
Convocation Awards

Process

- Determined by the FSC that meet at the end of the Winter term once final grades are submitted.
- Awarded on the basis of the overall academic performance of the recipient.

Processing Deadline/Constraints

- Should not be awarded prior to graduation.
- Submission and processing of convocation awards is done around **mid-May** for all faculties. Awards must be submitted/processed in BSA after the Scholarship Committees convene.
- It should also be noted that users must also adhere to the deadlines imposed by Enrolment Services to ensure the awards/honours/degrees are submitted to Senate for approval.
- Officially approved convocation scholarships are recorded on the transcript through the **Convocation Module**.
- All monetary awards must be submitted/processed via the APF.

Convocation Awards (continued)

Process

Spring Convocation:

- Convocation awards for the spring convocation ceremonies must be submitted/processed in **May**.
- **Default disbursement schedule and payment method:** Awarding period is set for previous Fall or Winter term with a lump sum dated for **April 30th** paid to accounts payable.

Fall Convocation:

- Fall convocation awards are typically entered/paid at the end of **October**.
- **Disbursement schedule and payment method:** a lump sum dated for **October 31st** paid to accounts payable.

Processing Deadline/Constraints

Spring Convocation * :

- In order for the award to be paid on time for the spring convocation ceremony, all awards must be disbursed in BSA by **May 31st**. Regardless of the faculty's ceremony date, award processors must submit their awards **2-3 business days before** May 31st to allow for processing.

Fall Convocation:

- In order for your awards to be disbursed in time for the fall convocation ceremony, all awards must be entered in BSA by the end of **October**.

* **Reason:** On **June 1st**, BSA opens up the new Aid Year - for UG processing; therefore, you will no longer have the ability to enter spring convocation awards for the current Aid Year.

Convocation Awards (continued)

Payment information for Fall Term

Term	Method	Date
Fall 2019	Accounts Payable	October 31, 2019

- If the recipient was last registered in the **Fall semester**, ensure the award span is set for the Fall term (example: Fall 2019 to Fall 2019) and the payment date is set to **October 31st**, 2019.
- If the recipient was last registered in the **Summer semester**, ensure the award term span is set for the Fall semester (example: Fall 2019 to Fall 2019) and the payment date is set to **October 31st**, 2019.
- You will need to indicate in the award comments field that the recipient is graduating in the Fall semester.

Payment information for Winter Term

Term	Method	Date
Winter 2019	Accounts Payable	April 30, 2019

- If the recipient was last registered in the **Winter semester**, please make sure the award term span is set for the Winter semester (Winter 2019 to Winter 2019) and the payment date is set to **April 30th**, 2019.