



University  
of Windsor

## Terms of Reference: Undergraduate & Graduate Awards

- New Award  
 Revision: Account #  
 \_\_\_\_\_

Name of Award:

Each Valued At:

The terms of this award will be established in accordance with the criteria as set forth below.

Number of Awards issued annually:

In the event of a tie, may the award be divided:

Renewable:

Award Type:

Year of Study:

Faculty:

Program:

\*Financial Need:

Academic Standing:

\*If financial need is or may be a requirement for this award, students will be expected to have applied for financial assistance through one of the provincial government student assistance programs such as the Ontario Student Assistance Program (OSAP). Where no government student aid application exists, students will be required to provide corroborating documentation to confirm their financial situation.

The award will be restricted to the following group of students:

Additional Information:

Funding Details:

Establishment of an Endowment (minimum \$25,000 donation) – Value:

Establishment of an Endowment (\$25,000 pledge over 5 Years): Starting:        /        to        /

- Please send a pledge reminder

Annual Donation: \$                      (Min. \$1500 3-year commitment) to start in                      academic year.

Other:

Protection of Privacy:

All information provided by students and donors will be protected and used in compliance with Ontario's Freedom of Information and Protection of Privacy Act (RSO 1990) and will be disclosed only in accordance with this Act.

Pending award recipient consent, please provide me the name of the recipient.

Please provide the recipient my contact information for acknowledgement purposes.

Donor/Contact Information to which Donor Communication (such Annual Donor Reports, notification of student recipient, etc):

<b>Name:</b>		
<b>Address:</b>	<b>City:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>Alternate Phone:</b>	<b>Email:</b>



**Alternate Donor/Contact Information (only the main Donor/Contact will receive communication unless otherwise specified):**

<b>Name:</b>		
<b>Address:</b>	<b>City:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>Alternate Phone:</b>	<b>Email:</b>

**Statement of Policies and Goals for the Management and Investment of Endowment Funds**

- Expenditures from the Endowment Fund will be made from investment income earned net of applicable expenses, in the previous year or from the Growth and Protection Fund.
- The Endowment Fund operates under the University's fiscal year, May 1 – April 30 and the annual net income is reported for this period.
- Each year, the University will allocate income up to four percent (4%) of the endowment for award expenditure as per the terms of reference. The University will then allocate income which exceeds four percent (4%) of the capital to a Growth and Protection fund for this award until it reaches twelve percent (12%) of the endowment's capital. Additional earnings will then be recapitalized to increase the capital on which the four percent (4%) for spending is calculated. The Growth and Protection fund will serve to ensure that the award is sustainable during a period of negative growth.
- The administrative unit will review scholarship endowment accounts annually, at the beginning of the fiscal year to determine the value and number of available awards for the ensuing academic year according to the University's spending policies. The value and/or number of awards may be increased to the level of the expendable funds available, to a maximum of the percentage spending policy.
- No payments will be made in the year in which an endowment is received. Expenditures made in the year after an endowment is established will depend on the income to which it earns. Partial expenditures may be necessary if funds were not endowed for a full fiscal year.
- The selection of award recipients will be made in accordance with internal policies, procedures and practices.
- The award search description that will be accessible by students will be prepared by the administrative unit based on the terms of reference and additional notes provided.
- The University of Windsor reserves the right to transfer the accumulated funds to another endowment of similar intent in the event that an **Endowment Pledge** is not fulfilled by the end of the 5<sup>th</sup> year.
- Annual donations** must be received in advance and by April 15 in order for the award to be advertised and administered for the ensuing awarding year. Donations received after April 15 will be held and made available for the following awarding year.
- Where amendments to the Terms of Reference are necessary, every reasonable effort will be made to contact the donor and/or alternate donor contact in advance of any changes being made. 'Reasonable Effort' shall include one written notification sent to the donor contact address. After 30 days, a second written notification will be sent to both the donor contact and alternate contact. If an email address is provided, written correspondence will include notification sent by email. After 60 days, if there is no response, the University of Windsor may make the necessary changes to support the administration of the award.
- In the event that circumstances make the specified use of this fund no longer practical or desirable (for example, the discontinuation of a specific course), the University of Windsor is hereby authorized to make changes it may deem necessary in the terms of use of the Endowment Fund. However, such changes are to be in keeping, as far as possible, with the spirit and general intent of the original terms of reference for the Endowment Fund.

**Donor Consent:**

I have read and accept the University's policies regarding endowments as explained above as well as outlined in the Recommendations for Establishing a Scholarship, Award or Bursary document.

I will make every effort to maintain my contact information current. To update your contact information, please contact Alumni and Donor Records at 519-253-3000 Ext. 4055 or via email at [updates@uwindsor.ca](mailto:updates@uwindsor.ca).

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

UWindsor Representative:

Faculty:

Graduate

Undergraduate

\_\_\_\_\_  
Signature of Faculty Dean (for Undergraduate Awards) or Dean of Graduate Studies (for Graduate Awards). For UGrad award, if Faculty noted is 'Open' no signature required unless Athletic Financial Award.

The information collected in this process is collected under the authority of the University of Windsor Act, 1962 and is collected for the purposes of administering the University of Windsor's student awards programs. If you have any questions about the collection of information or the uses to which it will be put, please direct your inquiry to either the Director, Student Awards & Financial Aid, Director, Graduate Studies or the Director, Alumni Affairs and Donor Communications, University of Windsor, 401 Sunset Ave. Windsor, ON N9B 3P4, 519-253-3000.



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**ADDITIONAL INFORMATION:**