



SAIT Students' Association

Policies & Procedures
SAITSA Student Grant Program

Table of Contents

- PREAMBLE.....3**
- MISSION.....3**
- VISION.....3**
- DEFINITIONS.....3**
- POLICY STATEMENTS.....4**
- PROCEDURES.....5**
 - 1.0 Eligibility..... 5
 - 2.0. Application Process..... 6
 - 3.0. Distribution & Reimbursement..... 6
 - 4.0. Restrictions 8

Subject	Policy Reference	Approved by:	Approval Date:
SAITSA Student Grant Program	Grants	BOD	July 10, 2017
		EC	July 20, 2017
		Revision Date	October 26, 2017
		Effective Date	July 20, 2017

PREAMBLE

SAITSA supports students in their pursuit of higher education and passion for learning. SAITSA recognizes that knowledge and skills are not only developed in a classroom setting, but also through various initiatives where students can engage with new materials and network with likeminded individuals. Providing students with funding to conferences, competitions, training, and other events is a method SAITSA can utilize to ensure SAIT students are graduating with the confidence that they will achieve their personal and professional goals. The SAITSA Student Grant Program seeks to build a community where students can learn, lead, and be exceptional.

MISSION

To provide SAITSA members with the opportunity to participate in personal and professional development, which enhances skillsets, promotes change, cultivates leaders, and fosters new ideas.

VISION

To support SAITSA members in achieving their personal and professional goals and aspirations.

DEFINITIONS

Academic year

For the purpose of this program, Academic Year refers to September 1 to August 31 of any given year.

Event

For consistency, the term ‘event’ shall subsequently describe any type of conference, seminar, training, etc. the applicant is requesting grant funds for.

Graduating Student

Students in their final semester immediately prior to graduation are considered graduating students.

Grant period

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 and in consideration of the SAITSA fiscal year. The grant periods are as follows:

- a) May-August
- b) September-December
- c) January-April

Semester

Semester and its end dates shall refer to SAIT's academic calendar and in the case of Apprentice programs, semester shall refer to their current classroom instruction period.

POLICY STATEMENTS

- 1.0** The SAITSA Student Grant Program is intended to fund personal and professional development opportunities to foster skill-building and networking. In order to be eligible for the grant, students must be current SAITSA fee-paying members.
- 2.0** The Student Grant Program is intended to cover enough expenses to allow the applicant the opportunity to effectively participate in the event(s) they are planning to attend. Each applicant will receive a maximum of \$500.00 per academic year.
- 3.0** SAITSA appreciates and values all who apply for the grant; however, due to limited funds, the grant will be awarded on a first-come, first-serve basis per grant period until all available funds are exhausted.
- 4.0** The Executive Council will review each application and reserves the right to approve or deny applicants based on completeness of the form and eligible funds.

5.0 The Student Grant Program will be sufficiently funded each academic year to ensure the program is able to achieve its mission and vision.

PROCEDURES

1.0 Eligibility

- 1.1.** In order to be eligible for the grant, applicants must be SAITSA fee-paying members during the academic year of application submission.
- 1.2.** Grants may only be used to fund personal or professional development opportunities including but not limited to:
 - a. Conferences & seminars
 - b. Competitions
 - c. Guest/keynote speaking
 - d. Industry events
 - e. Certification training (i.e. first-aid, fall prevention, food safety, etc.)
- 1.3.** SAITSA recognizes the following expenses for reimbursement, including but not limited to:
 - a. Registration fees (conference or competition fee, certification training fee, etc.)
 - b. Accommodation (hotel, hostel, etc.)
 - c. Travel/transportation to/from the event (air fare, train or bus ticket, taxi, etc.)
- 1.4.** SAITSA members may receive up to \$500 per academic year:
 - 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 eligible for up to \$250 the next time they apply during the same academic year).
 - b. Full-time students may receive up to 100% of the requested amount of funds per application, for up to a maximum of \$500.
 - c. Part-time students may receive up to 50% of the requested amount of funds per application, for up to a maximum of \$250.
- 1.5.** The amount awarded will be determined by the Executive Council, who will review applications on a first-come, first-serve basis per grant period. Applications shall be reviewed in the order they are received until all program funds are

exhausted for that grant period. Grant funding will not exceed the budgeted amount.

- 1.6. Applicants applying to an event within Calgary shall only be eligible for reimbursement on registration/processing fees.
- 1.7. Grant funding shall only be provided for five (5) individuals for one single event. If an entire club should wish to attend an event, it is recommended to seek funding from external providers (i.e. industry).
- 1.8. Returning or graduating students are eligible to apply up to four (4) months beyond the completion date of their program.

2.0. Application Process

- 2.1. Applicants must submit a Student Grant Application Form in full, as found on the SAITSA website. Incomplete or incorrectly completed applications will not be accepted.
- 2.2. If applying as part of a SAITSA-recognized club, each individual member must fill out a separate application form. Forms for multiple applicants will not be accepted.
- 2.3. To allow time for review and processing, applications should be submitted a minimum of four (4) weeks prior to the event start date. 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.
- 2.4. Applications submitted after the event has taken place will be considered only if the event took place in the current grant period.
- 2.5. Applications are to be approved once the SAIT Add/Drop deadline for the current semester has passed.
- 2.6. The Vice President Academic is to review and verify applications when received, prior to bringing it to the Executive Council.

3.0. Distribution & Reimbursement

- 3.1. The Executive Council shall review applications on a regular basis.

- 3.2.** The Vice President Academic (or delegate) shall notify all applicants of the final decision regarding their application within one (1) week of the decision being made.
- a. Unsuccessful applicants are to be informed of the reason(s) for their application being denied.
 - b. Successful applicants are to be informed of the expectations and requirements of them should they choose to accept the grant.
- 3.3.** Successful applicants are required to submit itemized receipts for all expenses either to the SAITSA main office (V204) or scan and submit via email to SAITSA.VPAcademic@edu.sait.ca.
- a. Receipts must be submitted within thirty (30) days following the event to receive reimbursement.
 - b. Receipts should indicate the nature of the expense, the date, and the location of the expense.
 - c. All associated receipts must be submitted at the same time. Missing or lost receipts and/or failure to provide receipts in the given timeframe may result in the loss of part or all of the grant and ineligibility to access grant funding from SAITSA for the remainder of the academic year.
- 3.4.** Successful applicants are required to submit a post-event feedback form to SAITSA's Vice President Academic.
- 3.5.** Funding payment shall be provided as a reimbursement after the event has officially ended, their receipts and post-event feedback form have been submitted.
- a. Only in extenuating circumstances shall funding be provided in advance of the event, as determined by the Executive Council.
- 3.6.** Successful applicants shall be given the option of having their cheque mailed or picking up their cheque in the SAITSA main office, V204.
- a. Recipients must allow up to seven (7) business days for their reimbursement cheque to be prepared.

- b. The recipient shall be given thirty (30) days to pick up their cheque at the SAITSA main office. If the recipient is unable to pick up their cheque within this timeframe, the cheque shall be mailed to the recipient.
- c. All grant cheques that are not cashed within six (6) months of the event will be considered stale-dated and be declared void.

4.0. Restrictions

4.1. Grants may not be used for purposes other than the participation in professional and personal development opportunities. Grants cannot be used to fund the following items:

- a. Any item that violates SAITSA Bylaws, policies and procedures
- b. Academic credit programs (including tuition, coop, internships) professional memberships or job interviews.
- c. Events that include participation in a social or political protest
- d. Food & Entertainment
- e. Personal items
- f. Alcoholic or illicit purchases
- g. Additional expenses incurred while travelling with family or friends

4.2. Grants are only available to registered SAIT students who pay SAITSA membership fees.

4.3. If the recipient does not comply with the terms on which a fund was made, or if the information provided by the recipient is proven to be false or misleading, SAITSA reserves the right to withhold the grant from the recipient.