

The Emergency Bursary Fund By-Law

The Students' Union Board of Directors of The University of Regina, by and with the authority granted under the Constitution of The Students' Union, The University of Regina Act, and The Non-Profit Corporations Act of The Province of Saskatchewan enacts as follows:

1) Constitution for the Emergency Bursary Fund of the University of Regina Students' Union

1.1) Eligibility

1.1.1) Any member in good standing of the University of Regina Students' Union (as per Section 1 [*delete as changed :2*], Article 3 of the URSU Constitution) can apply or re-apply for an Emergency Bursary.

1.2) Application Process

1.2.1) Students will meet with the Student Advocate to process an application form.

1.2.2) Students must present current pictured University of Regina identification. If the student cannot produce this identification, a document confirming enrollment and other identification will be required.

1.3) Need

1.3.1) Students will be asked to disclose need.

1.3.2) The Student Advocate has the discretion to ask for supportive documentation of financial hardship.

1.3.3) Based on the documented need presented, the Student Advocate will determine the amount of Emergency Bursary to allot to the applicant.

1.3.4) The Student Advocate has the authority to deny an application for emergency funding if the request is deemed to be trivial, frivolous or not made in good faith.

1.3.5) The Student Advocate will inform the applicant of the denial and reasons thereof. The Student Advocate will inform the student of the appeal process as per Article 1.8.0.

1.3.6) Funds disbursed under the Emergency Bursary Program are considered to be taxable income. Students, therefore will be asked for their Social Insurance Number prior to the funds being distributed.

1.4) Confidentiality

1.4.1) The Student Advocate will be the only individual who has direct contact with the applicants, with respect to both the application process and the process of disbursing the funds.

1.4.2) An applicant's identity and circumstances will not be revealed to any persons outside of the Office of the Student Advocate.

1.5) Costs covered by the Emergency Bursary Fund

1.5.1) The incurred costs covered by the fund include, but are not limited to: food; shelter; utilities; child care; transportation; or other unforeseen emergencies (family, legal, medical, dental . . .).

1.5.2) The fund is not designed to assist students with educational cost unless "exceptional circumstances" are presented.

1.5.3) Under most circumstances the bursary will not cover the costs of debts like: vehicle insurance; vehicle registration; drivers license; cable television; credit card debts; bank loans; exceptional long distance charges; internet charges; fines or bail money.

1.6) Amount of Emergency Bursary

1.6.1) The maximum lifetime Emergency Bursary will be \$200 per student.

1.6.2) The Students' Union recognizes that students with dependents have higher needs. Therefore, custodial parents will be eligible for an additional Emergency funding to a maximum of \$200 as follows:

- \$75 for one dependent;
- \$50 for a second dependent; and
- \$25 for every child thereafter.

1.6.3) Funds from the Emergency Bursary will be disbursed "in kind". Student's bills will be paid directly to the creditor. All other financial requests will be satisfied by way of gift certificate.

1.7) Management of the Fund

1.7.1) The Emergency Bursary Fund operates on a fiscal year from May 1st to April 31st.

1.7.2) The management of the fund will be such that money for the bursaries is derived from 90% of the earned interest from the previous year.

1.7.3) The remaining 10% of earned interest will be assigned as follows:
- 5% will be transferred into the Student Advocate budget to offset administrative costs
- 5% will be reinvested into the fund to ensure future growth.

1.7.4) In the event that the Emergency Bursary does not generate enough income, \$4000 will be allotted from the Fund for the subsequent fiscal year.

1.7.5) Once the designated funds have been depleted, no more Emergency Bursaries will be granted in that fiscal year.

1.7.6) To ensure continued growth of the Emergency Bursary Fund, money not disbursed during a fiscal year will be reinvested into the principle of the Fund.

1.8) Appeal

1.8.1) Students have the right to appeal decisions made by the Student Advocate regarding their bursary application to the Emergency Bursary Appeals Committee.