

Academic Resilience Fund Policy

LONG TITLE	An Act which Governs the CUSA Academic Resilience Fund	DATE OF ENACTMENT	25 September 2023
		LAST AMENDED	25 September 2023
REFERENCE No.	S-02	NEXT REVIEW	September 2025
CATEGORY	Student Services	COMPETENT CHAMBER	Council

PREAMBLE

The CUSA Academic Resilience Fund financially supports Carleton undergraduate students struggling with unforeseen financial circumstances that put their academic success at risk. The fund is dedicated to helping students overcome financial hurdles, enabling them to focus on their academic goals without unnecessary stress.

INTERPRETATION

- 1 This Policy may be called the *Academic Resilience Fund Policy*.
- 2 In this Policy, the following definitions shall apply:
 - “**ARF**” refers to the abbreviated form of the Academic Resilience Fund;
 - “**Association**” means the Carleton University Students’ Association (CUSA);
 - “**Member**” means any CUSA fee-paying undergraduate student at Carleton University.

Eligibility

- 3 The Academic Resilience Fund shall be open to all members of the Association.

Committee

- 4 The Academic Resilience Fund Committee shall administer the Academic Resilience Fund.
- 5 The Academic Resilience Fund shall have the following composition:
 - a) the Charitable Initiatives Manager as Chair;
 - b) the CUSA Vice President Finance;
 - c) two (2) councillors; and
 - d) two (2) students-at-large appointed by Council.
- 6 Quorum for the subcommittee shall be 50% of voting members.
- 7 The subcommittee shall meet on an as-needed basis and must promptly consider applications.

7 The subcommittee shall make regular reports to Council regarding the appropriation of funds. The decisions of the subcommittee shall be final unless Council should decide by a vote of 2/3 of all members of Council to reconsider the request.

8 The Charitable Initiatives Manager, as Chair, will prepare submissions for consideration and share the submissions via a Google Drive folder in which all personally identifiable information has been removed.

Funds

9 The committee shall receive an annual budget, set out by the Vice President Finance and approved by Council in the operating budget.

10 Submissions shall be granted up to a maximum of \$500 per individual. It shall be the discretion of the committee what amount of funding to grant each applicant.

11 The maximum of \$500 should only be granted in cases of extreme financial hardship.

Submissions

12 All applicants are required to fill out a standard application form available on the CUSA website and provide information in the form regarding their financial situation.

13 Applicants may be asked to appear before the Academic Resilience Fund Committee to make a presentation and/or answer questions regarding their request.

Requirements

14 Priority shall be given to students capable of providing supporting documents to substantiate their claims and have exhausted or are ineligible for other on-campus, community, or government resources.

15 Submissions shall not be granted to cover tuition costs or any applicable fees.

Guidelines

16 As a matter of official policy, the Academic Resilience Fund Committee will regard favorably upon applications with the following aspects:

- a) Funding for unforeseen circumstances that directly impact the applicant's academic success (i.e. a broken computer).
- b) Funding which addresses basic personal needs of the applicant.
- c) Longevity in the impact of the funding.