



STUDENT LIFE EDUCATIONAL FUND POLICY

1.0 PURPOSE

The Student Life Educational Fund was designed to help defray the cost of educational and extra activities that are relevant to the students' education. To qualify for this Student Life subsidy, the activity must not be an academic requirement for a college course, and the participants must be a full-time post secondary student.

2.0 APPLICATION PROCESS

- 2.1 The class or group must fill out the attached proposal stating the purpose, costs, date of activity, number of students participating, and a statement from the professor regarding the relevancy of the trip/event to the course.
- 2.2 A typewritten list of students' full names and student numbers must be included with the proposal.
- 2.3 The proposal must be submitted at least **two weeks before** the trip/event begins.
- 2.4 The proposal must be approved by the Student Union Executive Council or Student Administrative Council.
- 2.5 All arrangements for the event/trip or function are the responsibility of the group/class. The group/class is responsible for and should be billed directly for all invoices. The FSU will subsidize funding after the trip only. The group/class is responsible for paying any "up front" costs.
- 2.6 A student from the class who will be attending the trip must co-sign the trip with the teacher and provide an email address and phone number to be reached at.
- 2.7 The Student Life Educational Fund will not subsidize meals, entertainments activities or other non-educational activities.
- 2.8 The description of event section must be filled out fully, including providing the trip's benefit to students.
- 2.9 The subsidy is \$15.00 per full-time student, per year to a maximum of 90 students. Any costs above this subsidy are the class/group responsibility.

- 2.10 After the event/trip, the class/group must submit a receipt or invoice, and a typewritten list of students' full names and student numbers with each student's signature who attended the trip, to the Fanshawe Student Union (SC 2001). This must be done within two weeks after the event/trip. If this section is not followed, future requests will NOT be approved and the submitted proposal will be cancelled.
- 2.11 Trips that require transportation for under 2 hours must use an activity bus or school bus only.
- 2.12 There will be no carry forward of events/trips to the next fiscal year.

Any questions can be directed to the FSU office (SC 2001).