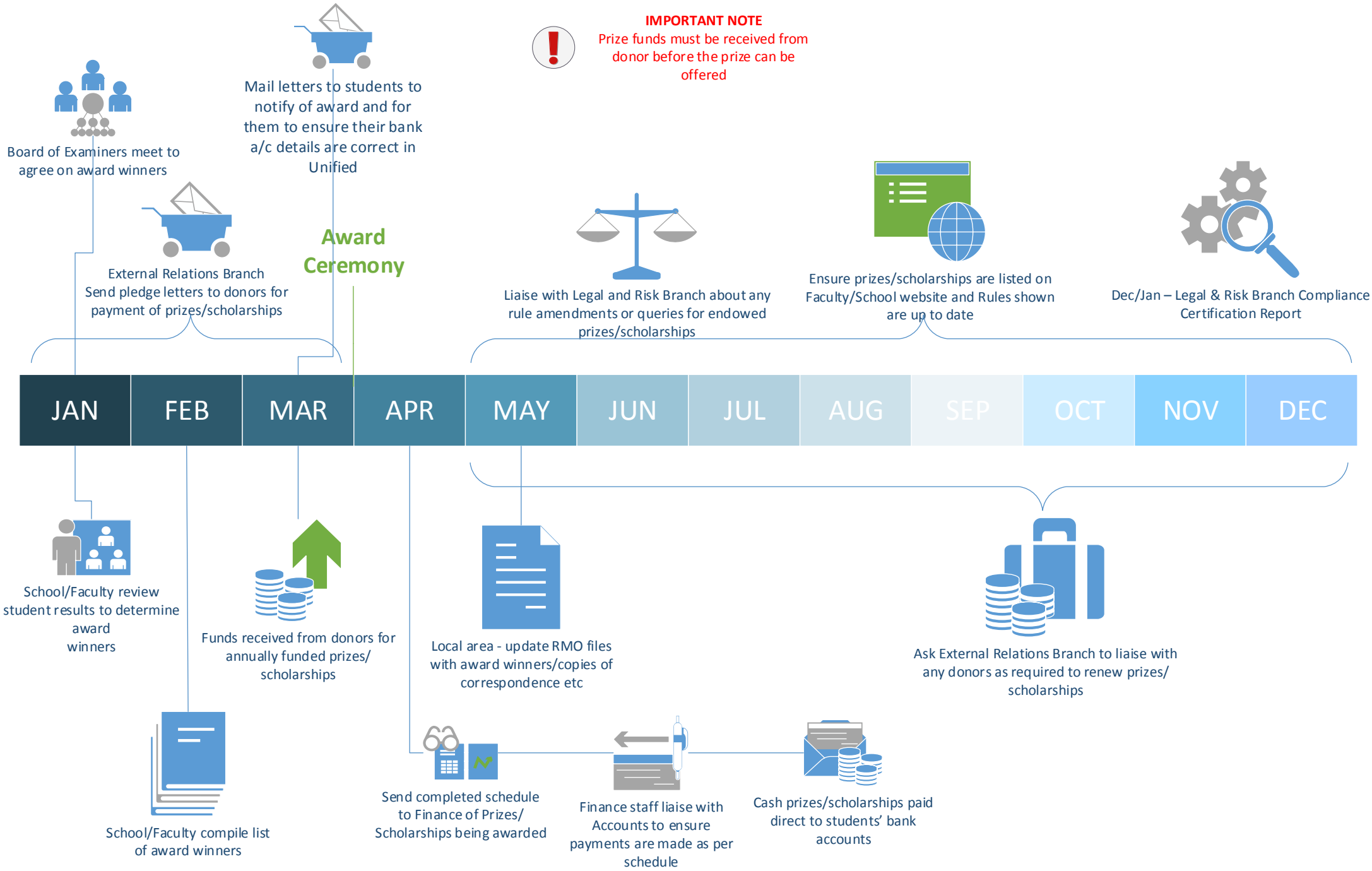
IMPORTANT NOTE
Prize funds must be received from donor before the prize can be offered
Board of Examiners meet to agree on award winners
Mail letters to students to notify of award and for them to ensure their bank a/c details are correct in Unified
External Relations Branch Send pledge letters to donors for payment of prizes/scholarships
Award Ceremony
Liaise with Legal and Risk Branch about any rule amendments or queries for endowed prizes/scholarships
Ensure prizes/scholarships are listed on Faculty/School website and Rules shown are up to date
Dec/Jan – Legal & Risk Branch Compliance Certification Report
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
School/Faculty review student results to determine award winners
Funds received from donors for annually funded prizes/ scholarships
Local area - update RMO files with award winners/copies of correspondence etc
Ask External Relations Branch to liaise with any donors as required to renew prizes/ scholarships
School/Faculty compile list of award winners
Send completed schedule to Finance of Prizes/ Scholarships being awarded
Finance staff liaise with Accounts to ensure payments are made as per schedule
Cash prizes/scholarships paid direct to students' bank accounts