



External Organization Award Policy

Please review policy below regarding externally administered awards paid to students via UBC. Upon submission of award funding to be processed by UBC to the external award winner, the external organization is agreeing to follow the external awards policy. Inquire with external.award@ubc.ca should you have any questions. Unfortunately, UBC will not be able to assist in payment of your award to the student if there are conflicts with any of the policies.

Tax Form

By default, UBC will issue T4A to student on behalf of the external organization. To avoid issuing duplicate T4A tax forms to the student, please clearly indicate on the instructions attached to the award funding that you prefer to issue your own T4A to the winner.

Payment Plan

UBC will pay awards of \$5,000 or more in two equal installments and awards of less than \$5,000 in one installment. Indicate on the letter attached to the funding if you prefer to issue the entire amount to student in one lump sum payment regardless of amount.

Winner Isn't Registered in Any Course at UBC

If the winner does not end up registering at UBC or choose to not accept the award, UBC will return funds back to the external organization via cheque or EFT. External organizations will be required to register as a UBC vendor payee to receive the refund. UBC will email you with further instructions if we need to return funding to you. Refunds will usually take 3-4 weeks after the external organization is registered as a UBC vendor payee.

Award Recovery from Students

UBC will make the award payment for external organization as long as students are registered in courses. Subsequent changes by student to his/her course load or withdrawal from UBC will not result in recovery of award funding by UBC. External organization will need to arrange for repayment directly with the student. Upon request, UBC can confirm the student's registration status and course load.