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, humanitarian project, competition, presentation.

Mandate

The Seneca Student Federation are committed to the professional development of students by supporting learning opportunities outside the classroom. The Student Development Grant 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:

- Fair, transparent and accessible to all full-time, fee-paying, 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.
- Support the development and improvement of the student experience.
- Provide meaningful and valuable learning opportunities.

Eligibility Requirements

An applicant must meet the following requirements:

- Must be a Seneca full-time, fee-paying 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. Continuing Education students are not eligible to apply.
- 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 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.
- Priority will be given to those students who are first time applicants. 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.

Instructions

- Every student wishing to be considered for a grant must complete and submit their own application. One application for a team, will not be considered.
- Must be a current, full-time, activity fee-paying student.
- Continuing Education students are not eligible for a Student Development Grant.
- Applications must be received at least four weeks prior to event/activity, to be considered.
- Event/activity being applied for must take place in a semester the student is a full-time, activity-fee paying student. Activities occurring after a student has graduated are not eligible.
- Proof of attendance as well as a post-event testimonial/report must be submitted within 30 days of the event to receive funding.
- Full program name must be included in the application. No acronyms.
- Only Seneca email addresses will be accepted.
- Must have a faculty/staff reference.
- Students may be asked to produce proof of enrollment and graduation date.

Eligible Activities (examples)

- Career, industry or association- related conference(s) related to your program of study
- Various seminars/workshops
- Humanitarian project(s)
- Program related competitions(s)
- Career related presentation(s)

Ineligible Activities (examples)

- Cost to attend a program, training, course, i.e. costs are considered tuition
- Personal development courses offered by the SSF and Seneca Polytechnic
- On and off-campus trips offered by SSF and Seneca Polytechnic
- Personal Debt
- Scholarships/bursaries
- Personal travel/vacation expenses
- Program-related trips

- Gala/industry dinners
- Activities/events resulting in a certification and/or credit
- Exam costs, including exam preparation costs
- Costs to attend job fairs
- Any event/activity resulting in licensing
- Events not related to the student's program.
- Athletic, hobby-related or personal development opportunities.

Policies and Procedures

- Applications must be received at least four (4) weeks prior to the event to be considered for a grant
- In order to receive a grant, students must provide proof of attendance, a written testimonial, as well as receipts associated with the event/activity.
- Students receiving a grant will need to register and pay for the event themselves. The grant will then be provided, by cheque, once all required documentation is received.
- E-mail correspondence to and from students will only be transmitted using the student's Seneca e-mail account.
- All SDG committee 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 post-activity testimonials.
- A student may receive a maximum of two grants in a calendar year (September to August). Only one event/activity per semester will be considered. Events must take place during a semester the student is a full-time, activity fee-paying day student.

September 2025