



**DALHOUSIE UNIVERSITY**  
HALIFAX, NOVA SCOTIA  
CANADA  
B3H 4H6

<b><i>FINANCIAL POLICY AND PROCEDURES</i></b>		<i>Instruction Number:</i>
<i>Subject:</i> <b>UNDERGRADUATE SCHOLARSHIPS, BURSARIES AND PRIZES</b>		<i>Date Issued:</i> May 1, 1989
<i>Title:</i> <b>PAYMENT OF UNDERGRADUATE SCHOLARSHIPS, BURSARIES &amp; PRIZES</b>		<i>Date Revised:</i>
<i>Issued by:</i>  CONTROLLER	<i>Approved by:</i>  DIRECTOR OF FINANCE	

### **PURPOSE**

This instruction defines the University's Policy and Procedures regarding the payment of scholarships, bursaries and prizes (awards) to undergraduate students.

### **POLICY**

1. ALL SCHOLARSHIPS AWARDED TO STUDENTS BY OR THROUGH THE UNIVERSITY WILL BE APPLIED FIRST TO FEES. ANY BALANCE REMAINING WILL BE PAID TO THE STUDENT BY CHEQUE.
2. ALL BURSARIES AND PRIZES AWARDED TO STUDENTS BY OR THROUGH THE UNIVERSITY WILL BE PAYABLE TO THE STUDENT BY CHEQUE.
3. THE UNDERGRADUATE AWARD REQUISITION MUST BE COMPLETED BY THE INDIVIDUAL/DEPARTMENT RESPONSIBLE FOR MAKING PAYMENT TO THE RECIPIENT.
4. IN ACCORDANCE WITH THE POLICY GOVERNING THE ADMINISTRATION OF TRUST FUND ACCOUNTS, OVERDRAWN BALANCES ARE NOT PERMITTED. SHOULD THIS OCCUR THE OUTSTANDING BALANCE AS AT MARCH 31 EACH YEAR WILL BE OFFSET BY A TRANSFER OF AN EQUAL AMOUNT FROM THE OPERATING ACCOUNT OF THE DEPARTMENT.

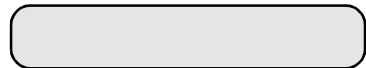
### **PROCEDURE**

1. The person responsible for the selection and payment of an award must complete all areas of the Undergraduate Award Requisition (sample form attached) unless otherwise noted.
2. Parts 1, 2 and 3 should be forwarded to Student Accounts for processing and Part 4 retained in the originating department.
3. If the funding source for the award is an endowed gift, the amount of the award should not exceed the balance (adjusted for income capitalization as required) of the fund as at April 1 each year. A report showing the pertinent financial information of the fund will be distributed during May of each year. Any questions relating to financial aspects of endowment fund accounts should be directed to the Office of the Investment Manager, Financial Services.
4. If the funding source for the award is a trust fund account, the amount of the award should not exceed the balance of the account plus any funds to be received prior to March 31. The status of trust fund accounts will be reported to the appropriate individual on a monthly basis. Questions on the status of trust fund account balances should be directed to the Trust Fund Accountant in Financial Services.



**DALHOUSIE UNIVERSITY**  
**STUDENT AID REQUISITION**

(For the Payment of Scholarships, Bursaries, Prizes, Award, Other Aid Payments)



Student #: \_\_\_\_\_ SIN #: \_\_\_\_\_

Surname: \_\_\_\_\_ Mailing Address (for T4A Purposes) \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Faculty of Student: \_\_\_\_\_

Department: \_\_\_\_\_

Award Name: \_\_\_\_\_

Scholarship  Bursary  Prize  Award  Applicable Term: \_\_\_\_\_

Fund	Account Number	Amount of Award
Account Number		\$ _____
		\$ _____

Special Instructions: \_\_\_\_\_

Forward Cheque to: \_\_\_\_\_ Address Above  Originating Department   
Other  \_\_\_\_\_

**AUTHORIZATION:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENT ACCOUNTS USE ONLY**

FUND	ACCOUNT NUMBER	AMOUNT OF AWARD
Credit Fees		\$ _____
Issue Cheque		\$ _____
Authorized: _____		TOTAL AMOUNT \$ _____

**FINANCIAL SERVICES USE ONLY**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please complete and forward parts 1, 2, & 3 to Student Accounts. Retain part 4 for your files.  
**INCOMPLETE FORMS WILL BE RETURNED PRIOR TO PROCESSING.**