

Student Grant Program FAQs

Q: Who is considered a SAITSA Member? What if I am a returning or graduating student at SAIT?

A: A SAITSA member refers to any registered SAIT student who pays SAITSA membership fees during the academic year of application submission. This applies to pro-rated apprenticeship programs. If you are still unsure whether this applies to you, please contact the SAITSA Main Office in Campus Centre, V204 or by calling 403-284-8036.

Returning or graduating students are eligible to apply up to four (4) months beyond the completion date of their program.

Q: What is considered an acceptable event for the grant? What expenses are eligible for reimbursement?

A: Events that are acceptable for the grant include, but are not limited to:

- Conferences and seminars
- Competitions
- Guest/ keynote speaking
- Industry events
- Certification training (I.e. first-aid, fall prevention, food safety, etc.)

Acceptable items for reimbursement include:

- Registration fees (conference or competition fee, certification training fee, etc.)
- Accommodation (hotel, hostel, etc.)
- Travel/transportation to/from event (air fare, train or bus ticket, taxi, etc.)

To view the full list of acceptable and non-eligible types of events and expenses, please review the [Student Grant Program Policies and Procedures](#) found on the SAITSA website.

Q: What is a grant period? When are the 2017-2018 grant periods?

A: A grant period refers to a specific time period during the academic year when grant applications are accepted and a certain percentage of funding is allocated. These time periods are subject to change each academic year as determined by the Executive Council.

The grant periods for the 2017-2018 academic year are as follows:

September 2017 – December 2017

January 2018 – April 2018

May 2018 – August 2018

Q: What is the maximum amount I can receive from the grant program?

A: SAITSA members (full or part-time students) may apply multiple times per academic year, but the total amount received cannot exceed \$500 per academic year (i.e. if a recipient receives \$250 the first time they apply, they are still eligible for up to \$250 the next time they apply during the same academic year).

Full-time Students: Full-time students may receive up to 100% of the requested amount of funds per application, up to a maximum of \$500.

Part-time Students: Part-time students may receive up to 50% of the requested amount of funds per application, up to a maximum of \$250.

Q: What if my total expected costs for the event exceeds the maximum amount I can apply for?

A: SAITSA does not expect your event to be under the \$500 maximum. If your total expected costs exceeds this, it will be indicated in the budget spreadsheet within your application; however, you can only apply for \$500 per academic year. SAITSA sets a maximum in order to help a wide range of students to access personal and professional development opportunities.

If you require more funding beyond this grant, SAITSA can provide you with a list of external resources and opportunities. Please contact the VP Academic at SAITSA.VPAcademic@edu.sait.ca for more information. We also encourages you to look into the SAITSA Awards Program at: <http://saita.com/student-services/awards/>.

Q: What if multiple people from my club/group are applying to the same event?

A: Each individual applicant from a club/group must submit a separate application form. As per the Student Grant Program Policies and Procedures, SAITSA will accept up to five (5) individuals for one single event on the same day(s), on a first-come, first-serve basis. If an entire club wishes to attend an event, SAITSA recommends to seek funding from external providers (i.e. industry) in addition to the grant program.

Q: When should I submit my application?

A: Applications should ideally be submitted four (4) weeks prior to the event start date. This is to allow the Executive Council ample time to review the application and notify the applicant before they attend their event. When an event start date falls outside of the current grant period, that application will be reviewed in the order it was received once the new grant period commences.

Q: Can I submit an application for an event that has already taken place?

A: Yes, only if that event took place in the current grant period. Applications submitted after their event has taken place will be considered in the order they were received. Ideally, applications are to be submitted prior to attending the event; however, SAITSA recognizes this may not always be possible.

Q: How long does it take the Executive Council to review my application?

A: The Executive Council reviews applications on a regular basis. Please allow up to four (4) weeks to be notified of the decision from the EC. Applicants can also contact the VP Academic directly for specific questions relating to the status of their application by emailing: SAITSA.VPAcademic@edu.sait.ca.

Q: If accepted, what documentation do I need to submit? How long after the event date(s) do I have to submit the required follow-up documents?

A: A successful applicant must submit all associated receipts and a post-event feedback form (the link to the form will be send to successful applicants to fill out after the event). A successful applicant has thirty (30) days from the event date(s) to submit these documents to the SAITSA Main Office, V204. Alternatively, recipients can scan their documents and submit them to SAITSA.VPAcademic@edu.sait.ca. For more information on this, please refer to the Student Grant Program Policies and Procedures.

Q: If accepted, how and when am I to receive the reimbursement?

A: Once a successful applicant has submitted their receipts and post-event feedback form, the VP Academic will notify the recipient that their submitted documents have been approved and their cheque is now ready to pick up in the SAITSA Main Office, V204 (a student ID card will be required). Please allow up to seven (7) business days for the cheque to be processed.

Q: I attend one of SAIT's satellite campuses, can I have my cheque mailed to me?

A: Yes, once all of your submitted documents have been approved, a cheque can be mailed to your residence.