

## Westgate Collegiate & Vocational Institute Scholarship Committee Guiding Principles

1. The Westgate Scholarship Committee will consist of eighteen (18) voting members:
  - 2 Representatives from Administration (Principal/Vice Principals or their designates)
  - 2 Representatives from each of the following departments: Arts, Business, Communications, Mathematics, Science, Social Sciences, Student Services, Technical Studies
2. Additional representation from interested staff is welcome at the Westgate Scholarship Committee meeting. However, voting privilege is restricted to the members identified in Section 1
3. The purpose of the Westgate Scholarship Committee will be
  - to identify and choose worthy recipients for selected "out of school" awards
  - to choose worthy recipients of Westgate scholarships, bursaries, and awards under conditions listed in Section 5
4. The Westgate Scholarship Committee meetings will be conducted by the Student Services Department which will
  - compile a list of eligible candidates for each Westgate scholarship, bursary, and award
  - make available, upon request, the completed application of each eligible candidate
  - ensure an expeditious selection process
  - have the Westgate Scholarship Committee Chair cast any tie breaking vote
5. All recipients of Westgate scholarships, bursaries, and awards will be selected under the following four conditions:
  - i. A completed application by a Westgate student for the specific scholarship, bursary, or award must have been submitted to Student Services by the due date published
    - \*Exception: Those awards decided by marks only, by accomplishment only, or by the requirement of the Committee to nominate and/or select worthy candidates.*
  - ii. Westgate scholarships, bursaries, and awards with the highest monetary value will be decided first
  - iii. All other Westgate scholarships, bursaries, and awards will be decided not only on the basis of justness, but also of **balance** (i.e. recognizing as many worthy candidates as possible, especially those who have achieved honour roll standing)
    - \*Note: A member of the Westgate Scholarship Committee will keep a "running total" of money awarded **by the Committee only**. Money awarded to a student by ~~outside~~ agencies will not be included in the ~~running total~~ or even be a consideration by the Westgate Scholarship Committee in the selection process*
  - iv. All decisions should be considered final. Only a three-quarters majority vote (14 of 18 votes) can reverse a decision

### Dealing with the Unexpected

From time to time, a scholarship, bursary, or award must be decided under unusual circumstances: abbreviated due date, procedural irregularity, sensitivity/confidentiality. Under these circumstances, the Chair of Student Services will seek approval from the principal or vice principal to strike a small committee to make the appropriate decision.