



## **Nova Scotia University Student Bursary Program Delivery Criteria**

The Nova Scotia University Student Bursary Program was established in 2008 and has been offered to Nova Scotia students studying at Nova Scotia universities since the 2008-09 academic year.

The Bursary may provide a per-student benefit of \$1,283 to Nova Scotia students studying at Nova Scotia universities based on a full course load over two semesters. The Bursary is \$128.30 per three credit hour course. There is no limit to how much a student may receive as a bursary; a student who takes more than a full course load over two semesters (i.e. additional courses over the summer after a full course load in the fall/winter), is eligible for more than the \$1,283. At universities where tuition fees are based on full-time/part-time status, the Bursary will be \$1,283 for a full-time student and \$641.50 for a part-time student.

The Department of Advanced Education (DAE) and universities will actively communicate with one another regarding reporting requirements associated with the Nova Scotia University Student Bursary Program.

### **University Responsibilities**

1. Universities must have in place a reporting system that is able to provide reliable, accurate information at the request of government. Any information from student bursary lists that may be generated for government must correspond to student financial account information within the university computer information system. Adjustments must be made consistently and electronically to avoid errors.
2. Universities are required to provide biennially to DAE an external audit report on the Nova Scotia University Student Bursary Program starting with the 2022-23 fiscal year. This audit report must be supplied by each university by August 15th of the reporting year beginning in August 2023 (reporting based on the previous fiscal year) in order for DAE to provide the advance payment by September 30th.
3. Qualified students should receive the full bursary amount to which they are entitled to regardless of whether their tuition is paid by a third party, reduced by a tuition waiver, other bursary and/or scholarship. A student is not to be penalized for receiving a discount on their tuition as all Nova Scotia students are entitled to the bursary. Universities should be able to demonstrate that the bursary is being applied consistently to all students and the full eligible bursary is deducted.
4. The bursary may only be used to offset tuition costs of Nova Scotia students and should not be applied to other student fees.
5. The bursary is only for students who reside in Nova Scotia. A student is considered a Nova Scotia resident if they have a student loan from the Government of Nova Scotia as only Nova Scotia residents may receive a student loan from the Government of Nova Scotia.

If a student does not have a student loan, and entered university immediately after completing high school, the student is considered a resident of the province where they last attended high school. If they last attended a high school in Nova Scotia, they are considered a Nova Scotia student. If the student did not enter university immediately after completing high school, they are considered a resident of the province where they lived when applying for admission to the university they are attending.

Landed immigrants and students whose family have moved to Nova Scotia during the time the student is enrolled at the university, would be entitled to the Bursary, as long as the university is able to obtain proof of residency.

Students on international study permits or students receiving student loan funding from a province other than Nova

Scotia would not be considered Nova Scotia residents for the purposes of the Program and they would therefore not be eligible for the Bursary.

Information retained by the university to support the bursary reimbursement amount should include documentation that the student qualifies as a Nova Scotia resident.

- 6. Universities must assign a key contact within their institution who is familiar with the Bursary program criteria and can provide training to staff responsible for entering and making changes to student data and account information. The key contact must determine the best approach to make sure necessary communication is provided to departments and individuals who require information for making appropriate adjustments to bursary amounts. The key contact will liaise with DAE and if an institutional contact changes, DAE must be notified.
- 7. Universities are to advise students to appeal to the DAE, to the attention of John MacLeod, Planning and Development Officer ([john.f.macleod@novascotia.ca](mailto:john.f.macleod@novascotia.ca)) when disputes about residency occur. Universities are to maintain an appeals log to track all appeals. Information to track in the Appeals Log include student name/ID; date; reason for appeal; the resulting outcome from the DAE (including supporting documentation, if applicable).
- 8. When a student disputes their residency status and is later deemed to be eligible, the university must apply the bursary to the student’s account for past terms in which the student was enrolled and eligible.
- 9. The university must disclose the amount received from the Nova Scotia University Student Bursary Program separately in the university’s annual audited financial statements, either directly on the statement of operations or in the notes of the financial statements.

**Department of Advanced Education Responsibilities**

- 1. DAE will provide an advance bursary payment to each university based on 80% of the prior year total Fall/Winter bursary payment. However, if a university consistently invoices less than the 80% bursary amount for the Fall/Winter, then DAE will reduce the advance payment at the discretion of DAE.
- 2. DAE will communicate to the university contacts in advance of the academic year any relevant changes to the bursary program. This will be scheduled prior to when universities activate course registration and student fee assessments. DAE will strive to communicate any changes to the program by January 30<sup>th</sup>, for changes effective for the following September.
- 3. DAE will provide an invoice schedule, provided below, to specify when invoices must be received from the universities and when payment can be expected.

Invoice Schedule:

<b>Bursary Period</b>	<b>Receive Invoices</b>	<b>Payment Timeline</b>
Advance Payment	N/A	September 30 <sup>th</sup>
Fall/Winter	May 31 <sup>st</sup>	June 30 <sup>th</sup>
Spring/Summer	August 15 <sup>th</sup>	September 15 <sup>th</sup>

- 4. DAE will provide support for a communication strategy for the bursary program to raise awareness and to help attract students to study at Nova Scotia universities.