

## URSU Student Support Funds Bylaw

Policy owner: Vice President Student Affairs

Audience: All members

Approved:

Last Reviewed: August 2022

Review Schedule: Annually

### 1 - Introduction

The University of Regina Students' Union has created Student Support Funds designed to support students in need in particular areas. The Vice President Student Affairs and Student Advocate in accordance with this Bylaw manages these funds. This Bylaw also includes provisions for assisting the decisions of the Vice President Student Affairs and Student Advocate and for general management of the funds.

### 2 – Definitions

- **Levy** – The Levy is comprised of the funds that are collected each semester from students for the purpose supporting the funds.
- **Principle** – The principle portion of the fund is the fund balance at the end of the previous fiscal year
- **Interest** – Interest income comprises all income generated from the fund during a fiscal year
- **Funds** – Both the Emergency Bursary Fund and the Emotional Wellness Fund
- **Designate** - an individual or group appointed to take on the duties in this document. All designates must be approved by the Executive Committee.

### 3 - Policy

#### 3.1 – Universal Criteria

The Student Advocate and/or their designate and/or a designate appointed by the executive committee shall evaluate each student support funds application using the universal criteria and bursary criteria, then submit all the evaluations to Vice President Student Affairs and/or their designate and/or a designate appointed by the executive committee for final approval.

1. Membership in the URSU as defined by the Bylaws of the URSU
2. A demonstration of financial need which includes the following:
  - a. An indication of income level and/or financial standing of the applicant
  - b. Existing sources of financial assistance already received by the applicant in the past four months;
  - c. A personal statement of need provided by the applicant;
  - d. If applicable, the submission of receipts and/or other method of verifying payment for the item or service covered by a specific bursary;
3. If applicable, any other universal criteria agreed upon by the Executive Committee.

### 3.2 – Bursary Criteria

As student bursary programs have specific requirements, they shall be evaluated based on specific criteria, which will be submitted to the Vice President Student Affairs or their designate for final approval.

Should the Vice President Student Affairs role not be filled or should it be required, the Vice President Student Affairs or the Executive Committee may appoint a designate to approve bursaries.

Students may receive up no more than a total of 1000\$ combined every two years from all support funds. Exceptions may be granted by the Executive Committee.

#### 3.2.1 Emergency Bursary Fund

Normally, members may receive no more than \$1,000 (or \$1,500 for those with dependents) every two fiscal years. Exceptions may be granted by the Executive Committee.

In certain exceptional circumstances, the Vice President Student Affairs may recommend that up to \$2,000 be awarded to an applicant, subject to the approval of the Executive Committee. Amendments of this fund will be made out to the student in the amount approved by the Student Advocate and/or any appointed designate.

- An additional, itemized list of all the expenses to which the disbursement would go towards mitigating if approved;
- An indication of the number of dependents the applicant has.
- Emergency bursaries are subjected but not limited to help students to pay off their bills.

Certain types of expenses are ineligible under normal circumstances. This includes:

- vehicle insurance; vehicle registration; drivers license;
- cable television; internet charges;
- credit card debts; bank loans;
- fines or bail money
- education costs

Typically the fund shall be used to cover costs like:

- food; shelter; utilities;
- child care; transportation;
- other unforeseen emergencies (family, legal, medical, dental . . . ).

URSU recognizes that these limitations prove to be an additional barrier to access, and efforts will be made to understand any unique or extenuating circumstances to ensure students can access bursaries with as little issues as possible.

### 3.2.2 Emotional Wellness Fund

Students are eligible for reimbursement of up to 5 appointments or uses each semester, or a maximum dollar amount of \$500 per semester. The semesters are broken down as follows: Fall Semester, Winter Semester and Spring/Summer Semester. Funds will be disbursed via cheque made out to the applicant. Approval for the Emotional Wellness Fund will go through either the Student Advocate, or the Executive Committee.

Costs covered by the emotional Wellness Fund include, but are not limited to:

- Counselling services,
- Physical and non-physical wellness memberships/classes
- Professional Psychology services

This fund is not typically intended to cover the sorts of expenses that are covered by the Emergency Bursary Fund.

### 3.2.3 Indigenous Students Bursary

The Indigenous Students Bursary is in addition to the Emergency Bursary Fund. The same rules and regulations apply to this bursary in addition to:

- Registered or Treaty Indian status card
- Proof of registered citizenship of the Métis Nation-Saskatchewan, or have an application for citizenship pending with the Métis Nation-Saskatchewan Citizenship Registry.

Members may receive no more than \$500 every two fiscal years.

### 3.2.4 Disability Grant

This grant will help for full and part-time University of Regina students with the costs of their disability-related educational services and equipment. By submitting an application, you may receive assistance for the disability-related accommodations you need, such as note-takers, tutors, interpreters or technical aids while you're enrolled at the University of Regina

The amount of aid provided depends on the costs of your required disability-related educational services and equipment and well as whether you have a permanent or temporary disability: The maximum funding per student is \$600.

About service and equipment purchases:

- Not all disability-related services and equipment are eligible for funding. This includes purchases before your application is approved. For example, you may offer the service or equipment at no charge or it may not be included in the recommended accommodations you need.
- Equipment and software purchased more than 60 days before your study period start will not be eligible

The costs of a Learning Disability Assessment may be eligible. To be considered, your assessment must have taken place no more than 6 months before your study start date.

## 3.2 – Application Process

- a. An online application form will be available to the membership on the URSU website or provided by the Student Advocate and/or their designate and/or a designate appointed by the executive committee through email, and maintained by the Vice President Student Affairs and/or their designate.
- b. The Student Advocate, or their designate, or a designate appointed by the executive committee, will be responsible for receiving and presenting all the reviews and feedback of the applications to the Vice President Student Affairs or their designate, or a designate appointed by the Executive Committee, for final approval.

### **3.3 – Awarding a Bursary (Normal)**

Based on the documents and statements obtained by the Student Advocate and/or their designate, and/or a designate appointed by the executive committee the Student Advocate and/or their designate and/or a designate appointed by the executive committee will submit the initial approval with review and feedback to Vice President Student Affairs to determine the level of student need presented. The Advocate or their designate and Vice President Student Affairs will then make one of the following decisions:

1. Awarding funding to the student in an amount that is proportionate with the demonstrated need.
2. Denial of funding to the student (especially if funding request is deemed to be trivial, frivolous or not in good faith)

If possible, bills shall be paid directly to the creditor.

If the amount that is recommended by the Student Advocate exceeds the maximum amount for that fund, the Student Advocate and Vice President Student Affairs must have the dispersal approved by the Executive Committee or the Board as appropriate. This process shall respect the confidentiality guidelines laid out in section 3.4 of this policy.

Funds disbursed under the Emergency Bursary Program and Emotional Wellness Fund are considered to be taxable income. Students will be required to show their social insurance number prior to funds being distributed.

Funds may be disbursed directly to applicants via cheque, or, at the discretion of the Vice President Student Affairs, via e-transfer.

### **3.4 – Confidentiality**

The Student Advocate and Vice President Student Affairs shall direct contact with applicants, both when considering the application process and when disbursing funds.

An applicant's identity will not be revealed in connection with their circumstances to any persons outside of the Office of the Student Advocate and Vice President Student Affairs, except as necessary during an appeals process.

### **3.5 – Management of Funds**

Money for the bursaries shall be derived from 90% of the earned interest from the previous year as well as any portion of the annual levy that is collected that is necessary. The remaining 10% of earned interest will be assigned as follows:

- 5% will be transferred into the Student Advocate budget to offset administrative costs
- 5% will be reinvested into to fund to ensure future growth.

To ensure continued growth of the funds, money not disbursed during a fiscal year will be reinvested into the principle of the Fund.

The principal of the fund may be used to offer additional emergency bursaries or to cover administrative costs as necessary, to be approved by the Executive Committee or the Board of Directors (if such an expenditure would normally be approved by the board, as outlined in

the Financial policy) on a case-by-case basis.

Once the designated funds have been depleted no more funds will be granted in that fiscal year.

The funds shall be reported as part of URSU's regular budget updates.

### **3.5 – Appeals**

Students have the right to appeal decisions made by the Student Advocate or the designate of the executive committee and Vice President Student Affairs regarding their fund application to the Appeals Committee.

This committee shall be comprised of 2 board members and the Vice-President Student Affairs. This committee will meet as needed to consider appeals. During the appeal it shall consider if need was adequately established in order to ensure that the correct decision was made by the Student Advocate and Vice President Student Affairs. It may only consider information that was presented during the application process. If new information is made available that would influence the outcome of an Application, the Committee may recommend that the applicant re-apply for funding.

## **4 - Consequences for Noncompliance**

If the Emergency Bursary Fund/Emotional Wellness Fund bylaw is not followed for any reason, funds may be managed or disbursed improperly. Failure to make financial decisions that are in the best interests of the corporation can have consequences including expulsion from the URSU, (as laid out in Article 3 of the URSU constitution) recall (as laid out in Article VII of the URSU Constitution) and further legal action being brought against the member (at the discretion of the URSU).

Failure to properly manage funds could also negatively impact URSU's reputation among its membership and in the greater community. Delays in receiving funds could cause major issues for members seeking emergency funding.

## **5- Roles and Responsibilities**

### **5.1 – Student Advocate**

The Student Advocate shall:

- Assist students in filling out application forms
- Process Applications and submit reviews & feedback to VP Student Affairs within a two week timeframe in a timely manner
- Notify applicants of the outcome of their applications within two weeks of their initial application
- Ensure all student inquiries be responded to within two weeks time of the initial notice
- Act as a responsible fiduciary member of the organization
- Ensure compliance with this policy throughout the year
- Remain impartial and unbiased in all decisions
- Ensure proper need is identified and justified
- Warrant that students name, circumstance, demographic, etc. remains confidential

- Work in conjunction with the Accounting Department, VP Operations and Finance, VP Student Affairs, and the Financial Policy to ensure proper financial practices when allocating funds
- Alert Appeals Committee of appeals and provide necessary information in order for the Appeals Committee to make an informed decision
- Be responsible to the General Manager and Executive Committee in ensuring funds are delivered in a timely manner
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### **5.2 – Appeals Committee**

- Ensure appeals are handled in a timely manner
- Remain impartial and unbiased in all decisions
- Act professionally and without judgement to other Committee members

### **5.3 – Vice President Student Affairs**

- Call all meetings of the Appeals Committee as needed
- Review all the applications and make final approval on the Student Support Funds with the signing authority
- Remain impartial and unbiased in all decisions
- Warrant that students name, circumstance, demographic, etc. remains confidential
- Ensure proper need is identified and justified
- Keep Student Advocate accountable throughout the funding process

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## **7. Related Information**

- URSU's Constitution, Bylaws and Policy:  
<http://ursu.ca/governance/constitution-bylaws-and-polic>  
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