

Important Scholarship Information

Scholarship Payment

1. Scholarships administered by Carleton University are applied directly towards your tuition fees provided you have **registered and remain registered** for the full academic year (minimum 4.0 credits in the Fall/Winter session).
2. Scholarships are released in two instalments, half the value in mid August (August 16) for the Fall term and half in mid December (December 16) for the Winter term. The payments will be released and issued to your fees as per the scheduled payment dates provided you have **registered and remain registered in a minimum of 4.0 credits in the Fall/Winter session**.
3. On Carleton Central, when you Calculate Amount to Pay, the value of any scholarship will be recorded as available funding (future credits) in the appropriate term(s) and will reduce the amount you need to pay. **Changes to course load, including dropping a course or withdrawal, may result in ineligibility for all or part of the scholarship and a financial adjustment to your student account.**
4. If the scholarship value exceeds your tuition fees, or if your fees have already been paid (by way of sponsoring agent, for example), and there is a credit balance on your student account, you can request a refund through your Carleton Central account.

Co-operative Education or Industrial Experience

If you are in a co-operative education stream or the industrial experience program, the administration of your scholarship will work differently because of the work terms. You will not be able to draw upon scholarship funds during the work period. Once you return to full-time studies, you will come under scholarship provisions. If you anticipate being on a co-op work term some time during the academic year, please contact the Awards Office.

Renewable Entrance Scholarships

Renewable entrance scholarships are awarded over the first four years of undergraduate study. To maintain and renew the scholarship, you need to meet these general conditions:

1. You must be enrolled in an undergraduate degree program;
2. As a full-time student, you must register in and complete a minimum of 4.0 credits in the Fall/Winter session;
3. You must have an annual Grade Point Average of 10.0 or better. For scholarships, all grades (grade points of all Carleton credits/courses) from the previous Summer, Fall, and Winter terms are included in the calculation of the annual GPA;
4. No F, ABS or UNS will be acceptable during the period considered for the scholarship;
5. If you do not meet the academic and course load requirement for renewal, the scholarship can be regained in a subsequent year within the first four years of undergraduate study;
6. Courses taken outside of Carleton University (eg. courses taken on Letters of Permission) are **not** included in the credit count for scholarship purposes. Scholarship information for students on an official exchange is available at www.carleton.ca/awards under CU Students on Exchange.

For further information, please visit www.carleton.ca/awards or contact us at:

Awards Office, Carleton University
202 Robertson Hall, 1125 Colonel By Drive

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email: awards@carleton.ca