

Student Hardship Assistance Fund Procedure

Operations and Finance Committee (57.20)

Approved: November 23, 1999 (57.20)

Amended: April 9, 2002 (59.34); December 14, 2010 (68.31);

October 4, 2016 (74.17); July 5, 2018 (76.07)



Authority

- 1 (1) The Union Bylaw establishes the Operations and Finance Committee as a Standing Committee with the authority to make operational and financial decisions of the Union including those related to student programs and services.
- (2) The Student Hardship Assistance Fund and procedures relating to the program fall within the purview of the Operations and Finance Committee.
- (3) Implementation of this procedure shall be carried out by the General Manager or designate.

Purpose

- 2 (1) The Student Hardship Assistance Fund (SHAF) was created to ensure that students experiencing urgent financial need can continue to access post-secondary education.
- (2) The SHAF is a fund of last resort which provides short term financial help due to unexpected and emergent circumstances encountered by the applicant and its purpose is to help the applicant to remain enrolled at the University of Calgary.
- (3) The applicant shall have exhausted all other forms of university student aid and emergency assistance commonly available to undergraduate students at the University of Calgary prior to applying for this fund.

Eligibility

- 3 (1) The SHAF is ONLY available to undergraduate students currently enrolled at the University of Calgary.
- (2) To be eligible for the SHAF, a student must meet ALL the following criteria:
 - (a) Have completed at least nine credits (three half courses) at the University of Calgary, or have completed a similar amount of academic credit at another post-secondary institution;
 - (b) Be enrolled in at least one course during the current academic session, or are between sessions and are enrolled in at least one course during the upcoming academic session; and
 - (c) Demonstrate submission of applications for other forms of financial aid, including emergency funding from the University of Calgary's Student Awards and Financial Aid office.

Responsibility

- 4 (1) The General Manager has the responsibility of implementing this program and shall designate one full-time staff member to oversee the program in accordance with this procedure.

Amounts

- 5 (1) The Students' Union, as part of the annual budget process, shall set aside \$10,000 each year to be used for the SHAF.¹
- (2) Each eligible applicant may only receive SHAF assistance once.
- (3) Assistance provided by the SHAF shall not exceed \$1,500 per applicant unless the Operations and Finance Committee unanimously approve additional funds, up to a maximum of \$2,000 per applicant.

Procedure

- 6 (1) The General Manager or designate shall meet with all applicants seeking assistance from the SHAF to explain the program and collect information required for applications.
- (2) The information collected from applicants shall be provided to the Vice President Operations and Finance who will determine, in consultation with the General Manager or designate, whether to bring applications forward to the Operations and Finance Committee.²
- (3) The Operations and Finance Committee and the General Manager or designate shall take all reasonable steps to ensure the confidentiality of all applicant information and information generated to approve and process a payment out of the SHAF.
- (4) The Operations and Finance Committee shall consider SHAF applications brought forward by the Vice President Operations and Finance during an in-camera session.
- (5) The General Manager or designate shall take minutes of the Operations and Finance Committee meetings when SHAF is discussed.

Decisions

- 7 (1) SHAF applicants shall not attend Operations and Finance Committee meetings in which the SHAF application is discussed.
- (2) Decisions shall be made according to the Operations and Finance Committee Terms of Reference.

¹ In compelling circumstances, this funding pool may be extended through the extra-budgetary expenditure authorization process.

² Program application guidelines may be found at <https://www.su.ucalgary.ca/programs-services/funding-awards/hardship-fund/>

- (3) Decisions on the approval of SHAF payment must be for specific expenses.
- (4) The Operations and Finance Committee shall provide its decision to the General Manager or designate, who will communicate the decision to the applicant.
- (5) All SHAF decisions made will be final and shall not be eligible for an appeal.

Payment

- 8 (1) Approved payment for specific expenses shall not be given to the applicant, but shall be applied directly to expenses, such as to a landlord or other creditor.
- (2) The applicant must provide proof of amounts owed.

