

## Scarborough Campus Students' Union Policy Manual

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### OPERATIONAL POLICY – Emergency Grant Policy

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**Adopted: August 26, 2021 – BOD**

**Motion: Bursary Funding Policy**

#### Preamble

The Scarborough Campus Students' Union (SCSU) recognizes that student financial needs at the University of Toronto Scarborough (UTSC) go beyond tuition. To support academic-based needs, the SCSU provides Bursary Funding to students at UTSC in efforts to enhance the accessibility of their academic experience. In dedication to holistically supporting members, the SCSU created the Emergency Grant to bridge the financial gaps in students' diverse lived experiences.

To ensure accountability and efficiency for the distribution of Emergency Grant funding, the SCSU has adopted the following policy as the Emergency Grant Policy. SCSU Emergency Grants are to be awarded to any member of the Scarborough Campus Students' Union who demonstrates financial need in relation to non-academic based and extenuating circumstance needs. Non-academic based and extenuating circumstance needs include, but are not limited to serious illness, medical expenses, death of a loved one, eviction, and layoff.

#### Terms of Funding

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

- Applicants must be enrolled in a full-time degree at the University of Toronto Scarborough during the time of their application for the grant.
- Applicants must demonstrate serious, emergency financial need due to unexpected circumstances that have recently occurred and are beyond their control (e.g., serious illness, death of a loved one, eviction, layoff, etc.).
- Grants of up to \$500 can be awarded to students, a maximum of one time per academic semester. Preference will be given to new applicants who have not received an Emergency Grant during that academic year.
- Recipients of the SCSU Academic Bursary are still eligible to apply to the Emergency Grant for non-academic based needs.

#### Funding Restrictions

- Officers and Voting Directors of the SCSU are not eligible to apply.
- Students will not be eligible for funding if they are not enrolled at UTSC through a full-time undergraduate degree program.
- Academic-based financial restraints will not be deemed eligible for the Emergency Grant (e.g., money for textbooks, OSAP payments, exam rewrite fee, etc.), instead students in these circumstances are encouraged to apply to the SCSU Academic Bursary

## Application Process

- Emergency grant applications will be completed via google form and automatically sent to the Vice-President Equity
- It is the responsibility of the applicant to carefully complete all sections of the SCSU Emergency Grant application form, to include a letter explicitly outlining the extenuating circumstances, and to provide a financial summary, along with supporting documentation, in order to expedite the process.
- If necessary, the Vice-President Equity may request a meeting or telephone interview with the applicant to obtain further information and details.
- All information collected is used for the sole purpose of evaluating the candidate's needs, and will be kept private and confidential.

## Adjudication

- Applications will be reviewed by the Vice-President Equity, who based on the merits of the application, makes a presentation at an upcoming Executive Committee meeting to obtain a decision as to the amount and possibility of awarding the grant.
- All decisions of the Executive Committee are final, there is no appeals process.
- A decision will be made within no more than twelve (12) business days of receiving the application, provided all relevant information/documentation is provided by the applicant.
- Applicants will be advised by email of the decision of the Executive Committee.

## Funding Pick-Up

- Applications take one to two weeks to process, after a decision to award the Emergency Grant has been made by the Executive Committee.
- Successful applicants will receive their funding 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 cancelled.