difference in their lives.

## STEP 2

### Determine how you will fund your award

There are different ways to fund an award. You may choose to establish an endowed award with a one-time gift, or with a multi-year pledge.

#### Establish an Endowment

You can create a named award endowment with a minimum of \$25,000 for an undergraduate award or \$50,000 for a graduate award, which will fund your award(s) in perpetuity. These gifts can be made over a five-year period, or as a one-time gift. Endowments generate annual investment income that is used to support the award. Earned amounts greater than what is needed to fund the award are reinvested in the endowment to ensure the award keeps pace with inflation. Additional gifts may be added to the endowment at any time.

#### Funding allocation during the pledge period

You may find it more convenient to create an endowment over time, but wish to see funds allocated while you are building the principal. For example: An undergraduate award can be established with a gift of \$6,000 per year which could provide a \$1,000 annual award, allowing the remaining \$5,000 to be directed toward building an endowment over five years

#### Leave a Legacy

You can also provide for an endowment in your estate plans, to add to an existing award or to create a new one, without affecting your current income or assets.

## TYPES OF AWARDS

### Awards

Awards recognize satisfactory academic standing on a full year's work (see below). Additional selection criteria may also be considered. Awards do not appear on transcripts.

### Bursaries

Bursaries are given out based on financial need. Additional selection criteria may also be considered.

### Prizes

Prizes recognize superior academic achievement (see below) in a course or set of courses. Additional selection criteria may also be considered. Prizes appear on a student's transcript.

### Scholarships

Scholarships recognize superior academic achievement (see below) on a full year's work. Additional selection criteria may also be considered. Scholarships appear on a student's transcript.

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#### Superior Academic Achievement

- normally indicates a Grade Point Average of 3.5 or higher on the four-point scale
- standing in the upper 10% of the class
- 80% or higher

#### Satisfactory Academic Standing

- normally indicates a Grade Point Average of 2.0 or higher on the four-point scale (3.0 for graduate awards)
- eligible to continue in or graduate from the program in which the student is registered exclusive of those students allowed to continue on probationary status
- 65% or higher

## STEP 3

### Set the terms and conditions of your award

You may designate your award to a specific Faculty, department, degree program field of study, and year of study.

You may also include additional selection criteria such as demonstrated leadership or athletic participation. Additional selection criteria should be kept to a minimum. Award criteria must also be broad enough to ensure a sufficient pool of applicants. The terms and conditions of your award will be subject to approval by the University of Alberta Scholarship and Awards Committee (UASC).

The Office of Advancement will work with you to develop an award description. Once a description is drafted, the Student Awards Office will present the award to the Undergraduate Awards and Scholarship Committee (UASC) for official approval.

### Contact us for more information:

#### Office of Advancement

Phone: 780.492.7400

Toll free: 1-888-799-9899

[giving@ualberta.ca](mailto:giving@ualberta.ca)

## YOUR AWARD DESCRIPTION

### COULD LOOK LIKE THIS:

The John and Jane Smith  
Leadership Scholarship

Field of study: Open

Number: 1

Value: \$2,000 / based on  
endowment principal of \$50,000

Conditions: Awarded to a student with superior academic achievement entering the second year of an undergraduate degree program. Recipient will be selected on the basis of academic achievement.

Donor: Endowed by Mr and Mrs John and Jane Smith

Apply: By August 1 to the Student Awards Office

Office of Advancement  
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Edmonton, AB T5J 4P6  
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