

SCHOLARSHIPS POLICY

New Student Scholarships

1. The University may make awards annually to new undergraduate students whose academic record is considered worthy of recognition. To be considered for a scholarship, applicants must be admitted to the University and submit the required documentation by the published deadline.
2. Renewable scholarships are awarded to highly qualified entering freshmen or transfer students. Students are selected based upon their academic credentials from high school or prior university, including grades, standardized test scores, and extracurricular activities. Scholarships are available for Fall and Spring semesters only.
3. A scholarship award is intended for the entry term for which the student originally applied. If a student defers enrollment from the original entry date, the deferral policy must be followed (see Admissions Policy).
4. Undergraduates on scholarship must be attending on a full-time status. Scholarships are not available for part-time students. Students who drop below full-time, for any reason, will be notified and will lose their scholarship.
5. Students will only be awarded one scholarship award. If a student qualifies for multiple scholarships, they will be awarded the scholarship of the highest value for which they are eligible. Scholarship awards cannot be combined or stacked.

Continuing Students Scholarships and Other Richmond Financial Assistance

6. Scholarships are renewable until degree requirements are met, or for a maximum of eight semesters (depending on which comes first). Students must maintain the required Grade Point Average to retain their scholarship from semester to semester.
7. The University requires that all undergraduate students who are recipients of a scholarship maintain a minimum cumulative GPA in order to retain the award provided by the University and must be contributing actively to the campus community.
8. The main requirement for maintaining a scholarship is decided by GPA. At the end of the term when a student has fallen below the required GPA, the student will be notified by the Associate Dean for Financial Assistance that they are at risk of losing their

scholarship. The student will then be given a 2-term grace period to improve their GPA. If they still fail to meet the GPA requirements after this time, the scholarship may be revoked. Once a student has lost a scholarship there is no process to re-gain it. However, s/he may still be eligible for other awards.

9. If a student withdraws from the University and later returns as a readmitted student their scholarship is not retained.
10. If a student withdraws from all classes for verified medical reasons the scholarship must be repaid and may be processed through completing the appropriate withdrawal or leave of absence procedures. Provided the scholarship for the withdrawn semester has been repaid, the student retains scholarship eligibility for up to one calendar year (equivalent to a Leave of Absence (LOA) Status).
11. Eligibility for Richmond financial assistance will be retained if a student takes an approved Leave of Absence (see Undergraduate Progression Policy).
12. Assistance will be rescinded if a student withdraws from the University without following the appropriate policy or if the student does not return at the expiration of the approved leave.

VERSION MANAGEMENT

Responsible Department: Student Affairs			
Approving body: Student Experience Committee			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Typos fixed	06 July 2020	01 September
003	Updated policy to conform to template	13 June 2024	21 June 2024
004	Included stipulation that only one award can be made per student	1 Sept 2024	1 Sept 2024
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	