

TERMS OF REFERENCE

Name of Endowed Fund

University of Ottawa Active and Retired Administrative Staff Scholarship

INTRODUCTION

The Support Staff Scholarship was established in 1986 to recognize students' academic excellence and involvement on campus and in the community. In 2003, the Administrative Staff Retirees Association (ASRA) Bursary was created as a source of financial assistance for undergraduate students at the University. The two awards were then combined in 2009 and renamed the University of Ottawa Active and Retired Support Staff Scholarship.

PURPOSE OF FUND

To support students who have completed at least one year of study and demonstrate bilingualism, financial need and academic excellence.

SCHOLARSHIP DETAILS

Eligibility criteria

Applicants must meet the following criteria:

- Be a Canadian citizen, a permanent resident or a person with protected or refugee status.
- Have completed at least one year of full-time study at the University of Ottawa at the time of the application and be enrolled full time for the coming academic year in a direct entry faculty (Arts, Engineering, Telfer School of Management, Science, Social Sciences or Health Sciences).
- Have a minimum CGPA of 8.5.
- Be bilingual (English and French).
- Demonstrate financial need, as determined by the Financial Aid and Awards Service of the University of Ottawa.

Note: Recipients agree that the Selection Committee will contact them to obtain a small photo for donor publicity.

Award value:	Minimum \$1,000
Number of awards:	Variable
Award frequency:	Annual
Level or program of study:	Undergraduate
Application contact:	Financial Aid and Awards Service
Application deadline:	October 31

APPLICATION PROCEDURE

Applications must be made through Online Scholarships and Bursaries, which can be accessed through uoZone. They should include the following:

- the Financial Questionnaire
- an unofficial transcript
- a letter (max. 250 words) from the applicant written in both official languages, introducing themselves

END OF PROMOTIONAL SECTION

SELECTION COMMITTEE

The selection committee will include the following members:

- director of the Financial Aid and Awards Service, or the latter's delegate, as chair
- two representatives of the Administrative Staff Retirees Association (ASRA)

AWARD PROCEDURES

The Financial Aid and Awards Service will:

- Verify that each recipient is in good standing (as defined in the Academic Regulations, section 11.1).
- Confirm the granting of this award in writing to each recipient.
- Arrange to have the amount credited to each recipient's University account.

RECOGNITION

- Every year, the Financial Aid and Awards Service will recommend that each recipient acknowledge the scholarship in a letter to the donor contact, which will be delivered by the Development Office.
- The Development Office will share each recipient's profile, which will be included in the annual financial endowment report.
- The Donor Relations Office is delighted to welcome the donor into the University's Donor Recognition and Stewardship Program, in acknowledgement and celebration of the donor's generous support.

FINANCIAL ARRANGEMENTS

- All donations will be handled by the Gift Processing Office and credited to the appropriate account. The University accepts various forms of payment, such as online credit card payments, gifts of securities, electronic funds transfers (EFTs) and cheques made payable to the University of Ottawa.
- The University of Ottawa will invest the capital in accordance with the approved University policies.
- The portion of the income allocated for the purposes of the fund will be credited to an expendable account of the endowed fund at the Financial Aid and Awards Service, in accordance with Policy 111 — Endowment Funds.
- The fiscal year of the fund is from May 1 to April 30.

- At the end of each University fiscal year, Financial Services will notify the Financial Aid and Awards Service and the ASRA of the amount available for the purposes of the fund. The latter will in turn notify the appropriate unit.

GENERAL

If future circumstances make it impossible or impractical for the University of Ottawa to continue using the fund for the stated purposes, the University will endeavour to contact the donor to explore other purposes. If the University is unable to locate the donor or if the donor is deceased, the University can use the fund in the way it deems most beneficial for itself but must adhere as closely as possible to the spirit of the fund and to the donor's original intent.

ADMINISTRATIVE CONTACTS

Donor:

President

Administrative Staff Retirees Association (ASRA)

University of Ottawa

File no. 156211

Last update: June 27, 2024

Date: June 6, 2019

MODIFICATIONS APPROVED ON JULY 3, 2024, BY DONOR RELATIONS.

MODIFICATIONS APPROVED ON JUNE 21, 2019, BY THE VICE-PRESIDENT, EXTERNAL RELATIONS (A-56006).

MODIFICATIONS APPROVED ON DECEMBER 15, 2010, BY THE ADMINISTRATIVE COMMITTEE OF THE UNIVERSITY OF OTTAWA (T-51235).

APPROVED ON OCTOBER 7, 2009 BY THE ADMINISTRATIVE COMMITTEE OF THE UNIVERSITY OF OTTAWA (T- 50185).