

## Scarborough Campus Students' Union Policy Manual

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### OPERATIONAL POLICY – Bursary Funding Policy

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**Adopted: July 27, 2016 – BOD**

**Amended: October 27, 2021 - BOD**

**Motion: Bursary Funding Policy**

#### Preamble

The Scarborough Campus Students' Union (SCSU) believes education is a right, and that students at the University of Toronto Scarborough (UTSC) should be provided with various means of receiving financial support. The SCSU provides funding opportunities to students at UTSC through our bursary programs in effort to enhance the accessibility of the academic experience at UTSC. The SCSU is dedicated to supporting students throughout their post-secondary educational journey.

To ensure accountability and efficiency for the distribution of bursary funding, the SCSU has adopted the following policy as the Bursary Funding Policy.

SCSU Academic Bursaries are to be awarded to any member of the Scarborough Campus Students' Union who demonstrates financial need in relation to inequitable access to education. Inequities are based on factors that include but are not limited to race, class, sex, ability, citizenship status, or otherwise.

#### Terms of Funding

Funds will be provided to students in accordance with established guidelines outlined below:

- Officers and Voting Directors of the SCSU are not eligible to apply.
- A bursary is intended to assist students with unmet need with respect to their educational expenses.
- Before applying for grant assistance, students are expected to have explored ALL other avenues of financial assistance (e.g. family support, savings, summer and part time earnings, OSAP or other government assistance programs, daycare subsidies, and bank lines of credit).
- A bursary is not intended to fund non-educational expenses or repay other debts.
- Complete all sections of the application. Answer each question and explain in detail any exceptional expenses or circumstances. Insufficient information or an incomplete application will affect the consideration of your application. Supporting documents, such as receipts, are welcomed.

#### Funding Restrictions

- Students will not be eligible for funding if they are not enrolled at UTSC as a full-time undergraduate student.
- Students whose revenue outweighs their expenses will not receive a grant.

## Application Process

- Grant and Bursary applications are available at [www.scsu.ca/bursaries-grants](http://www.scsu.ca/bursaries-grants)

## Adjudication

The SCSU Bursary Committee is responsible for the appropriate distribution of Bursary Funding to students. The SCSU Bursary Committee will only consider detailed and complete Bursary Applications.

- The distribution of SCSU bursaries will be based on the outlined criteria and procedures set out in SCSU Policies, By-laws and the SCSU Constitution
- The SCSU Bursary Committee will meet regularly on an as need basis and will be comprised of the following members:
  - President or designate
  - One (1) Director who is not ex-officio and that is appointed by the Board.
  - One (1) member of the Union who shall be appointed by the Board in accordance to the Bursary Funding Policy
  - Representation from the Financial Aids Office (non-voting)
- Decisions by the SCSU Bursary Committee will be received by e-mail.

## Funding Pick-Up

- Upon approval for the funding by the SCSU Bursary Committee, funding will be provided to students via cheque or e-transfer, to be coordinated with the student by the Vice-President Equity
- Cheques or e-transfers not deposited within six (6) months will be voided and canceled.