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## Policy on Student Awards, Grants, Financial Aid & Scholarships

<b>Title:</b>	Student Awards, Grants, Financial Aid & Scholarships
<b>Policy number:</b>	POL 048
<b>Approval(s) required</b>	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
<b>Date of Senate approval if required</b>	(dd/mm/yyyy)
<b>Date of Board approval if required</b>	(06/12/2023)
<b>Effective date of implementation</b>	(06/12/2023)
<b>Frequency of review required</b>	3 years
<b>Replacing or superseding information</b>	Policy name(s) and number(s) that this policy replaces. AC-AD-002
<b>Revision number</b>	1
<b>Responsible Office</b>	Financial Aid & Scholarships
<b>Accountable Officer</b>	Vice President, Administrative Services Policy On Admissions to The University of The Bahamas Tuition Policy Policy on Continuance, Academic Probation and Suspension Guidelines on Donor Supported Student Awards Private Giving Naming Policy Guidelines for Student Emergency Assistance International Student Athlete Tuition Waiver Graduate Studies Bahamas Government Tertiary Grant Agreement Bahamas Government Culinary and Hospitality Grant
<b>Related legislation, regulation, policy, or policies</b>	

### Appendix/Appendices

#### 1. Authority

Board of Trustees

## 2. Purpose

To ensure equitable, transparent and consistent practices in the awarding of financial aid and scholarships to students while allowing The University sufficient flexibility to administer its award programmes in a manner appropriate to their particular needs and objectives..

## 3. Scope

This policy applies to all university students and applies to financial support managed by The University of The Bahamas, whether funded by restricted donor funds or government programmes or through The University's operating budget and includes awards governed by the Guidelines on Donor Supported Student Awards. Financial support includes awards, grants, scholarships and fellowships whether funded from restricted funds, government support or through the University's operating budget. It also includes donor-funded student awards as defined in the Guidelines on Donor Supported Student Awards..

## 4. Definitions

**Award:** (i) any scholarship, fellowship, prize, grant or bursary; or, (ii) a generic term including any monetary award based on a combination of academic and non-academic criteria for which none of the following terms are appropriate.

**Bahamas Government Tertiary Grant:** A sum of money given by the Government of The Bahamas of no fixed value, to full-time Bahamian students attending the University.

**Bahamas Government Culinary and Hospitality Grant:** A sum of money given by the Government, of fixed value, to Bahamian students enrolled in the culinary skills, pre culinary skills and hospitality programme.

**Common Assessment Mechanism:** A standardized tool used by the University to determine the financial need of eligible students.

**Cost of Attendance:** Estimated cost of attending The University including tuition, fees, books and accommodation.

**Cost of Subsistence:** Estimated cost of housing & food where a student's home is not on the island where the student is attending.

**Accommodation Grant:** Allocation of a maximum of \$500 per month (Fall & Spring semesters only) to Bahamian students who have moved from another island to attend the University and have met the criteria.

**Family Island Student:** For the purpose of the Bahamas Government Tertiary Grant, a Family Island Student is defined as one who has relocated from a Bahamian Island of domicile to pursue studies at the University of the Bahamas. For the purpose of other scholarships, a Family Island student is defined as a student who graduated high school on a Bahamian island and relocated to New Providence or Grand Bahama to attend the University of The Bahamas. Students must be Bahamian citizens.

Family Island students who have been residing in New Providence for 7 years or more are not eligible for the accommodation grant. Exceptions, however, will be

made for persons in the following categories:

- Students who had to relocate due to hurricane or other natural disasters on their Island.
- Students who have been awarded a scholarship by the MOE and/or an offer from a private school and had to relocate to New Providence or Grand Bahama to complete high school.
- Students who must relocate to new Providence from Grand Bahama to complete their degree. i.e., nurses

**International Athletic Students:** Students who have been approved by University Athletics and have relocated to New Providence from Grand Bahama or from a foreign country.

**International Student Athlete Tuition Waiver:** A sum of money given by the University, of no fixed value, to approved full time international students.

**Dependent Applicant:** A dependent applicant is one considered dependent on his/her parent(s) for financial purposes.

**Independent Applicant:** An independent applicant is one for whom there is neither parental support nor expectation of such support. If a student is considered independent, he/she is under no obligation to provide his/her parent(s) financial information for Common Assessment Mechanism use.

**Eligibility:** The conditions required for the applicant to be considered for financial assistance/scholarship.

**Emergency Support:** Either a partial or full payment of tuition the University may make in response to a crucial emergency in the life of a student. The student must make a request in writing with submitted proof.

**External Award:** An award that is disbursed directly and administered by a non-University agency. These awards are administered, allocated and disbursed by individuals or organizations external to The University, in accordance with their specific parameters, policies and procedures. The accountability and responsibility to report to and communicate with an external sponsor is entirely that of the student. Students must declare all sources of external award funding as part of their available resources when applying for financial aid for use in the determination of need in the Common Assessment Mechanism.

**Financial Aid:** Financial assistance that is granted to a student to supplement the student's effort to pay for university expenses. Financial Aid is distributed on the basis of need, as determined by the Common Assessment Mechanism, and is to be distinguished from awards given on the basis of merit.

**Full-time:** to be considered a full-time student or in a full-time programme of study, one must be enrolled in at least twelve (12) credit hours per semester at the undergraduate level, or be in the last semester of their programme.

Full time Graduate Studies students must be registered in nine (9) credits hours per semester at the graduate study level to receive an award.

**Scholarship:** A monetary award, normally given to an undergraduate or graduate student based on general academic excellence or excellence in a specific subject or group of subjects, alone or in combination with financial need, having a fixed minimum value.

**Study Abroad:** An award that is given to students who apply to study outside of The Bahamas at a designated University approved institution.

## 5. **Policy Statement**

### 5.1. General Information

- 5.1.1. The University will seek to ensure that no eligible student (as defined by this Policy) will be prevented from commencing or continuing his or her studies at The University for financial reasons alone.
- 5.1.2. The University will seek to provide financial assistance to students during the fall and spring semesters and the summer sessions.
- 5.1.3. The University will seek to provide financial aid when all combined sources (family, Government and other sources) does not meet the reasonable costs of a university education.
- 5.1.4. The formula for calculating aid is progressive; The University will provide the maximum aid grant to the students measured as having the greatest financial need.
- 5.1.5. The awarding of financial aid at The University will be simple, efficient and applicant friendly. Financial Aid will not provide financial assistance to students with outstanding balances from previous semesters.
- 5.1.6. Financial need may be assessed by the Common Assessment Mechanism where applicable.
- 5.1.7. The University shall maintain confidentiality with respect to each applicant's personal and academic information.
- 5.1.8. Prior to the distribution of student awards in any given academic year, The University will establish the total budget based on funded awards, government contribution and any other contribution to the awards budget.
- 5.1.9. The terms and conditions of awards established by The University will be free of criteria based on personal characteristics such as religion, colour, sex, gender, creed, age, marital status, family status, sexual orientation, or disability.
- 5.1.10. The Office of Financial Aid & Scholarships will routinely capture data and information on every student and on total aid dollars received and awarded so that data can be analyzed and trends determined over time.
- 5.1.11. The University recognizes that it must attract and retain academically gifted students that represent the best and the brightest in order to drive programme excellence and quality. The University will strive to offer competitive forms of financial assistance in the form of meritorious scholarships.

### 5.2. **Types and Establishment of Awards**

- 5.2.1. Bahamas Government Tertiary Grant: These awards are for eligible Bahamian students. It covers tuition and mandatory course fees.
- 5.2.2. Bahamas Government Culinary and Hospitality Grant: This award is for eligible Bahamian students. It covers tuition and mandatory course fees and supplies.
- 5.2.3. Teacher Stipend: These are for eligible Bahamian Teacher Education students who are approved by the Ministry of Education and maintain the requisite cumulative GPA.
- 5.2.4. Nursing Stipend: These are for eligible Bahamian Nursing students who are approved by the Ministry of Health and maintain the requisite cumulative GPA.
- 5.2.5. Merit Awards: These awards are allocated and distributed according to demonstration of a specific talent or other meritorious criterion in areas such as music, visual or performing arts and athletics.
- 5.2.6. Need-Based Award: These awards assist students on the basis of demonstrated financial need.
- 5.2.7. Emergency Support: To assist students on an urgent or emergency basis. (Emergency Support will be 10% or less of total funding available on an annual basis). Prospective students must write to Financial Aid via email address [fa@ub.edu.bs](mailto:fa@ub.edu.bs).
- 5.2.8. Accommodation Grant: To subsidize living expenses for Family Island Bahamian students who are attending The University at a campus on an island which is not their island of residence. Grants are capped at a maximum value of \$500.00 per semester (Fall and Spring).
- 5.2.9. Book Award: To cover the cost of books. The maximum amount to be determined by the donor.
- 5.2.10. Beyond Tuition: Students are awarded meals, supplies and laptops as per the donor's wishes in the MOU. Students receiving the Family Island Allowance may apply scholarship funds toward accommodations.

### 5.3. **General Conditions of Eligibility for Financial Aid**

- 5.3.1. A student must be enrolled in an undergraduate degree with 12 or more credits and in the graduate degree 9 or more credits. International student athletes may be eligible for funding.
- 5.3.2. Applicant is allowed to obtain more than one award, however, he or she must inform the Office of Financial Aid & Scholarships.
- 5.3.3. Have and maintain a minimum 2.0 cumulative GPA (exceptions may be considered in extenuating circumstances (i.e undergraduate degree and graduate degree programmes).
- 5.3.4. The award will not cover "repeated" courses (exceptions may be considered in extenuating circumstances).
- 5.3.5. Applicant must be enrolled in a minimum of 12 credits or equivalent during the Spring and Fall Semesters and enrolled in 6 credits during the Summer Sessions.
- 5.3.6. Students must complete and submit the online application to be considered for the Financial Aid or any other award for the current semester.

### 5.4. **Conditions for Beyond Tuition**

- 5.4.1. Students who are granted beyond tuition to purchase meals, laptops and supplies must use a university approved vendor. The university has the right to decline any and all requests.

### 5.5. **University Academic Enhancement Programme**

5.5.1. Given the limited resources for financial aid, priority is given to fund students who gain direct entry into degree programmes. A student who enters the University Academic Enhancement Programme (AEP) may be considered for funding, depending on the availability of funds, for a maximum of one calendar year, in other words, the completion of two consecutive semesters taking 4 classes each semester.

## 5.6. Eligibility

5.6.1. Applicants must be enrolled in a minimum of four (4) courses or equivalent to 12 or more credits. Fewer credits may be accepted if they are at the completion of their programme.

5.6.2. A student must complete and submit an online Need-based Financial Aid form.

5.6.3. A percentage is to be determined by a Common Assessment Mechanism.

## 5.7. Conditions Applied

5.7.1. Student must maintain a minimum of “C” average per semester.

5.7.2. Student should not be engaged in any form of work-study programme.

5.7.3. The award will not cover “repeated” courses (exceptions may be considered in extenuating circumstances).

5.7.4. The student must not have an outstanding balance from a previous semester.

## 5.8. Continuing and Returning Students

5.8.1. Applicants seeking financial assistance in an academic programme should have a course load of at least (12) credits per semester.

5.8.2. Applicants must be in good academic standing.

5.8.3. If enrolled in an associate degree programme, applicant has not exceeded six (6) years of full-time study OR

5.8.4. If enrolled in a baccalaureate degree, applicant has not exceeded ten (10) years of full-time study.

5.8.5. Applicants are allowed to pursue less than the required credits if they are graduating and it is their final semester or year. The request must be made in writing with substantiated proof having checked with their advisors and submitted via email to [fa@ub.edu.bs](mailto:fa@ub.edu.bs).

## 5.9. Value of Award

5.9.1. The value of the award will vary in accordance with the following conditions:

- Whether the award is a named award, the value of which has been set in the donor’s agreement, regarding funding for student award.
- Whether the award is a merit-based award, the value of which has been set in the terms of the award or
- Whether the award is a need-based award disbursed by the University.

5.9.2. Need-based awards will carry the value calculated by the Common Assessment Mechanism, taking into account all other awards the student may have received unless there are insufficient funds to meet the demand, in which case the award may be pro-rated based on the level of need of each applicant.

5.9.3. In no case will an award be made that exceeds the cost of attendance at the University.

#### 5.10. Calculation of Need

5.10.1. Calculation of need, where applicable, will take into account the following:

- **Dependent Applicant:** for a dependent applicant, the responsibility for payment for attendance at The University of The Bahamas is primarily the student's and/or the student's family. Therefore, The University's formula for assessing the financial need of any applicant is dependent on Estimated Family Contribution, that is, a standardized tool used by the University to determine the financial need of eligible students.
- **Independent Applicant:** for an independent applicant, The University shall consider only the student's resources which will be assessed using the same formula.

#### 5.11. Cancellation of Awards

5.11.1. Students who reduce their course-load will forfeit part or all of their award in accordance with the calculation of the cost of attending the University. A cancelled award will take the form of a charge against the student's University account. The charge will appear after the last day to withdraw from classes as indicated on the University's Calendar for the semester and year in which the applicant has received financial aid. **The student will be required to immediately settle any outstanding balances with the Business Office.**

5.11.2. Students who wish to change their programme of study must consult the Office of Financial Aid to verify the impact such a change may have on their award.

5.11.3. Students who alter their programme of study may forfeit all or part of their award. The decision will be made by the Director, Financial Aid and Scholarships, based on the terms of the award, the circumstances leading to the student's decision and the educational costs already incurred. A cancelled award will take the form of a charge against the student's University account.

5.11.4. During the disbursement period, some students who may have already received financial aid and then are chosen for a private award may have their financial aid reduced in accordance with the Office of Financial Aid and Scholarship's Policy and common assessment mechanism.

5.11.5. Students who submit false information on their application will forfeit their award and will be referred to the Disciplinary Board. The forfeited award will take the form of a charge against the student's University account.

#### 5.12. Accountability

5.12.1. The Vice President, Administrative Services shall provide an Annual report on Financial Aid to be submitted to the University's President.

#### 5.13. Access to Awards Information

5.13.1. Applications for awards, supporting documentation such as transcripts and employment status, and responses to applications shall be held by the Office of Financial Aid and Scholarships. The Director, Financial Aid and Scholarships will provide information to the Office of Institutional Advancement on decisions regarding the names of the scholarship and award holders for the purposes of reporting to donors on their awards.

6. **History**

The history table documents significant changes so that the evolution of the Policy is recorded.

Revision	Date 1 August, 2023	Changes to Policy/Comments 1.3 Overview 1.7 Overview 3.2 General Information 3.5 General Information 3.19 Types and Establishments of Awards 3.21.6 General Information 3.21.8 General Conditions and Eligibility for Financial Aid 3.23 Continuing and Returning Students
New	Date 14 August 2023	2.3 Definitions 2.6 Accommodation Grant 2.8 International Athletic Students 3.13 Types and Establishments of Award 3.20 Types of Established Awards 3.21.9 General Conditions of Eligibility for Financial Aid 3.22.8 Conditions Applied 3.23 Culinary and Hospitality Skills 3.27 Accountability