

TERMS OF REFERENCE FOR AN ENDOWED FUND

NAME OF ENDOWMENT FUND

ASSOCIATION OF PROFESSORS RETIRED FROM THE UNIVERSITY OF OTTAWA (APRUO) SCHOLARSHIP FUND

INTRODUCTION

With the establishment of this Fund in 2003, the Association of Professors Retired from the University of Ottawa wished to confirm its membership in the University community and demonstrate its solidarity toward it.

University education is demanding and often the source of financial distress. Scholarship funds provide deserving undergraduate students with the assistance they need to pursue their studies and continue their personal and educational development.

PURPOSE OF THE FUND

To provide financial assistance to students who are the children, grandchildren or dependent children of University of Ottawa employees (active or retired).

SCHOLARSHIP DETAILS

Eligibility Criteria:

The applicant must:

1. be registered full-time in an undergraduate program at the University of Ottawa;
2. demonstrate financial need, as determined by the Financial Aid and Awards Service of the University of Ottawa;
3. be in good academic standing, with a CGPA of 7.0 or more; and
4. be the child, grandchild or dependent child of a University of Ottawa employee (active or retired).

Value of the Award:	\$1,000, according to income available in the fund.
Number of Awards:	Minimum two, according to income available in the fund and at the discretion of the selection committee.
Frequency of the Award:	Annual
Level of the Award:	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 www.uozone.uOttawa.ca, and should include:

1. the Financial Questionnaire;
2. a non-official copy of the applicant's transcript; and
3. a satisfactory proof of the applicant's filiation.

----- END OF PROMOTIONAL SECTION -----

SELECTION COMMITTEE

The Selection Committee will comprise:

1. the Director of Financial Aid and Awards Service, or his/her delegate, as Chair;
2. a financial aid counsellor named by the Director of Financial Aid and Awards Service; and
3. a member of the APRUO.

Note: As per the regulations from the Canada Revenue Agency a representative of the donor organization can take part in the selection committee on the following conditions:

- no benefit must accrue to the donor organization;
- the directed gift must not benefit any person not dealing at arms' length with the donor organization;
- decisions regarding utilization of the gift must rest with the University of Ottawa; and
- the donor organization may not have more than 49 % of the vote.

AWARDING PROCEDURES

The Financial Aid and Awards Service will:

1. verify that the recipient is in good standing (as defined in the Academic Regulations, section 11.1);
2. confirm the granting of this award in writing to the recipient; and
3. arrange to have the amount credited to the recipient's University account.

RECOGNITION

1. Every year, the Financial Aid and Awards Service will recommend that each recipient acknowledge the scholarship in a letter to the organization representative, the delivery of which will be coordinated by the Development Office.
2. The Development Office will share the recipient profile which will be included in the annual financial endowment report.
3. The donor organization will be invited to participate in the University's Donor Recognition and Stewardship Program.

FINANCIAL ARRANGEMENTS

1. All funds should be sent to the Development Office for credit to the appropriate accounts (endowment or expendable). All cheques should be made payable to the University of Ottawa.
2. The University of Ottawa may invest the capital in accordance with the approved University policies.
3. 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*.
4. The financial year of the fund is from May 1 to April 30.
5. At the end of each University fiscal year, Financial Services will notify the Financial Aid and Awards Service, which will in turn notify the appropriate academic unit of the amount available for the purposes of the fund.
6. **The Development Office will forward this information to the donor organization, who can, if necessary, supply the missing amount in the expendable required to award at least two scholarships.**

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 for the fund. If the University is unable to locate the donor or if the donor is deceased, the University may use the fund in the way it deems most beneficial for the institution, but must adhere as closely as possible to the spirit of the fund and to the donor's original intent.

ADMINISTRATION CONTACTS

Donor Organization: Association of Professors Retired from the University of Ottawa (APRUO)
C/o President / Treasurer / Secretary
University of Ottawa
117 - 141 Louis-Pasteur Street
Email: apruo@uottawa.ca
Web Site: www.uottawa.ca/associations/apruo

Development Office: Director, Donor Relations and Stewardship
190 Laurier Avenue East
Tel: 613-562-5800 ext. 3877 Fax: 613-562-5127

Stewardship and Agreements Officer
190 Laurier Avenue East
Tel: 613-562-5800 ext. 3694 Fax: 613-562-5127

Financial Aid and Awards Service: Director
3156 – 55 Laurier Avenue East
Tel: 613-562-5932 Fax: 613-562-5155
Email: loansandawards@uOttawa.ca

Financial Services: Director, Research, Trust and Endowment
W030A - 550 Cumberland St.
Tel: 613-562-5800 ext. 1509 Fax: 613-562-5988

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Version: 24/10/2017

APPROVED ON FEBRUARY 9, 2005 BY THE ADMINISTRATIVE COMMITTEE OF THE BOARD OF GOVERNORS.

TERMS OF REFERENCE REVISED BY DONOR – JANUARY 2007

Terms of reference were revised to increase scholarship award to \$1,000.

TERMS OF REFERENCE REVISED AND APPROVED ON MARCH 19, 2008 BY THE ADMINISTRATIVE COMMITTEE OF THE BOARD OF GOVERNORS (T-36756)

MODIFICATIONS APPROVED ON APRIL 23, 2013 BY THE VICE-PRESIDENT OF EXTERNAL RELATIONS (A-50052).