
Committee Responsibility: Board of Directors**Adopted:** November 20016**Policy:** 40.01**Last Amended:** -

1. PURPOSE AND DESCRIPTION

The Emergency Bursary Fund is designed to assist members with unexpected needs for which no other sources of funds are available. The allocations from this fund shall be in the form of food vouchers or cashier's vouchers for distribution to students based on assessment of applicant need by the Douglas College Financial Aid office. This program is designed to address needs of those experiencing an emergency and for whom other forms of funding and support are not applicable.

2. OPERATION OF THE FUND

The following conditions will govern the operation of the fund.

- a. Any money raised, provided or set aside for this fund shall be administered by and invested in the Douglas College Foundation. The Foundation was incorporated under the Society Act of British Columbia, November 28, 1985. Revenue Canada Charitable Registration # 118887587 RR 0001.
- b. The amount(s) of the distributable income shall be determined annually by the income from investments made by the Douglas College Foundation and any direct funding provided by the Students' Union.
- c. The Financial Aid representatives shall make the final decision of a student's eligibility for a voucher(s) per the terms herein.

3. NATURE OF FUNDING GRANTS PROVIDED

Allocations from the fund shall be as follows:

- a. Funding shall be provided in the form of vouchers to food stores, Douglas College or other vendors in denominations of \$50 each.
- b. The number of vouchers provided to an applicant shall be determined by the Douglas College Financial Aid office based on their assessment of the applicant's demonstrable need and circumstance.
- c. Notwithstanding the foregoing, no applicant shall receive more than four (4) \$50 vouchers as a result of a single application for funding, and no applicant shall receive more than eight (8)

vouchers in a single academic year (September through to August).

4. APPLICANT ELIGIBILITY CRITERIA

To qualify for funding, an applicant must:

- Demonstrable an immediate financial need;
- Be maintaining a regular attendance in classes and making satisfactory progress with their studies (not be on academic probation, unless such status is directly related to the circumstance that gives rise to their financial need);
- Not be qualified for some other form of College, Students' Union, or BC government program funding that would satisfy their need for funding;
- Demonstrate that their need does not arise from an event or series of events that would not ordinarily have been anticipated by the applicant and therefore could not have been planned for within the existing financial resources available to the applicant; and,
- Be a member of the Students' Union in good standing.

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