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**Committee Responsibility:** Board of Directors**Adopted:** November 2016**Policy:** 40.01**Last Amended:** April 2022

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## **1. PURPOSE AND DESCRIPTION**

The Emergency Bursary Fund is designed to assist all members, domestic and international, with unexpected needs for which no other sources of funds are available. The allocations from this fund shall be in the form of a cheque and distributed 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 a cheque.
- b. The amount 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* \$750 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, according to Bylaw II, Section 1.

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*END OF DOCUMENT*

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**Committee Responsibility:** Board of Directors

**Adopted:** November 20016

**Policy:** 40.01

**Last Amended:** -

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## **1. PURPOSE AND DESCRIPTION**

This Fund was established in 2014 to support mature students in financial need at Douglas College.

## **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. Canada Revenue Agency Charitable Registration # 118887587 RR 0001.
- b. The amount of the distributable income shall be determined annually by the income from investments made by the Douglas College Foundation.
- c. The Douglas College Scholarship and Bursary Selection Committee shall select the student(s).

## **3. NATURE OF FUNDING GRANTS PROVIDED**

Allocations from the fund shall be as follows:

- a. Funding shall be provided as a credit towards tuition fees at Douglas College.
- b. Funding shall be in denominations of \$500 and the number of \$500 bursaries will be determined by the level of available funds for distributions produced by the Endowment's annual returns.
- c. Funding shall be distributed in the fall of each year.

## **4. APPLICANT ELIGIBILITY CRITERIA**

To qualify for funding, an applicant must:

- Have a minimum grade point average of 2.0 (C average per Douglas College Grading Policy);
- Be enrolled in a minimum of nine (9) credits (or equivalent) within any program or faculty;

- Demonstrate financial need, as defined by an ability to demonstrate a shortfall of financial resources against costs;
- Be a Canadian citizen, permanent resident or convention refugee; and
- Be a member of the Students' Union in good standing.
- Preference will be given to mature students meeting the above criteria and who are also twenty-five years of age or greater, and those who are supporting dependents.

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*END OF DOCUMENT*

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**Committee Responsibility:** Board of Directors

**Adopted:** November 20016

**Policy:** 40.01

**Last Amended:** -

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## **1. PURPOSE AND DESCRIPTION**

This fund exists to provide financial assistance to members who require childcare for their dependents and are not able to access a daycare subsidy through an existing College or government program.

## **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. Canada Revenue Agency Charitable Registration # 118887587 RR 0001.
- b. The amount of the distributable income shall be determined annually by the income from investments made by the Douglas College Foundation.
- c. The Douglas College Scholarship and Bursary Selection Committee shall select the student(s).

## **3. NATURE OF FUNDING GRANTS PROVIDED**

Allocations from the fund shall be as follows:

- a. Funding shall be provided as a direct payment to the recipient(s).
- b. Funding shall be in denominations of \$500 and the number of \$500 bursaries will be determined by the level of available funds for distributions produced by the Endowment's annual returns.
- c. Funding shall be distributed in the fall of each year.

## **4. APPLICANT ELIGIBILITY CRITERIA**

To qualify for funding, an applicant must:

- Have a minimum grade point average of 2.0 (C average per Douglas College Grading Policy);

- Demonstrate financial need, as defined by an ability to demonstrate a shortfall of financial resources against costs;
- Be a member of the Students' Union in good standing.

Preference will be given to full-time students meeting the above criteria where full-time status shall be defined by being enrolled in the equivalent of nine (9) credits of study or greater.

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*END OF DOCUMENT*

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**Committee Responsibility:** Board of Directors

**Adopted:** November 20016

**Policy:** 40.01

**Last Amended:** -

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## **1. PURPOSE AND DESCRIPTION**

This fund exists to provide financial assistance to domestic students who display both financial need and involvement in the Douglas College community.

## **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. Canada Revenue Agency Charitable Registration # 118887587 RR 0001.
- b. The amount of the distributable income shall be determined annually by the income from investments made by the Douglas College Foundation.
- c. The Douglas College Scholarship and Bursary Selection Committee shall select the student(s).
- d. The title of the award shall be "Students' Union Domestic Student Leadership Award."

## **3. NATURE OF FUNDING GRANTS PROVIDED**

Allocations from the fund shall be as follows:

- a. Funding shall be provided as a direct payment to the recipient(s).
- b. Funding shall be in denominations of \$1,000 and the number of \$1,000 awards will be determined by the level of available funds for distributions produced by the Endowment's annual returns.

## **4. APPLICANT ELIGIBILITY CRITERIA**

To qualify for funding, an applicant must:

- Have a minimum grade point average of 3.0 (B average per Douglas College Grading Policy);

- Be a Canadian citizen, permanent resident or convention refugee;
- Be enrolled in a minimum of nine (9) credits (or equivalent) within any program or faculty;
- Demonstrate financial need, as defined by an ability to demonstrate a shortfall of financial resources against costs;
- Demonstrate significant involvement in the Douglas College community through such avenues as student clubs, varsity athletics, college governance, student engagement, student ambassadors, or other such volunteer roles; and
- Be a member of the Students' Union in good standing.

No more than one of the available awards may be granted to a sitting member of the Students' Union Representative Committee.

Applicants may submit a short essay of not more than 200 words to outline their campus involvements for consideration by the Scholarship and Bursary Selection Committee.

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*END OF DOCUMENT*



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**Committee Responsibility:** Board of Directors

**Adopted:** November 20016

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**Last Amended:**

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## **1. PURPOSE AND DESCRIPTION**

This fund exists to provide financial assistance to international students who display both financial need and involvement in the Douglas College community.

## **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. Canada Revenue Agency Charitable Registration # 118887587 RR 0001.
- b. The amount of the distributable income shall be provided annually by the Students' Union and shall be not less than \$2,000.
- c. The Douglas College Scholarship and Bursary Selection Committee shall select the successful applicants.
- d. The title of the award shall be "Students' Union International Student Leadership Award."

## **3. NATURE OF FUNDING GRANTS PROVIDED**

Allocations from the fund shall be as follows:

- a. Funding shall be provided as direct payment to the recipients;
- b. Funding shall be in denominations of \$1,000 and the number of \$1,000 awards will be determined by the level of funding provided by the Students' Union;
- c. The Awards shall be distributed in the fall semester.

## **4. APPLICANT ELIGIBILITY CRITERIA**

To qualify for funding, an applicant must:

- Have a minimum grade point average of 3.0 (B average per Douglas College Grading

Policy);

- Be an international student;
- Be enrolled in a minimum of nine (9) credits (or equivalent) within any program or faculty;
- Demonstrate financial need, as defined by an ability to demonstrate a shortfall of financial resources against costs;
- Demonstrate significant involvement in the Douglas College community through such avenues as student clubs, varsity athletics, college governance, student engagement, student ambassadors, or other such volunteer roles; and
- Be a member of the Students' Union in good standing.

No more than one of the available Awards may be granted to a sitting member of the Students' Union Representative Committee.

Applicants may submit a short essay of not more than 200 words to outline their campus involvements for consideration by the Scholarship and Bursary Selection Committee.

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**PROCEDURE 40.01-06**  
**FOOD BANK SERVICE GUIDELINES**

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**Committee Responsibility:** Board of Directors

**Adopted:** November 2016

**Policy:** 40.01

**Last Amended:** September 2022

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**1. PURPOSE AND DESCRIPTION**

Food banks exist at many university and college campuses to offset similar services provided across the communities in which institutions are located. The Douglas Students' Union food bank service exists for a similar reason, and is meant to act as a less formal form of financial and food security assistance than the other forms of student aid provided by the Students' Union and College.

The Students' Union food bank will provide access for members to non-perishable food items to be used to prepare healthy and nutritious meals at home.

**2. OPERATION OF THE FUND**

The following conditions will govern the operation of the service.

- a. The Students' Union will operate this service for members at both campuses through the online form found on the website.
- b. The amount allocated to the service will be determined annually through the Students' Union budgeting process.
- c. The services will be overseen by the Services Coordinator, the Director of Finance and the Executive Director.

**3. REGULATIONS APPLIED TO DISBURSEMENT OF SERVICE**

The following regulations shall govern the distribution of the service:

- a. No member may access the food bank service more than twice per semester;
- b. The service will be available the third week of the semester after confirmation of enrollment is received by the Students' Union and available until the end of the exam period;
- c. Eligible members will receive a package of non-perishable food items;
- d. A member in need of additional assistance may be provided additional assistance and shall be directed to other community food banks as well as the College's financial aid office;
- e. A member found in violation of these regulations may be prohibited from participating in the food bank service for a period of time befitting their violation of these rules; and

- f. The Students' Union shall provide information to members accessing the food bank about:
- how to access healthy and inexpensive food recipes;
  - other financial aid programs provided by the Students' Union and institution; and
  - community food security and social services to help those in need.

#### **4. ELIGIBILITY CRITERIA**

To participate in this service, a member must:

- Be a member of the Students' Union in good standing; and
- provide their name, student number and date of access (this information will be kept confidential to the Students' Union and used for regulation of the service as well as research on service usage and patterns).

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*END OF DOCUMENT*