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<b>POLICY TYPE:</b>	Operational
<b>POLICY TITLE:</b>	<b>STUDENT LIFE EDUCATIONAL FUND</b>
<b>APPROVED:</b>	June 14 <sup>th</sup> , 2018, Executive Committee
<b>NEXT REVIEW:</b>	January 2020

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### **1.1 PURPOSE**

- 1.2.1 Purpose of the Student Life Educational Fund: The purpose of this policy is to help defray the cost of educational and extra activities that are relevant to the students' education.
- 1.2.2 To qualify for the Student Life Educational Fund, the activity must not be an academic requirement for a College course and participants must be full-time post-secondary students.

### **1.3 APPLICATION PROCESS**

- 1.3.1 All classes or groups that wish to utilize the Student Life Educational Fund must fill out a Student Life Educational Fund Proposal Form. The Student Life Educational Proposal Forms are available in the Fanshawe Student Union Office (SC1000) and online at [www.fsu.ca/SLEF](http://www.fsu.ca/SLEF).
- 1.3.2 The Student Life Educational Fund Proposal Form must be completed in full stating the purpose, cost associated, date, number of students participating, and a statement from a faculty member regarding the relevancy of the trip or event to the College course.
- 1.3.3 The description portion of the Student Life Educational Fund Proposal Form must be completed in full stating the trip or events benefit to the students in attendance.
- 1.3.4 The Student Life Educational Fund must be submitted to the FSU Office at least two (2) weeks before the scheduled trip or event.
- 1.3.5 The Student Life Educational Fund must be approved by the Executive Committee or Student Administrative Council.
- 1.3.6 After the trip or event, the class or group must submit a receipt or invoice and a list of students, including students' full names, student numbers, and signatures that participated to the FSU Office within two weeks after the trip or event. If the stated deadline is not followed, future requests will not be approved and the submitted proposal will be cancelled.

### **1.4 APPLICATION INFORMATION**

- 1.4.1 The subsidy for the Student Life Education Fund is fifteen dollars (\$15.00) per full-time post-secondary student per year to a maximum of 90 students. Any associated costs above the subsidy will be the class or groups' responsibility.
- 1.4.2 All arrangements for the trip or event and any 'up front' costs is the responsibility of the class or group.

- 1.4.3 The class or group is responsible for and should be billed directly for all invoices.
- 1.4.4 The Student Life Educational Fund will not subsidize meals, entertainment activities or non-educational activities.
- 1.4.5 Trips or events that require transportation for two (2) hours must use an activity or school bus.
- 1.4.6 The faculty member must appoint a student representative(s) who will participate in the trip or event.
- 1.4.7 The FSU will subsidize funding after the trip or the event only.
- 1.4.8 There will be no carry forward to the next fiscal year.

## **1.5 APPENDICES**

- 1.5.1 The following forms and documents supplement the Student Life Educational Fund
  - 1. Appendix #1- Student Life Educational Fund Proposal Form
- 1.5.6 The document noted in the appendix above, along with this policy, are available online at [www.fsu.ca/SLEF](http://www.fsu.ca/SLEF).