 Brescia University College Students’ Council

STUDENT OPPORTUNITY GRANT

**EFFECTIVE**: March 2022 **SUPERCEDES**: Grant Fund Policy as Ratified January 2018

**AUTHORITY**: Council  **RATIFIED BY**:

 Council as of 2022

**RELATED DOCUMENTS**:

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**PREAMBLE**

The BUCSC is passionate about providing financial support for students. There are many fees that students incur throughout the year that are not covered by other scholarships or award initiatives but still place a significant burden on students with constrained financial recourses. The BUCSC has established a grant fund that all Brescia University College students may access in order to ease this financial burden. The application process is run through the Financial Aid Office in order to ensure that students have fair access to this opportunity.

**1.0 SCOPE**

(1) The BUCSC Student Opportunity Grant fund is exclusively open to undergraduate students of Brescia University College, which includes preliminary year and DDEPT students.

(2) All grant applications must be able to demonstrate that the request is in line with the initiatives listed in section (4) of this policy.

(3) All grant applications must be able to demonstrate that the student has exhausted other sources of funding and is unable to pursue this initiative without funding from the BUCSC;

(a) The BUCSC recognizes that loans place a significant burden on students, therefore students do not need to have obtained loans (such as OSAP) in order to access this grant.

**2.0 ALLOCATION OF GRANT FUNDS EFFECTIVE**

(1) Decisions pertaining to grants shall be the sole purview of the Financial Aid Office.

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(b) At the beginning of each academic year, the Financial Aid officer of Brescia University College shall connect with the Vice President of Governance and Finance serving the BUCSC to confirm the renewal of the grant and amount available.

(c) The BUCSC shall review this policy every five (5) years to ensure it is adequately used and the amounts outlined are still appropriate.

(3) The Student Opportunity Grant Application process shall be regulated at the discretion of the Financial Aid Office. However, the following criteria must be met:

(a) Students must fill out the Student Opportunity Grant Application that has been created by the BUCSC;

(b) Students must provide proof of cost to the Financial Aid Officer for the initiative in which they are seeking assistance.

(4) The Student Opportunity Grant shall only fund the following initiatives:

(a) Application fees (ie. graduate school applications, letter of permission, police clearance, exchange application fee, etc.);

(b) Additional certifications (ie. Food Handler’s Certificate, First Aid Certification, etc.);

(c) Mental health initiatives (ie. counselling, psychotherapy, etc.);

(d) Conference fees:

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(i) Excluding hotel or transportation fees.

(e) Tutoring services;

(f) Professional resources (ie. business card printing, etc.).

(g) Opportunities to participate (ie. Brescia Ball, Orientation Week, or clubs’ positions, Soph fees, etc.);

1. **OTHER STIPULATIONS**
2. Total funding per student shall not exceed five percent (5%) of the total available funding annually;
3. At the discretion of the Financial Aid Office, students can apply for funding multiple times during the fiscal year, however the total amount of funding distributed cannot exceed five hundred dollars ($500.00).
4. Any unallocated money in the Student Opportunity Grants Fund account at the end of the BUCSC fiscal year shall remain within the BUCSC and put back towards the Student Opportunity Grant for the upcoming year;
5. If this amount exceeds $5,000, then the remainder shall be transferred to the BUCSC General Operating Budget.

(2) The total available funding, as confirmed by the Financial Aid Officer and Vice President Governance and Finance, will run annually from September 1st to August 31st, as budget permits.

1. Money is transferred to the Brescia University College Business Office on September 1st and the remainder is reimbursed to the BUCSC on August 31st.

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(3) Five hundred dollars ($500.00) will be reserved (minimum) to senior students for graduation fees including but not limited to:

* 1. Graduation photos sitting fee;
	2. Gown rental fee;
	3. Cap rental fee;
	4. Graduation fee;
	5. Western convocation fee;
	6. Brescia convocation fee

(4) To qualify for the Student Opportunity Grant, the initiative must fall within the current academic year

1. If the initiative falls outside of the range, there must be proof of payment and approval from Brescia’s Financial Aid Officer.

**4.00 PROCEDURAL AUTHORITY**

(1) Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Board of Directors:

(a) The scope of such Procedures is limited to the scope of this policy;

(b) In the event of any conflict, this Policy supersedes any documents created under it;

(c) Any new Procedures and amendments to any existing Procedures must be ratified by the Board of Directors before taking effect;

(d) Any decision by the Board of Directors may be overturned by a two-thirds (2⁄3) vote of council.