Scholarships for Dependents Policy

Category:	Member Benefits
Date last Revised:	September 2026
Scheduled for Review:	Spring 2029

I. Overview

In accordance with article 16.7 of the Collective Agreement, the MRFA shall annually allocate up to $90,000 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 (working 384 SICH or more), senior 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 an overall GPA of at least 2.0 in the semester for which they are applying.

- 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 the student was not enrolled in full-time credit courses in the preceding fall and winter semesters, then, full-time enrolment for the spring/summer period shall be 6 successfully completed credits.
- If a student has a full-time equivalent status approved by the Registrar's Office, the application form includes the student's authorization for the Registrar's Office to disclose this information to the Association.

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

VII. Related Documents

Scholarships for Dependents Application form, appended to this policy.

Funding Allocation, Audit, and Appeals Policy

APPLICATION FOR SCHOLARSHIPS FOR DEPENDENTS

Scholarships will be given to the dependents of tenured and tenurable faculty, full time lab instructors, Senior Lecturers as well as Continuing and Fixed Term faculty, teaching 384 SICH or greater per academic year, provided dependents are registered as full-time students[1] in credit courses at MRU, and attain a GPA of at least 2.0.

Scholarships shall not be allocated until all final grades for all applicants are available and until the 15 day appeal period has passed (see MRFA Funding Policy). As such, scholarship disbursement may be delayed by up to three months. Scholarship allocations are determined by the MRFA Audit and Finance Committee and are processed by MRU's Student Awards and Financial Aid Office. Students will normally receive their allocation via e-transfer, but it may be processed as a credit on the student's MRU account if deemed appropriate by the Student Awards Office.

Please submit this form to the MRFA Office (office@mrfa.net or W315) by the following deadlines:[2]

Fall term applications must be submitted by the **last Friday of December**
Winter term applications must be submitted by the **last Friday of April**
Spring/Summer term applications must be submitted by the **last Friday of August**

Application Term (select one): **Fall** **Winter** **Spring/Summer** **Year:**

Student's Name:_____

Student's Email Address:_____

Student's Mailing Address: _____
(Ensure this is the same address as is on file with MRU)

Mount Royal University Student Number:_____

I, _____, authorize the Mount Royal Faculty Association to inform the faculty member indicated below of whether I did or did not meet the requirements for funding.
Providing this authorization does not affect eligibility to receive scholarships

MRFA Faculty Member to complete:

Faculty Member: _____

Select One: **Tenured** **Tenurable** **Lab Instructor** **Sr. Lecturer** **Continuing** **Fixed Term**

Department:_____ Office Phone #_____

Relationship to Applicant:_____

Signature:_____

If you would like the Association to request a copy of your official transcript please sign the authorization below; otherwise you will need to submit a copy of your official transcript.

I authorize Enrolment Services - Office of the Registrar's at MRU to provide the Mount Royal Faculty Association with the information required for the Scholarship for Dependents. This information shall include, if applicable, full time equivalency or other current status which may affect my eligibility to receive the Scholarship for Dependents.

_____ _____
Signature of Student Date

[1] Full time status as defined by the University with the exception of Spring/Summer. If a student was enrolled full time in the prior Fall and Winter Semesters, 3 credits shall be deemed full time in the Spring/Summer Semester. Only completed courses shall count towards a student's full time enrolment status. If an applicant has full-time equivalent status, this information must be confirmed by the Registrar's Office as noted in the authorization form.

[2] Applications may be rescinded by the faculty member at any time up to the deadline for application submission.