



STUDENT DEVELOPMENT GRANT Policy & Procedures

The Seneca Student Federation is the proud sponsor of the Student Development Grant. The Student Development Grant was established to help reduce the financial burden, within reason, of those students attending professional development opportunities beyond the college. PD opportunities can take many forms including attending a career, industry or association-related conference, seminar, workshop or presentation.

MANDATE

The Seneca Student Federation are committed to professional development of students by supporting learning opportunities outside the classroom. This can take many forms such as participating in a conference, a student competition, a humanitarian project or a professional development workshop or another type of activity or event that will support specific learning outcomes. In order for a grant to be considered, the event cannot result in a credit. The grant has been established to help reduce the financial burden for the student, within reason. A committee reviews applications and decides on grants according to the principles, policies and procedures set out in this document.

GUIDING PRINCIPLES

The following principles guide the Student Development Grant program. The process will be:

- Fair, transparent and accessible to all full-time day students registered in a Ministry of Training, Colleges and Universities approved full-time post-secondary certificate, diploma, advanced diploma, graduate certificate, or degree program, and have paid their fees, including the SSF Leadership Ancillary Fee;
- Support the development and improvement of the student experience;
- Provide meaningful and valuable learning opportunities that are present in the college community and beyond;

- Have policies, procedures and an SDG committee to support these principles.

ELIGIBILITY REQUIREMENTS

An applicant must meet the following requirements:

- The student must be a Seneca College full-time, day student registered in a Ministry of Training, Colleges and Universities approved full-time post-secondary certificate, diploma, advanced diploma, graduate certificate, or degree program, and have paid their fees;
- The student must have paid the SSF Leadership Award Ancillary Fee in the semester the event is taking place; including the SSF Leadership Ancillary Fee;
- The student must be in good academic standing;
- The student must be in good standing at the college and able to represent Seneca in the larger community;
- The host of the event must be a recognized organization. Both the organization and the opportunity must be supported by documentation (i.e. documentation may include a conference or workshop brochure, event invitation, website, etc.);
- The event must be aligned to the student's program and area of current study and must have the support of a Faculty reference;
- The activity must achieve learning objectives as identified in the Student Development Grant Student Application form;
- The student, SDG committee and the staff/faculty reference must agree that the event benefits the student, is study and career-related and provides value for the cost;
- A student participant, under the age of 18 years may require parental consent;
- Proof of attendance as well as a post-event testimonial/report must be submitted within 30 days of the event;
- Priority will be given to those students who are first time applicants.
- Students must be full-time day students who have paid their fees including the SSF Leadership Ancillary Fee in the semester they apply for a grant. Only events in the semester the student applies or in the semester immediately following the application, will be considered, unless the student is graduating. Students graduating may not apply for funding for an event following their last semester.

INELIGIBLE ACTIVITIES

- MILE (Mobile Intensive Learning Experience) activities;
- Courses, programs, etc., resulting in a program-related credit;
- Tuition;
- Events not related to the student's program;
- Athletic, hobby-related or personal development opportunities.

POLICIES & PROCEDURES

- Applications must be received at least four (4) weeks prior to the event;
- Students receiving a grant will need to register and pay for the event themselves, and be will be reimbursed after the event. A cheque will be available for pick up at the Newnham SSF office, or may be mailed, within four weeks of providing all necessary documents (i.e. proof of attendance and testimonial). A testimonial is only required for grants exceeding \$50.00;
- E-mail correspondence to and from students will only be transmitted using the student's Seneca e-mail account;
- The SDG committee will be compiled of one SSF staff member who will act as Chair of the committee, two students from the SSF, one Professor/Faculty member and one Student Services staff. The majority will make the final decision on applications;
- All decisions will be advised in writing by e-mail and are final;
- Grants are considered on a case-by-case basis;
- Funding reimbursement, up to the pre-approved amount, will be released only upon the submission of all required post-activity documents;
- The Student Development Grant and the Seneca Student Federation must be recognized in all post-activity promotional material.

APPLICATION DEADLINES

Applications must be submitted at least four (4) weeks in advance of the activity/event/opportunity taking place.

QUESTIONS/COMMENTS

Thank you for your interest in the Student Development Grant. Should you have any questions or comments, please contact:

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SUPPORTING LEARNING OUTSIDE THE CLASSROOM