STUDENT LIFE EDUCATIONAL FUND

1.0 PURPOSE

The Student Life Educational Fund was designed to help defray the cost of educational and extra activities that are relevant to the students' education. To qualify for this Student Life subsidy, the activity must not be an academic requirement for a college course, and the participants must be full time post secondary students.

2.0 APPLICATION PROCESS

2.1 The class/group must fill out the attached proposal stating the purpose, costs, date of activity, number of students participating, and a statement from the professor regarding the relevancy of the event/trip to the course.

2.2 The description of the event section must be filled out **fully**, including providing the event/trip's benefit to students.

2.3 The proposal must be submitted at least **two weeks before** the event/trip begins.

2.4 The proposal must be approved by the Student Union Executive Council or the Student Administrative Council.

2.5 After the event/trip, the class/group **must submit a receipt or invoice**, and **a typewritten list** of students' full names and student numbers with signatures from each student who participated, to the Fanshawe Student Union (SC2001). This must be done *within two weeks* after the event/trip. **If this section is not followed, future requests will NOT be approved and the submitted proposal will be cancelled.**

3.0 APPLICATION INFORMATION

3.1 The subsidy is $15.00 per full-time student, per year to a maximum of **90 students**. Any costs above this subsidy are the class/group responsibility.

3.2 All arrangements for the event/trip or function are the group/class responsibility. The group/class is responsible for and should be billed directly for all invoices. **The FSU will subsidize funding after the event/trip only.** The group/class is responsible for paying any "up front" costs.

3.3 The teacher must appoint a student representative(s) who will be participating in the event/trip. This student should be noted on the application form.

3.4 The Student Life Educational Fund will not subsidize meals, entertainment activities or other non-educational activities.

3.5 Activities that require transportation for less than two (2) hours must use an activity bus or school bus only.

3.6 There will be no carry forward to the next fiscal year.

Any questions can be directed to the FSU Office (SC 2001).