



## **THE SCHOOL SUPPLIES BURSARY: TERMS OF REFERENCE**

### **1.0 PURPOSE OF FUND**

The purpose of the school supplies bursary is to assist students to purchase necessary items for their classes such as textbooks, lab materials, computer programs, etc.

### **2.0 FUND DETAILS**

#### 2.1 ELIGIBILITY CRITERIA

The applicant must:

1. be 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 that the material is necessary for their course (syllabus or proof of enrollment in the course, a note from your prof that you need xyz for the course- could be a combination of the two)
3. Provide a receipt for the material bought – Facebook message, credit card/debit statement etc.

#### 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 **\$30,000**.
2. Applicants who meet the eligibility criteria shall receive a disbursement of up to **\$200** depending on the need.

#### 2.3 NUMBER OF AWARDS

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

#### 2.4 FREQUENCY OF THE AWARD

1. Awards received through the school supplies bursary shall be a one-time payment per semester.

### **3.0 APPLICATION PROCEDURE**

- 3.1 Applications shall be submitted through the form on the UOSU website, that will



require to submit support documentation.

- 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 1<sup>st</sup>, March 15<sup>th</sup> and March 29<sup>th</sup>.
- 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 Emma Ballantyne, Board of Directors – Engineering; and Ashley Wunsch, Student Life Commissioner of the UOSU.
- a. They shall make decisions on a consensus basis.
- 5.2 Applications shall be sorted by submission date (earliest to latest). 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, a majority 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 3 days of receiving a final decision from the Selection Committee on their application by emailing [funds@seuo-uosu.com](mailto: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, 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:** Emma Ballantyne, Board of Directors - Engineering  
Ashley Wunsch, Student Life Commissioner  
[funds@seuo-uosu.com](mailto:funds@seuo-uosu.com)
- 7.2 **Appeal Committee:** Nouria Sawadogo, Operations Commissioner  
Zachary Flahaut, Clubs and Services Commissioner  
Tarasha Sharma, Board of Directors - Sciences  
Albrightine Orsar, Board of Directors - Sciences  
Allie Skwarchuk, Board of Directors - Arts  
Emma Ballantyne, Board of Directors - Engineering  
Ashley Wunsch, Student Life Commissioner  
[funds@seuo-uosu.com](mailto:funds@seuo-uosu.com)
- 7.3 **General:** The University of Ottawa Students' Union  
[info@uosu-seuo.com](mailto:info@uosu-seuo.com)