



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Scholarships for Dependents Policy

**Category:** Member Benefits

**Date last Revised:** April 14, 2023

### I. Overview

In accordance with article 16.7 of the Collective Agreement, the MRFA shall annually allocate \$60,000 in scholarships to dependents of eligible faculty members.

### II. Applicable Committee

The Funding Allocations sub-Committee of the Audit and Finance Committee, is responsible for processing Scholarships for Dependents.

### III. Authority

The Funding Allocations sub-Committee has the authority to approve allocations within the parameters outlined in the Collective Agreement, in accordance with the forms approved by the MRFA Executive Board and in line with the Funding Allocation, Audit, and Appeals Policy.

### IV. Eligibility

Dependents of faculty in tenured, tenurable, continuing, fixed-term, seniorrr. lecturer, and permanent laboratory instructor positions are eligible to apply for this fund.

To receive funding, applicants must meet the scholarship criteria outlined in the Collective Agreement: dependents must be registered as full-time students in credit courses at MRU and attain a GPA of at least 2.0.

- Full-time status, for the purposes of this fund, is to be deemed a minimum of 9 successfully completed credits in the fall or winter semesters and a minimum of 3 successfully completed credits in the spring or summer semesters, dependent on full-time status in the prior two semesters.
- If a student has a full-time equivalent status approved by the Registrar's Office, it is the responsibility of the applicant to disclose and provide verification of full time equivalent status.

### V. Process

- i. Applications shall be submitted to the Senior Administrative and Faculty Relations Officer (SAFRO) by the deadline specified on the application form (<https://mrfa.net/scholarships-for-dependents/>).
- ii. The SAFRO shall ensure completeness and accuracy of all applications, obtain final grades from the Registrar's Office, submit a draft allocation chart to the Funding Allocations sub-Committee, and facilitate the work of the Committee in reviewing and approving the allocations.

- i. Funding shall be allocated to eligible applicants proportionate to the amount available and the total number of successfully completed course credits applied for by all applicants.
  - ii. If final grades are not available to sufficiently determine scholarship eligibility within 10 weeks after the completion of an academic term, the application will be brought forward to the next funding period. Applications will normally only be brought forward for one funding period.
- iii. Funds shall be processed by the Student Awards and Financial Aid Office and a copy of the awards selections shall be submitted to Human Resources.
- iv. A report detailing the allocation of funds shall be submitted annually to Academic Affairs
- v. The Funding Allocations sub-Committee shall refer allocations to the Funding Audit sub-Committee prior to disbursements being made in accordance with the Association's Funding Allocations, Audit, and Appeals Policy.

## **VI. Appeals**

Funding Appeals may be submitted in accordance with the Association's Funding Allocation, Audit, and Appeals Policy