



TORCH SCHOLARSHIP POLICY

Purpose:

The objectives of this policy are:

- To affirm TWU's commitment to furthering the education of dependents of Eligible TWU Employees by providing scholarship assistance (a Torch Scholarship) to such Eligible Dependents
- To clarify eligibility criteria whereby dependent students of Eligible Employees may access a Torch scholarship
- To ensure Torch scholarships comply with CRA guidelines, income tax laws and general practices adopted by TWU that may change over time¹

Scope of this Policy:

All TWU faculty and staff who meet the eligibility requirements set out in this policy.

Policy Statement:

The Torch Scholarship (Torch) is offered to improve employee dependents' access to a TWU education. Trinity Western University (TWU) offers a scholarship program which is intended to provide financial aid to cover only tuition fees for Eligible Dependents of Eligible Employees. Eligible Dependents must be enrolled in Eligible Courses at TWU leading to an undergraduate TWU degree.

Students who have completed an undergraduate degree, whether at TWU or elsewhere, are not eligible to apply for a Torch Scholarship.

An **Appeal process** is available to any student through the Financial Aid office regarding Dependent Eligibility or course eligibility.

Limitations:

1. The maximum number of Torch scholarship payments payable to an Eligible Dependent is limited to a total of 10 semesters over fall, spring or summer semesters. The semesters need not be consecutive.
2. The Torch scholarship for any Eligible Dependent for one semester will not exceed the actual tuition fees payable by that Eligible Dependent for that semester and is not stackable with any other TWU award, except for Leadership Grants.
3. Eligible Dependents are responsible for all fees and charges, other than tuition fees.
4. When an Eligible Employee ceases to be employed by the University, the Eligible Dependent's entitlement to a Torch scholarship will cease at the end of the final semester during which the Eligible Employee was employed by the University, subject to the exceptions defined below under "Eligible Employee".

¹ Based on CRA Income Tax Folio S1-F2-C3 Scholarship, Research Grants and Other Education Assistance; Section 3.17 Scholarship or bursary awarded to family members of employees, and subparagraph 6(1)(a)(vi) of the Income Tax Act (Canada)

Definitions:

Eligible Employee means a TWU employee who, at the point of application for a Torch scholarship, has been (a) employed by TWU for **24 months** prior to the applicable semester's 'add/drop' deadline; (b) as a full-time employee or equivalent at TWU; and (c) is employed either as (i) a tenured, tenure track definite term, or sessional faculty member or (ii) a staff member with an Employment Agreement requiring a minimum of 30 hours/week.

And Eligible Employee includes:

- Retired employees (employed at TWU for 10+ years, minimum age 55 and not engaged in full time employment) who had established Eligible Employee status while they were employed at TWU;
- Deceased employees (who had been employed a minimum of 10 years at TWU on a continuous or in separate segments);
- Employees who would otherwise qualify as Eligible Employees except for being on short-term or long-term disability;
- Employees of organizations who have active Partnership Agreements with TWU in which the Torch Scholarship Program is noted (As of May 2016, this applies to employees serving ACTS, CanIL, CPC, and the EFCC). Eligible Employees in partner organizations must meet the definition of Eligible Employee and be working on the Langley TWU campus.

Eligible Dependent means the child of an Eligible Employee who, at the time of application for a Torch scholarship, is:

- a. 25 years of age or under at the beginning of the semester;
- b. registered at TWU as a full-time student (9 semester hours minimum);
- c. admitted by TWU with at least a 2.00 Grade Point Average (GPA);
- d. maintaining a 2.00 Cumulative GPA²; and
- e. not on academic or behavioural probation.

Notes:

- *'Child of an Eligible Employee' includes any person the Eligible Employee has legally adopted, stepchildren of the Eligible Employee or persons for whom the Eligible Employee is a legal guardian.*
- *Upon request, accommodation may be made for any student who is otherwise an Eligible Dependent at the time the application for a Torch scholarship and with documented permanent disabilities⁴, based on consultation with the Director of Equity of Access and Learning Resources, Student Life.*
- *To be eligible in a given semester, the student's parent must have been employed by TWU for 24 months prior to that semester's 'add/drop' deadline.*
- *Students who have graduated from a 4-year program at TWU are not eligible to apply for a Torch Scholarship for a 5th year, unless it is for a completion program such as the School of Education's PYP, including TWU athletes. Athletes requiring additional semesters to complete other programs would use the Appeal process.*

² As defined by Financial Aid policy

⁴ As defined by the BC Government Assistance Program for Students with Permanent Disabilities

- *TWU participates in the Council for Christian Colleges & Universities' (CCCU) Tuition Waiver Exchange Program (TWEP) for eligible undergraduate dependents of full-time faculty, staff and/or administrators. Please see link below for more information: http://www.cccu.org/administration_and_faculty/tuition_waiver_exchange_program*

Eligible Courses means:

- Undergraduate, for-credit courses offered through TWU's registration system
- Courses (tuition fee component only) taught in the Fall and Spring Semester at the Laurentian Leadership Centre (LLC); subject to availability (i.e. vacancies remaining after paying students have registered) and acceptance by program

But excludes:

- TWU travel studies, exchange programs, and CCCU Best Semester programs;
- Any courses taught by partners, academic program partners, unapproved affiliates, or affiliates other than CANIL and CPC;
- Directed Studies and Independent Studies;
- Private Music Lessons; and
- Courses being repeated by the student, due to insufficient grade.

Policy Administrator: Executive Director, HR
Approving/Recommending Body: Executive Leadership Team

Monitoring Data:

The following will be provided to the Executive Leadership Team and to President's Council annually:

1. The number of Eligible Employees who accessed the Torch Scholarship program.
2. The number of Eligible Dependents who received the Torch Scholarship for each semester.
3. Participation rates of Partners/Affiliates in the Torch Scholarship program.
4. The actual costs and losses of opportunity costs for TWU related to the Torch Scholarship program by fiscal year.
5. Employee and student input re: Torch Scholarship program.