



RED RIVER COLLEGE
STUDENTS'
ASSOCIATION

Red River College Students'
Association—Compassionate Bursary
2021 – 22

DEFINATIONS:

- Academic Year refers to the period from the first day of the Fall Term to the last days of exams for the Winter Term of any given year.
- Association refers to the Red River College Students' Association Incorporated.
- Executive or Executive Officer refers to the student elected to a particular office in the SA.
- Fall Term refers to the 16-week academic term starting at the end of August and ending with the academic break in December.
- Fiscal Year refers to the period **from July 1st to June 30th of the following year.**
- Full-Time Student refers to an individual enrolled in a minimum 60% course load.
- Member in Good Standing or Member refers to any student enrolled at the College, who is in good standing with the College and the SA, and who pays SA fees.
- Notice is an email or other written communication sent out before a meeting to notify members of the date and time of the meeting.
- Part-Time Student refers to an individual enrolled in less than a 60% course load.
- SA refers to the Red River College Students' Association Incorporated.
- Winter Term refers to the 16-week academic term starting after the academic break in December and ending at the beginning of May.
- Unforeseen Circumstance(s) refers to a situation that was not anticipated or known about beforehand.
 - Example: Medical/ Hospital Emergency Bill, and others.
- Foreseen Circumstance(s) refers to a situation that was anticipated or known about beforehand.
 - Example: Rent, Tuition, Cell-Phone Bill, Books, Health & Dental Receipt top up/uncovered portion and many more.

PURPOSE:

This guideline describes how the Red River College Students' Association implements the Compassionate Bursary Fund and how it helps students in times of unforeseen financial emergency.

1. GENERAL GUIDELINES:

1.1. The Students' Association shall award money to students in an emergency or financial distress for unforeseen bills or invoiced emergencies under a contract agreement and application process.

1.1.1. What is considered an emergency under the RRCSA CBF program?

- An emergency is a situation in which a student faces unforeseen financial hardship due to circumstances beyond their control.
- Some of the examples for unforeseen expenses include:
 - Family member's sudden illness or death requiring unexpected travel expenses.
 - Property damage due to fire.
 - Case of robbery of uninsured personal belongings, textbooks, bus pass or school-related supplies.

1.1.2. What is not considered an emergency?

- RRC Polytech tuition, books, fees, tickets, program-related supplies.
- Additional expenses that are related to property maintenance, home repairs, mortgages, rent, deposits.
- Ongoing medical bills, pet-related expenses, friend or family supports (i.e., medical/dental/health)
- Expenses occurred during travel or insurance-related expenses.
- Extension of Study Permit because of failed course.
- Expenses related to overdue bills or interest payments, including phone, Wi-Fi, rent, car.

- Bus pass purchase or recharge (NOTE: Bus Pass stolen is considered an emergency)
- 1.2. The selection committee's responsibilities include approving student applications for CBF funding based on financial emergencies and circumstances, emergencies, or unexpected hardships.
 - 1.3. The selection committee shall fund the application based on circumstances and proof of financial need.
 - 1.4. The RRCSA CBF shall not give out more than \$250.00 total at one time to one individual.

2. ELIGIBILITY:

- 2.1. CBF is accessible for current students at RRC Polytech, who are in good standing with the RRC Polytech and RRCSA and are enrolled in programs lasting more than one term, part-time or full-time enrollment.
- 2.2. Students must sign the authorization form allowing the SA to confirm the student's application details and financial standing at RRC Polytech.
- 2.3. Apprentice students are not eligible and will be redirected to RRC Polytech student services center for financial aid and scholarship information.
- 2.4. A student is not eligible for the CBF if there is any outstanding loan or penalty debt to RRC Polytech.
- 2.5. CBF can be awarded to a qualifying student up to a maximum of two times per academic year over 12 months.
- 2.6. Students can only receive funds for CBF if they apply within the dates of the term the student is enrolled.
- 2.7. A student is only eligible for one \$250.00 bursary per term.

3. APPLICATION:

- 3.1. Students seeking CBF shall fill out an application located on the SA official website.

- 3.1.1. Official website to apply for CBF is <https://rrcsa.ca/compassionate-bursary/>
- 3.1.2. The application deadline is 30 days before the end of the term the student is enrolled.
- 3.1.3. The RRCSA may consider late submissions.
- 3.1.4. All information, including invoices, bills, receipts, must be submitted and attached with your online request.
- 3.2. Upon receipt of the CBF application, the selection committee may schedule an interview with the applicant.
- 3.3. The application must include reasons of financial distress and details of the unforeseen circumstances or emergencies and must consist of any receipts or bills about the application.

4. APPROVAL:

- 4.1. Based on the information provided in the online application process, the selection committee shall evaluate and consider the student's application.
 - 4.1.1. RRCSA shall provide other possible resources for students outside the SA, such as RRC Polytech Financial Aid and Bursaries and the Student Food Bank.
- 4.2. The Vice President Internal and one other executive committee member must review and approve the application.
- 4.3. Upon CBF approval, the Vice President Internal will issue a cheque in the approved amount.
 - 4.3.1. Cheques will only be made payable to the student who applied for the bursary.
 - 4.3.2. The RRCSA will not give out this bursary in the form of Cash.
 - 4.3.3. RRCSA may provide gift cards as part of the total approved amount.

- 4.3.4. The RRCSA will make every effort to have the application reviewed and, if approved, provide payment within 2-3 business days from the application approved.
- 4.3.5. The RRCSA has limited CBF funds available annually and will be approving applications on a first-come, first-serve basis.
- 4.3.6. The selection committee decision is final.