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| **UPEI Student Union** | **Policy No.** **UPEISU 25** | **Revision No.** 4 |
| **Policy Title:** Student Academic Enrichment Funding | **Page:**1 of 4 |
| **Creation Date:** April 24th 2016 | **Version Date:** April 8th, 2018 |
| **Authority:** UPEI SU Council | **Review Date:** Annually (summer) |
| **Responsibility:** VP Finance and UPEISU Funding Committee |

**Purpose**

This policy establishes that the UPEISU Funding Committee is responsible for distributing funds fairly among its applicants. This includes undergraduate and graduate students who apply for funding from the UPEISU for academic endeavours deemed appropriate in this policy and at the discretion of the committee.

1. **Eligibility**
	1. Undergraduate, Graduate, and AVC Student Funding
		1. Eligible activities include conferences, workshops, and other academic enriching opportunities.
		2. Other academic enrichment opportunities must have the primary goal of enhancing student knowled.ge and/or allowing the applicant to participate in the deliverance or cultivation of knowledge to others.
		3. Funding cannot be used for any activity other than the one applied for.
		4. Funding cannot be used for tuition or student fees, and/or textbooks.
		5. A maximum funding amount of $250 per applicant is currently in place. This maximum is subject to change at the funding committee’s discretion.
		6. When a group of students are participating in the same educational activity and travelling together they are expected to apply as a group for funding. The maximum amount for groups is $500. This maximum is subject to change at the funding committee’s discretion.
		7. Funds to a specific conference or event in which multiple people are attending, but are not considered a group will be limited and divided equally between all participants who have not previously received funding.
		8. Priority will be given to applicants who have not received funding within a given period.
		9. Incomplete applications will not be considered.
2. **Funding Deadlines**

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* 1. There is a Funding deadline on the last day of every month for events occurring in the following month. For example, if a society is seeking funding for an event in October they must apply by September 30th.
	2. An equal amount of funding will be divided between the twelve periods encompassing a budget year, May to April. Division may change at the discretion of the funding committee. Funding specifically for graduate students will carry a heavier weight in the summer months to accommodate an influx of events.
	3. Any unused funding will roll over to the next deadline
	4. Applications for events within a period will only be considered if received before the related deadline. Applications received after the deadline will be discarded.
	5. Applications for events that have already occurred will not be accepted.
1. **What is not Funded**
	1. See Section 1, eligibility, for a description of what is funded.
	2. Funding will not be given for the purchase of food or alcohol.
	3. Funding will not be given for events or activities that do not meet the definition of academic enrichment as determined by the funding committee.
2. **Application Instructions**
	1. Applications are to be completed on the UPEI SU web page under: What we do > Services>Funding.
	2. Physical applications and/or applications initiated through email will not be accepted.
	3. Additional documentation required for the completion of an application must be emailed to the VP Finance after submitting the application online.
3. **Accountability**
	1. After a student has been selected to receive funding they will receive a cheque for the allotted amount. At this time applicants must sign an accountability form agreeing to the following terms:
		1. Within 14 calendar days after the final day of the event, conference, or other activity receipts must be provided to the VP Finance in order to ensure that the money is being used for academic enrichment.

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* + 1. If receipts received total less than the amount allotted the remaining balance must be repaid to the UPEI SU within 30 calendar days.
		2. If no receipts are received the total amount allotted must be repaid to the UPEI SU within 30 calendar days. Applicants who do not provide receipts will not be eligible for funding in future periods.
		3. All funds granted by the UPEI SU can be rescinded prior to the physical issuance of a cheque to the recipient for any reason.
	1. The funding committee reserves the right to determine the amount of funding dispersed.
	2. The funding committee reserves the right to refuse any application
	3. If the terms cannot be signed due to the applicant being unable to physically pick up the cheque receipts must be provided prior to funding being received.
	4. The Vice President Finance must archive a record of all funding allotments issued in a given year, including a copy of the funding application and related receipts.
	5. Any cheque(s) that have not been picked up by the applicant after 90 calendar days will be marked null/void and discarded.
1. **Selection Process**
	1. All applications will be reviewed at the end of the deadline period at an executive or funding committee meeting.
	2. If an applicant applies during the period their application will be held until the executive meeting at the end of the application period.
	3. There are a few instances in which funding will automatically not be provided:
		1. Late application.
		2. A specific event or conference has already received the maximum amount of funding.
		3. Funding has been completely dispersed for the period.
		4. Applicant provided an incomplete application.
	4. Preference will be given to candidates who:
		1. Provide detailed information and accompanying documents.
		2. Have not previously received funding.
	5. Funds will be dispersed evenly for those applying for the same event amongst those who have not previously received funding.
2. **Bias**

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* 1. If a member of the funding committee has a conflict of interest with an application being considered, they will not participate in the discussion and vote regarding the allocation of funding for that application.
1. **Disclaimer**
	1. Approval of funding does not constitute an endorsement of the event or activity the applicant participates in. It simply constitutes that the applicant met the eligibility criteria.
	2. Any risk or liability resulting from any and all activities undertaken with funds granted is the responsibility of the applicant.
	3. The executive council acts as the funding committee during the summer months.