

SCHOLARSHIPS & BURSARIES 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. Bursaries are awards that do not require a defined level of academic achievement. Students are awarded bursaries in order to further support their studies at the time of admission. Bursaries do not require an application, but they do require the student to maintain a minimum GPA of 2.0 and good social standing throughout their studies at the University.
3. 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. Bursaries are awarded as financial assistance and only require the student to be in good academic and social standing.
4. A scholarship or bursary 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).
5. Undergraduates on scholarship or bursary must be attending on a full-time status. Scholarships and bursaries are not available for part-time students. Students who drop below full-time, for any reason, will be notified and will lose their scholarship.
6. Students will only be awarded one scholarship or bursary 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

7. Scholarships and bursaries 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.
8. The University requires that all undergraduate students who are recipients of a scholarship or bursary to maintain a minimum cumulative GPA in order to retain the award provided by the University and must be contributing actively to the campus community.
9. The main requirement for maintaining a scholarship or bursary 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 Head of Student Financial Assistance that they are at risk of losing their

award. 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.

10. If a student withdraws from the University and later returns as a readmitted student their scholarship or bursary will not be retained.
11. If a student withdraws from all classes for verified medical reasons the scholarship or bursary will stop once the student completes the appropriate withdrawal or leave of absence procedures. The student will retain scholarship/bursary eligibility for up to one calendar year (equivalent to a Leave of Absence (LOA) Status).
12. Eligibility for Richmond financial assistance will be retained if a student takes an approved Leave of Absence (see Undergraduate Progression Policy).
13. 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
005	Part time status has changed with the move from 3-credit to 4-credit classes & renamed to include bursaries	7 July 2025	1 September 2025
		Restricted access? Tick as appropriate ☐ Yes ☒ No	