



UOSU EMERGENCY HARDSHIP FUND: TERMS OF REFERENCE

1.0 PURPOSE OF FUND

The purpose of the Emergency Hardship Fund is to assist students who are in a financial emergency caused by unforeseen circumstances.

2.0 FUND DETAILS

2.1 ELIGIBILITY CRITERIA

The applicant must:

1. have been a member of the UOSU in the Winter 2022 semester (a part-time or full-time undergraduate student at the University of Ottawa who paid their UOSU levies);
2. provide evidence of a situation of unexpected financial precarity

2.2 VALUE OF THE AWARD

1. The fund is set up using the 2021-2022 Funds and Scholarship budget. In total, the budget for the fund is **\$75,000**.
2. Applicants who meet the eligibility criteria shall receive a disbursement up to **\$500**.

2.3 NUMBER OF AWARDS

1. The number of award recipients shall vary, depending on the number of disbursements per category and the exhaustion of the fund.

2.4 FREQUENCY OF THE AWARD

1. Awards received through the Emergency Hardship Fund shall be a one-time payment.
2. The fund shall cease to exist at the conclusion of the assessment period.

3.0 APPLICATION PROCEDURE

- 3.1 Applications shall be submitted through the form on the UOSU website, which shall assess financial need, access to government aid, support documentations and an attestation certifying that the information submitted is true.
- 3.2 Applicants who may be eligible may be contacted by the Selection Committee to provide additional supporting documentation.



4.0 FINANCIAL ARRANGEMENTS

- 4.1 The Selection Committee shall send a list of award recipients and the value of their award by to the University of Ottawa Financial Aid Office on March 1st, March 15th and March 29th.
- 4.2 All funds shall be sent to the University of Ottawa Financial Aid Office, who shall effectuate disbursements through e-transfer.
- 4.3 Alternative arrangements shall be made on an exceptional basis for applicants that appear to be in an urgent and exceptional circumstance.
- 4.4 The University of Ottawa Financial Aid Office shall submit a report to the Selection Committee on a regular basis.

5.0 EVALUATION OF APPLICATIONS

- 5.1 Applications shall be assessed by the Selection Committee, composed of the Advocacy Commissioner and the Student Life Commissioner of the UOSU.
 - a. They shall make decisions on a consensus basis.
- 5.2 Funds shall be allocated according to this order until the fund is exhausted.
- 5.3 Applications that appear to meet the threshold for an urgent and exceptional circumstance may be assessed upon receipt of the application.
- 5.4 Applicants may appeal the rejection of their application or the amount of the disbursement which they have received to the Appeal Committee, composed of the Funds and Scholarship Committee.
 - a. To overturn any decision of the Selection Committee, half of the members of the Appeal Committee must agree that a clear and obvious error was made in the interpretation of the application.
 - b. Decisions of the Appeal Committee shall be final.
 - c. Applicants may file an appeal within 2`days of receiving a final decision from the Selection Committee on their application by emailing funds@seuo-uosu.com indicating their reasons for appeal.

6.0 GENERAL

- 6.1 The terms of reference shall be approved by the UOSU Funds & Scholarships Committee. It may be amended by the committee through a simple majority vote.
- 6.2 In the event that the fund is not exhausted, amounts donated from external organizations shall be reimbursed to them in part or in full where appropriate,



and the remainder of funds belonging to the UOSU will be transferred to a budget line item reserved for funds & scholarships in the 2022-2023 fiscal year.

- 6.3 All information collected shall be kept confidential and only used for the purposes of assessment. All information collected shall be destroyed after the conclusion of the assessment period. More information to this effect can be found in the [confidentiality policy](#).

7.0 UNION CONTACTS

- 7.1 **Selection Committee:** Ashley Wunsch, Student Life Commissioner
Armaan Kheppar, Advocacy Commissioner
funds@seuo-uosu.com
- 7.2 **Appeal Committee:** Zachary Flahaut, Clubs and Services Commissioner
Ashley Wunsch, Student Life Commissioner
Tarasha Sharma, Board of Directors – Sciences
Allie Skwarchuk, Board of Directors – Arts
Emma Ballantyne, Board of Directors – Engineering
Nouria Sawadogo, Operations Commissioner
Albrightine Orsar, Board of Directors – Sciences
funds@seuo-uosu.com
- 7.3 **General:** The University of Ottawa Students' Union
info@uosu-seuo.com