Authority

1 (1) The Union Bylaw establishes the Operations and Finance Committee as a Standing Committee with the authority to make operational and financial decisions of the Union including those related to student programs and services.

(2) The Student Hardship Assistance Fund and procedures relating to the program fall within the purview of the Operations and Finance Committee.

(3) Implementation of this procedure shall be carried out by the General Manager or designate.

Purpose

2 (1) The Student Hardship Assistance Fund (SHAF) was created to ensure that students experiencing urgent financial need can continue to access post-secondary education.

(2) The SHAF is a fund of last resort which provides short term financial help due to unexpected and emergent circumstances encountered by the applicant and its purpose is to help the applicant to remain enrolled at the University of Calgary.

(3) The applicant shall have exhausted all other forms of student aid and emergency assistance prior to applying for this fund.

Eligibility

3 (1) The SHAF is available to all undergraduate students at the University of Calgary who:

(a) Have completed at least nine credits (three half courses) at a post-secondary institution;
(b) Are enrolled in at least one course during the current academic session, or are between sessions and are enrolled in at least one course during the upcoming academic session; and
(c) Have demonstrated the submission of applications for other forms of financial aid including emergency funding from the University of Calgary's Student Awards and Financial Aid office.

Responsibility

4 (1) The General Manager has the responsibility of implementing this program and shall designate one full-time staff member as a Hardship Fund Administrator to oversee the program in accordance with this procedure.
Amounts

5 (1) The Students’ Union, as part of the annual budget process, shall set aside $10,000 each year to be used for the SHAF.

(2) Applicants meeting the requirements for assistance according to section 3 are eligible for assistance once per University of Calgary career.

(3) Assistance provided by the SHAF shall not exceed $1,500 per applicant unless the Operations and Finance Committee unanimously approve additional funds, up to a maximum of $2,000 per applicant.

Procedure

6 (1) The Hardship Fund Administrator shall meet with all applicants seeking assistance from the SHAF to explain the program and collect information required for applications.

(2) The information collected from applicants shall be provided to the Vice President Operations and Finance who will determine whether to bring applications forward to the Operations and Finance Committee.

(3) The Operations and Finance Committee and the Fund Administrator shall take all reasonable steps to ensure the confidentiality of all applicant information and information generated to approve and process a payment out of the SHAF.

(4) The Operations and Finance Committee shall consider SHAF applications brought forward by the Vice President Operations and Finance during an in-camera session.

(5) The Fund Administrator shall take minutes of the Operations and Finance Committee meetings when SHAF is discussed.

Decisions

7 (1) SHAF applicants shall not attend Operations and Finance Committee meetings in which the SHAF application is discussed.

(2) Decisions shall be made according to the Operations and Finance Committee Terms of Reference.

(3) Decisions on the approval of SHAF payment must be for specific expenses.

(4) The Operations and Finance Committee shall provide its decision to the Hardship Fund Administrator who will communicate the decision to the applicant.

(5) All SHAF decisions made will be final and shall not be eligible for an appeal.
Payment

8 (1) Approved payment for specific expenses shall be made to the person or organization that the payment is for and not made to the applicant.

(2) The applicant must have valid proofs of amounts owing.
Guidelines for Hardship Fund Administrator

1) If a student is seeking assistance from the Fund, the Fund Administrator shall:

   (a) Describe the nature and extent of the assistance available;

   (b) The following information shall be obtained from the student:

      - The completed Hardship Application Form (in the form prescribed in these Guidelines);
      - Academic information (i.e. student ID number, program, year of program, course load and proof of credits received (from Peoplesoft));
      - A description of the student’s current financial situation identifying income sources and expenses along with documentation confirming financial hardship (i.e. eviction notices, bank statements, doctors’ notes, overdue bill from registrar, dentist bills) as well as a description of assets and liabilities; and
      - A letter from the student outlining his/her situation in detail.

   - The Fund Administrator shall have the student sign a form allowing the Students’ Union to confirm his/her financial standing with Student Awards and Financial Aid Office and allow the Fund Administrator to provide information to Student Awards and Financial Aid Office.

2) The Fund Administrator shall confirm with the Student Assistance and Financial Aid office that the student has exhausted the other forms of financial assistance.

3) The Fund Administrator shall take all reasonable steps to confirm the information provided by the student.

4) The student’s name, student ID number, address, telephone, or email shall not appear on documents:

   (a) distributed to the Operations and Finance Committee as background information for funding decisions, or

   (b) attached to cheque requisitions required for processing payments.

5) All documents regarding each case, including electronic correspondence that should be kept on file (the electronic document must be deleted after being printed), shall be placed in a sealed envelope and filed by the Hardship Fund Administrator. The statement that this is a hardship fund file and contains confidential information shall be placed on the outside of the envelope. The following information will also be listed on or attached to the outside of the envelope:

   - Cheque particulars, and

   - student ID number.
What it is:
The Hardship fund is a fund of last resort and the focus of the fund is to keep students in school. Ten thousand dollars is set aside annually by the SU to assist UofC undergrad students who have earned at least 9 credits (3 half courses) at a post-secondary institution and are:

a) Enrolled in at least one course during the current academic session, or
b) between sessions, are enrolled in at least one course in the upcoming academic session.

The maximum payout is $1,000 per student unless the Operations and Finance Committee, in its sole discretion otherwise provides.

All applications are confidential.

Conditions:
Students must have exhausted all other forms of financial aid, including emergency funding from the UofC’s Student Awards and Financial Aid office and still have a demonstrated need for funding to cope with unforeseen or emergent circumstances.

Students must provide a transcript and proof of credits (available from Peoplesoft under MyUofC under Student Services, Academic Records, Courses and Credits).

Students must sign release form for obtaining information from Student Awards and Financial Aid.

Students must complete a letter outlining in detail the unforeseen or emergent circumstances experienced and details of amounts owing.

Students must provide documentation supporting the request (e.g. letter from landlord, bills showing overdue expenses, etc).

Students approved for hardship assistance can access the fund only once per University of Calgary career.

Process
Upon receipt of the completed application form, budget, information waiver, letter and all other information, the application will be reviewed by the VP Operations and Finance who will determine whether the application should proceed to the Operations and Finance Committee.

Based on the applicant’s information, the Committee will either approve all or part or decline the application.
Student Hardship Fund
Application Form

Date: __________
DD/MM/YY

Personal Information:
Name: ________________________________________________________  
  Surname                                     First Name

Address: ______________________________________________________________________________________

Phone Numbers: ______________________________________________________________________________________

Email: ______________________________________________________________________________________

Marital Status: ______  Dependents: Yes ☐ No ☐
If so, please provide ages of dependents: ____________________________________________________________________

Academic Information

Student ID No. _____________________________

Years of Program to finish: __________  Program: ____________________________

Full-time: ☐  Part-time: ☐

Financial Information:

Student loan information (Are you eligible for student loans, do you currently have a loan, can you increase the amount of your student loan?)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Aid:

Have you contacted the Student Awards and Financial Aid office to discuss your situation? Are you eligible for an emergency loan?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Employment Information:
Are you currently employed? (What is your weekly income/hours worked?)
________________________________________________________________
________________________________________________________________
________________________________________________________________

Financial Need:
Please outline the circumstances which led you to make application to the Hardship Fund. Please also indicate amounts owing and to whom.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________
____________________________________________________________________________________

Declaration:
I, ____________________, declare that all information contained in the application is accurate and truthful to the best of my knowledge.

Signature __________________________ Date __________________________
### Students' Union Hardship Application

#### Budget Worksheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
</table>

#### Monthly Expenses
- Housing (Rent/Mortgage)
- Utilities (electricity, gas, water)
- Food and Personal Care
- Clothing
- Transportation – Vehicle (gas, insurance, registration, parking)
- Child Care

Creditors’ Names and Amounts Owed:
1. 
2. 
3. 
4. 

Miscellaneous Expenses (please specify)
1. 
2. 

Total Monthly Expenses $ 

#### Monthly Resources
- Wages/Salary
- Parental Contribution
- Spouse’s income
- Child Tax Benefit
- Child Support/Alimony
- Other Resources (Social Assistance/EI, etc)  Please specify

Total Monthly Resources $ 

#### Other Resources
- Savings (as at start of school)
- Assets (stocks, bonds, term deposits, RRSP’s)
- Scholarship/Bursaries for this academic year

Total Other Resources $ 

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This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is used only to determine your financial situation and aid in the Students’ Union Hardship Application process. It will remain confidential in the Students’ Union office.
Re: Freedom of Information and Protection of Privacy Waiver

I, ___________________________ give my permission to The Students’ Union, The University of Calgary, to use the information provided by me in my application form as required by the Terms of Reference for the Students’ Union Hardship Fund, including the sharing of information provided with the University of Calgary departments involved in student financial aid.

Further, I give permission for the Students’ Union, The University of Calgary, to access information maintained by the University of Calgary departments responsible for financial aid for the purpose of determining my eligibility for application to the Hardship Fund in accordance with the fund’s Terms of Reference.

________________________________  _______________________
Signature                                      Date