

### **AP 5.1 – STUDENT AWARDS & SCHOLARSHIPS:**

- 1.0 Purpose: As part of the Institute’s ongoing commitment to nurturing excellence in future professional planners, and to supporting Student members, the Council has established specific awards and financial support mechanisms for Student members in good standing enrolled at Institute accredited university planning programs in British Columbia and the Yukon, as outlined in this policy.
- 2.0 Contents: This policy establishes and administers the following Student Awards and other financial supports:
- a) Education Committee Annual Student Fellowship Award
  - b) Planning Institute of British Columbia Annual Student Scholarship
  - c) Planning Institute of British Columbia Annual Student Conference Funding
  - d) Planning Institute of British Columbia Other Conference & Professional Education Funding
  - e) Other General Student Funding Support
- 3.0 Education Committee Annual Student Fellowship Award: This award shall provide funding to support Student members’ attendance at and participation in the Institute’s Annual Conference, in order that they may present their academic work to professional colleagues and conference attendees as part of the program of the Annual Conference.
- a) Amount: This award shall be issued annually in an amount up to nine hundred dollars (\$900) per recipient, or another amount as the Council may determine annually.
  - b) Number: This award shall be issued to one (1) eligible recipient from each of the Institute accredited university planning programs in British Columbia and the Yukon.
  - c) Eligibility: This award shall be available to any Student member of the Institute in good standing who is currently enrolled in one of the Institute accredited university planning programs in British Columbia and the Yukon. Any Student member who is already a recipient of another Student Award or other financial support outlined in this policy shall not normally be eligible for this award during the same fiscal (calendar) year. Recipients of this award shall normally only receive this award once during their tenure as a Student member of the Institute. Any exception to the eligibility limitations noted above may be reasonably made at the discretion of the chair of the Institute’s Education & Student Affairs Committee.
  - d) Application: In order to be considered for this award, interested eligible Student members must apply in writing to the Institute in full accordance with the application process and deadlines prescribed by the Institute, including providing: information about their academic achievements and

areas of academic research; information about their proposed conference presentation; and any other information as may be required and / or requested.

- e) Selection: The selection of successful recipients of this award shall be made by the chair of the Institute's Education & Student Affairs Committee, in consultation with the Annual Conference Committee, based on merit, taking into consideration the following criteria:
  - i) Overall academic achievement
  - ii) Quality of proposed conference presentation
  - iii) Relevance of proposed conference presentation to the Annual Conference program theme(s)
- f) Disbursement: This award shall be applied towards reimbursement of recipients' actual travel, accommodation and conference registration expenses incurred in attending, and participating in the Institute's Annual Conference (up to the amount prescribed) and shall be disbursed by the Institute following appropriate documented claim by the recipient.
- g) Recognition: As this award is merit-based, and recognizes excellence of achievement by the recipients, recipients shall be recognized as part of the Institute's broader annual awards program.

4.0 Planning Institute of British Columbia Annual Student Scholarship: This award shall provide direct financial assistance to Student members currently enrolled in one of the Institute accredited university planning programs in British Columbia and the Yukon.

- a) Amount: This award shall be issued annually in an amount equal to three thousand dollars (\$3,000) per recipient, or another amount as the Council may determine annually.
- b) Number: This award shall be issued to one (1) eligible recipient from each of the Institute accredited university planning programs in British Columbia and the Yukon.
- c) Eligibility: This award shall be available to any Student member of the Institute in good standing who is currently enrolled full-time in one of the Institute accredited university planning programs in British Columbia and the Yukon. Any Student member who is already a recipient of another Student Award or other financial support outlined in this policy shall not be eligible for this award during the same fiscal (calendar) year. Recipients of this award may only receive this award once during their tenure as a Student member of the Institute.
- d) Application: In order to be considered for this award, interested eligible Student members must apply directly through their respective university program or institution's student award, scholarship or financial assistance department as applicable, in full accordance with the application process and deadlines prescribed by the relevant university program or Institution.
- e) Selection: The selection of successful recipients of this award shall be made by the respective university program or institution in accordance

with their normal scholarship award selection process. Such selection will also be in accordance with any applicable agreement or terms between the Institute and the respective university program or institution, normally taking into consideration the following general criteria:

- i) Overall academic achievement
  - ii) Involvement in Student planning activities & or organizations
  - iii) Other planning-related community involvement or activities
- f) Disbursement: This award shall be funded by the Institute, which shall remit payment to the relevant university program or institution annually as applicable; and this award shall be disbursed directly to the recipient by the university program or institution.
- g) Recognition: As this award recognizes, in part, excellence of achievement and community involvement by the recipients, recipients shall be recognized as part of the Institute's broader annual awards program. In addition, the relevant university program or institution shall provide appropriate recognition to the Institute for its funding & support of this award.

5.0 Planning Institute of British Columbia Annual Student Conference Funding: This funding shall provide financial support/subsidies to support Student members' attendance at and participation in the Institute's Annual Conference.

- a) Amount: This funding shall be issued annually in an amount up to three hundred dollars (\$300) per recipient, or another amount as the Council may determine annually.
- b) Number: This funding shall be issued to up to three (3) eligible recipients from each of the Canadian Institute of Planners (CIP) Recognized Planning Schools and / or Programs in British Columbia and the Yukon.
- c) Eligibility: This funding shall be available to any Student member of the Institute in good standing who is currently enrolled in one of the Institute accredited university planning programs in British Columbia and the Yukon. Any Student member who is already a recipient of another Student Award or other financial support outlined in this policy shall not normally be eligible for this funding during the same fiscal (calendar) year. Recipients of this funding shall normally only receive this funding once during their tenure as a Student member of the Institute. Any exception to the eligibility limitations noted above may be reasonably made at the discretion of the chair of the Institute's Education & Student Affairs Committee.
- d) Application: In order to be considered for this funding, interested eligible Student members must apply in writing to the Institute in full accordance with the application process and deadlines prescribed by the Institute.
- e) Selection: The selection of successful recipients of this funding shall be made by the chair of the Institute's Education & Student Affairs Committee, on a first-come first-serve basis.

- f) Disbursement: This award shall be applied towards reimbursement of recipients' actual travel, accommodation and conference registration expenses incurred in attending, participating in the Institute's Annual Conference (up to the amount prescribed) and shall be disbursed by the Institute following appropriate documented claim by the recipient.
- 6.0 Planning Institute of British Columbia Other Conference & Professional Education Funding: This funding shall provide general financial support/subsidies to support Student members' attendance at and participation in other appropriate conferences and/or professional education events relevant to their studies as planning students.
- a) Amount: This funding shall be issued annually in an amount up to one hundred and seventy-five dollars (\$175) per recipient, or another amount as the Council may determine annually.
- b) Number: This funding shall be issued to up to five (5) eligible recipients from each of the Institute accredited university planning programs in British Columbia and the Yukon.
- c) Eligibility: This funding shall be available to any Student member of the Institute in good standing who is currently enrolled in one of the Institute accredited university planning programs in British Columbia and the Yukon. Any Student member who is already a recipient of another Student Award or other financial support outlined in this policy shall not normally be eligible for this funding during the same fiscal (calendar) year. Recipients of this funding shall normally only receive this funding once during their tenure as a Student member of the Institute. Any exception to the eligibility limitations noted above may be reasonably made at the discretion of the chair of the Institute's Education & Student Affairs Committee.
- d) Application: In order to be considered for this funding, interested eligible Student members must apply in writing to the Institute in full accordance with the application process and deadlines prescribed by the Institute, including providing: information about the proposed conference or professional educational event for which the funding is being requested; and any other information as may be required and/or requested.
- e) Selection: The selection of successful recipients of this funding shall be made by the chair of the Institute's Education & Student Affairs Committee, on a first-come first-serve basis, taking into consideration the relevance of the proposed conference and/or professional education event under consideration.
- f) Disbursement: This award shall be made directly to recipients, in support of recipients' travel, accommodation and conference registration expenses incurred in attending, participating in the approved conference and/or professional education event (up to the amount prescribed) and shall be disbursed by the Institute following appropriate documented claim by the recipient.

- 7.0 Other General Student Funding Support: The Council may, as part of its annual operating budget for the Institute, allocate additional funds to support events, activities, or other programs aimed to support Student members of the Institute. Such additional events, activities or other programs may, at the discretion of Council, include but not be limited to:
- a) Student member / professional member social events;
  - b) Student member / professional member mentorship events or activities;  
and
  - c) Student member career development events or activities.
- 8.0 Responsibility: Administration and oversight of this policy shall be by the Institute's Education & Student Affairs Committee.