

Selkirk College Faculty Association Professional Development Handbook

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TABLE OF CONTENTS

	Page
SCFA Professional Development Fund	1
Frequently Asked Questions	2
Determining Eligibility	3
PD Activity Report	3
Out of Province Travel	3
Fiscal Year-End	3
The Application Process	4
Regular Professional Development	4
Reference Materials	6
Special PD	6
Tuition Support	8
Assisted Leave	9
Appeals Process	11
Terms of Reference	12
SCFA Common Professional Development Fund	13
Terms of Reference	14
Timelines	17

SCFA PROFESSIONAL DEVELOPMENT FUND

Members of the SCFA are responsible for selecting and engaging in professional development and/or course development activities. Toward this end, regular Faculty members are provided with 22 working days per academic year for professional and/or course development activities. One source for funding is the Professional Development (PD) fund sponsored by SCFA. There are several funding categories made available. The chart below outlines Funding Categories, Amounts, Deadlines, and Criteria.

PD Funding Categories	Eligible Amounts	Application Deadlines	Eligibility Criteria*
Regular PD <i>(Regular PD can include the purchase of reference materials)</i>	\$2,000/ year	Can apply anytime during the year.	<ul style="list-style-type: none"> • Faculty on regularized full-time or proportional appointments • Faculty on probationary appointments after satisfactory completion of 2 semesters. • Faculty on short-term appointments may be eligible if the activity occurs during the contract time.**
Special PD	\$3,500	January 15th April 1st June 1st October 1st	<ul style="list-style-type: none"> • Faculty regularized full-time or proportional appointments after 4 consecutive semesters at the college. • Applicants who receive Special PD will be eligible for re-application every 3 years.
Tuition Support	Up to \$5,000 per year for 2 years	October 1st of the year preceding the year of study.	<ul style="list-style-type: none"> • Applicants must have completed 6 consecutive semesters as a member of the SCFA. • Applicants who receive Tuition Support will be eligible for re-application every 3 years.
Assisted Leave	75% of base salary and benefits for a period of 6 or 12 months.	October 1st of the year preceding the Leave.	<ul style="list-style-type: none"> • Applicants must have completed the equivalent of 3 full-time years as a member of SCFA • Applicants who receive Assisted Leave will be eligible for re-application every 3 years.

*These are the basic criteria; for complete details see the PD handbook (scfa.ca/pdf)

**Funding will be pro-rated according to contract percentage for short-term faculty (fewer than 2 semesters of work within the SCFA bargaining unit).

FREQUENTLY ASKED QUESTIONS

I AM A NEW FACULTY MEMBER. DO I QUALIFY FOR PD FUNDING?

You are eligible if you have worked two semesters within the SCFA bargaining unit. However, you may be eligible sooner at your School Chair/Department Head or supervisors' discretion. See Determining Eligibility.

HOW DO I APPLY?

The Professional Development Fund Application form can be found at <https://my.selkirk.ca/staff/tools/pd/> It is recommended you fill this form out completely with robust answers and links to appropriate sites (Workshops, Conferences, etc.) when applicable. The easier it is for the committee to decipher your activity, the easier it is to make a sound decision regarding eligibility, the easier it is for the PD Committee to award funding.

WHAT IS THE DIFFERENCE BETWEEN REGULAR AND SPECIAL PD?

Regular PD totals \$ 2,000/year and you can apply at any time during the year. This includes funding for reference materials, if needed. For example: you want to attend a conference in your discipline that takes place in Vancouver. The Regular PD can cover cost of the conference, travel, meals, and accommodation.

Special PD totals \$ 3,500/every 3 years and is competitive; only eight applications are approved each year and you have to apply by Jan. 15, April 1, June 1, or Oct. 1. For example: you want to attend a chance in a lifetime workshop in your discipline hosted by an expert in the field and the conference takes place in the UK. International travel is often more expensive and the Special PD fund can help cover flights, meals, and accommodation.

HOW MUCH MONEY DO I GET FOR FOOD AND GAS?

Please see the College Travel Guide: <http://policies.selkirk.ca/media/policieselkirkca/college/TRAVEL-GUIDE.pdf>

WILL I RECEIVE MY APPROVED FUNDING BEFORE THE EVENT OCCURS?

If you submit the appropriate documents to the Finance department a few weeks before the event, you will receive the money in a timely manner. If timing is an issue, you can pay for the event, and Finance will reimburse you once your application, activity report, and receipts are submitted. Keep in mind that you only receive 75% of the approved funding prior to the event and the remaining 25% once all final documentation and receipts are submitted to the Finance department.

DO I HAVE TO SUBMIT A REPORT OF MY ACTIVITY?

Yes you do. See Determining Eligibility. The PD Activity Report link is at <https://my.selkirk.ca/staff/tools/pd/>

CAN I APPLY FOR FUNDING RETROACTIVELY?

Yes, for Regular PD, as long as the activity took place during the same fiscal year and you applied before the fiscal year end date of March 31st. Special PD applications will not be accepted retroactively.

DETERMINING ELIGIBILITY

Eligibility for activities is determined by your employment status on the date of the activity and where the date of your activity falls in the fiscal year. The fiscal year is April 1st through March 31st, and it is possible for the SCFA PD Committee to approve your request in the current year for an activity to occur the following year.

You are eligible for

Regular PD if you have completed:

- Fewer than 2 semesters of work within the SCFA bargaining unit but have received a recommendation from your School Chair/Department Head. Funding will be pro-rated according to your contract percentage for an activity that takes place during the contract period.
- At least 2 semesters within the SCFA bargaining unit. You may be eligible for funding for activities that occur outside the contracted period at the discretion of your School Chair/Department Head and the PD Committee. Your eligible amount will no longer be pro-rated to your contract percentage.

Special PD if you have completed:

- At least 4 consecutive semesters** of work within the SCFA bargaining unit.

Tuition Support if you have completed:

- At least 6 consecutive semesters** of work within the SCFA bargaining unit.

Assisted Leave if you have completed:

- The equivalent of 3 years of full-time employment.

PD ACTIVITY REPORT

The PD activity report is available at [https:// my.selkirk.ca/staff/tools/pd/](https://my.selkirk.ca/staff/tools/pd/)

This form clearly outlines the details required following a PD activity.

OUT OF PROVINCE TRAVEL

For insurance reasons, when travelling out of province or out of country you must get the approval of either Selkirk College's Vice President or President before the event.

FISCAL YEAR-END

You must clear (close-out) any outstanding funds before the end of the fiscal year (March 31st). This means that if you have not claimed any part of your funds by this time, you will lose them. This most commonly happens with the remaining 25% that members claim after their PD activity. The [School](#) Chair may send a reminder but it is your responsibility to get your receipts and report to finance by March 31st.

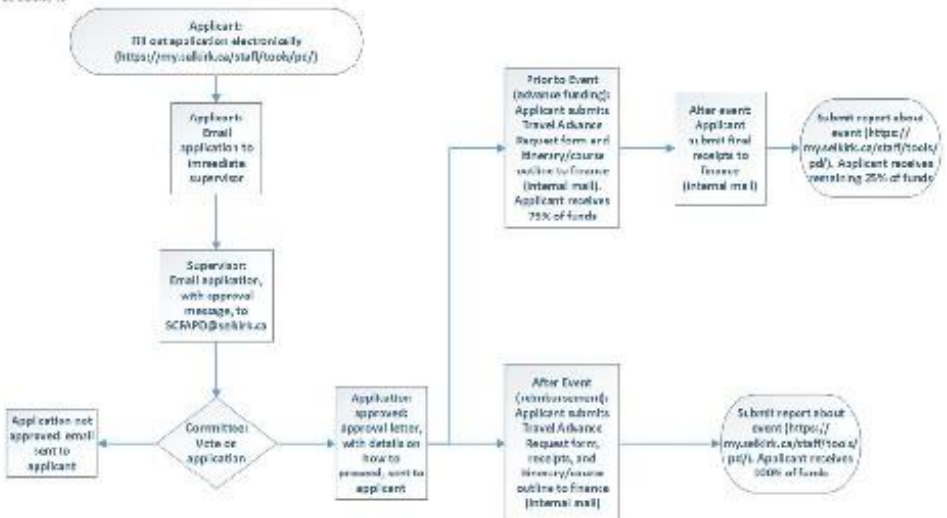
***Consecutive semesters normally means two semesters in a row; for example, fall semester, 2018, and winter semester, 2019. However, some faculty teach courses that are only offered one semester per year. In this case, Fall 2018 and Fall 2019 will be viewed as consecutive semesters*

THE APPLICATION PROCESS



SCFA INDIVIDUAL PD APPLICATION PROCESS

This is the basic process; for complete details, see the PD Handbook ([selkirk.ca/pd/](#))



REGULAR PROFESSIONAL DEVELOPMENT (MAXIMUM \$2,000/YEAR)

You may apply anytime of the year for this fund.

- i. Download and save the online Application form to your computer
<https://my.selkirk.ca/staff/tools/pd/>
- ii. Fill out and email it to your Chair/ Department Head for approval. If you are unsure of the relevance or applicability of your activity, it is advisable to discuss this activity with your School Chair/Department Head or any members of the SCFA Committee before completing the application form.
- iii. If the School Chair/Department Head deems the activity eligible, s/he will forward the application to the PD Committee Chair.
- iv. The PD Committee Chair will check for eligibility of applicant.
- v. The PD Committee Chair will post your application online to the PD Committee members.
- vi. Committee members will vote according to eligibility criteria and the value of the activity to you and the college.
- vii. If the application is approved you will be notified by the PD Committee Chair of the decision usually within 2 weeks of the submitted application.
- viii. Fill out the Travel Advance Request form available in the filing cabinets in A-Wing or Finance department on the Castlegar Campus (these forms are also available at the main office on the Tenth Street and KSA campuses). This Travel Advance Request form is to be submitted to Finance in the administration building on the Castlegar Campus along with your itinerary/course outline and any receipts you may already have and can be sent via inter campus mail from other campuses.
- ix. You should receive a cheque for 75% of the requested Regular PD Funds within 10 working days of submitting your Travel Advance Request form.
- x. After you return from your activity, fill out the online activity report: <https://forms.selkirk.ca/view.php?id=14470>.
- xi. Fill out the Actual Expenses column on the Travel Advance Request form and submit this with all your documents, including transportation receipts, to Finance in the administration building on the Castlegar Campus.
- xii. You will receive the final 25% of your funding within 10 working days.

xiii. You are eligible for \$2,000 regular pd the next fiscal year.

Note: If the application exceeds the \$2,000 limit, the application will be forwarded to the Common PD Committee for a “top up” of funds. You can discuss this with the Committee Chair to clarify the process.

Warning: Applications are turned down as a result of lack of detail and attention to the application form. Be as thorough as possible when filling these out.

REFERENCE MATERIALS

You may apply for funding to purchase reference materials for professional development related to your discipline. You are advised to check library availability for reference materials before using PD funds. A rationale clearly outlining the benefit of each item (or group of related items) must be provided on your application.

The purchase cost of reference materials will be deducted from your available annual Regular PD amount. For instance, if you apply for funding for \$450 in textual materials, you still have a remaining \$1550 Regular PD for a PD activity.

Receipts for requests under \$100 should be retained and submitted to the committee at fiscal year-end (March 31); requests over \$100 will be accepted throughout the year.

You will be required to provide original receipts showing that the purchases were made before the end of the fiscal year (March 31).

Reference materials are reimbursed in full after approval by the PD Committee. This application process is the same process as Regular PD Process. The application form is available at <https://my.selkirk.ca/staff/tools/pd/>.

SPECIAL PD

The purpose of the Special PD fund is to provide members with an opportunity to participate in an activity that regular PD funding cannot cover because of high costs. This Fund is available to members every 3 years. Only 2 Special PD applications are funded per quarter (8 per year). If unsuccessful, the applicant must re-apply for re-consideration the next quarter.

Retroactive applications are not eligible for Special PD Funds. Applicants must receive approval from the PD committee before participating in the planned activity. Prepaid expenses will only be reimbursed if the request is approved.

Special PD applications will be accepted for activities occurring within 12 months of the review date.

The total cost of the activity for Special PD must exceed \$2,000 to a maximum of \$3500. Use the same Application Form <https://my.selkirk.ca/staff/tools/pd/> used for Regular PD, except place a check mark beside Special PD.

It is possible to apply for Special PD funding if you have already received Regular PD funding in the same fiscal year. The combined total of funds, however, will not exceed \$3500.

The Deadlines for Special PD applications are April 1st, June 1st, October, 1st and January 15th.

1. Fill out the application form available online at <https://my.selkirk.ca/staff/tools/pd/>
2. Please make sure you tick off the appropriate box for Special PD Activity.
3. Send completed application to School Chair/ Department Head for approval. It is advisable to discuss this activity with your School Chair/Department Head or any members of the SCFA Committee before completing the application form.
4. Your application must include the following:
 - a. A detailed description of the activity planned
 - b. An explanation of the anticipated short and long term values of the activity for achieving the College's Strategic Plan (included at the bottom of this section or follow link to [http:// selkirk.ca/strategic-plan](http://selkirk.ca/strategic-plan))
 - c. A description of your contributions to the college, current and previous (outside of the regular duties pertaining to your job).
 - d. A description of the immediate and long-range professional rewards to you.
5. If the School Chair/Department Head deems the activity eligible, they will forward the application to PD Committee Chair.
6. The PD Committee Chair checks your eligibility.
7. The PD Committee meets in person to discuss these applications.
8. Committee members vote according to SCFA Approval Criteria.* School Chair/ Department Head and/or peer comments may be solicited during the process of evaluating proposals. Applicants may or may not be interviewed.
9. When applicants are ranked equally according to the SCFA Approval Criteria* the determining factors will apply in the following order:
 - i. Never received Special PD
 - ii. Most amount of time since previous accepted application
 - iii. SCFA Seniority

10. If the application is approved, the SCFA Committee Chair will notify you usually within 2 weeks of the deadline date.
11. Fill out the Travel Advance Request form available in the filing cabinets in A-Wing, in the main office on the Tenth Street and KSA campuses or obtain the form directly from Finance. This is to be submitted to Finance in the administration building on the Castlegar Campus along with your itinerary/course outline.
12. You should receive a cheque for 75% of the requested Special PD Funds within 10 working days of submitting your Travel Advance Request form.
13. After you return from your activity, fill out the online activity report (<https://forms.selkirk.ca/view.php?id=14470>)
14. Fill out the Actual Expenses column on the Travel Advance Request form and submit this with all your receipts to Finance in the administration building.
15. You will receive the final 25% of your funding within 10 working days of your final submissions.
16. You will be eligible for re-application of \$3,500 Special PD after 2 intervening fiscal years.

SCFA Approval Criteria*	Weight
Benefits to the College	33%
Applicant's previous contributions to the college	33%
Value to the Applicant	33%

TUITION SUPPORT

Funding is available to a maximum of \$10,000 at \$5,000 per fiscal year. If funding is not used within 5 years of approval, applicant will lose funding but may re-apply. The committee approves two applications per fiscal year, and there will be no concurrent eligibility with Tuition Support for Regular PD, Special PD, or Assisted Leave.

A member who is granted Tuition Support must remain a member of the SCFA for a minimum of one year after completion of credential/program. Should the member choose to leave before the end of this one- year period, s/he must repay the Tuition Support received in proportion to the amount of time remaining as a member of SCFA. For example, an employee who leaves after six months will be liable for 50% of the funding received.

The deadline for to apply for Tuition Support is October 1st of the fiscal year preceding the year of study. There is no form for the Tuition Support Funding Request. Provide the following:

1. A detailed description of the program and link(s) to relevant website(s).
2. Official documents regarding anticipated tuition requirements.
3. An assessment of the range of similar programs and the rationales for this choice.
4. An explanation describing the benefit of this level of education to the College or a response to College Strategic Directions
5. Contributions you have made to the college beyond your principle duties, such as service on College committees (provincial, intercampus, campus, school), PD Activities, Course/Program Development and Community work.
6. Letters of support from the School Chair/ Department Head/ and Dean/Director.
7. A statement of your length of service to the college (contact payroll for this statement).
8. When applicants are ranked equally according to the SCFA Approval Criteria*, the determining factors for approval will be:
 - Previous submission of an acceptable application that has been deferred.
 - Length of service to the College since any previous Tuition Support or Assisted Leave

SCFA Approval Criteria*	Weight
Benefits to the College	33%
Applicant’s previous contributions to the college	33%
Value to the Applicant	33%

ASSISTED LEAVE

The SCFA PD Committee reviews all requests and forwards recommendations to the college President for approval. The Assisted Leave Fund will provide 75% of the base salary plus benefits for the successful candidate. A typical Assisted Leave runs August through July but can vary to suit individual or school needs.

There is no form for Assisted Leave applications. Applicants are encouraged to develop Assisted Leave requests in consultation with School Chair/Department Head/ Supervisor in light of school planning.

School Chair/Department Head and/or peer comments may be solicited during the process of evaluating the proposals. Please submit the application prior to October 1st of the year preceding the requested Assisted Leave. Assisted Leaves are granted for one year or one-half year terms. Include the following in your proposal:

- A detail description of the program planned
- An explanation of the anticipated short and long term values of the program for achieving college strategic directions.
- An assessment of the impact of the leave on the school concerned, both over the year you will be away and over the long term period subsequent to your return.
- A letter of support from your School Chair/ Department Head or supervisor.
- Contributions you have made to the college beyond your principle duties, such as service on College committees (provincial, inter-campus, campus, school), PD activities, Course/Program development, and community work.
- A description of the immediate and long- range professional rewards for you.
- A statement of your length of service to the college (contact payroll for this statement).

THE APPLICATION PROCESS IS AS FOLLOWS:

1. The candidate submits proposal and all accompanying documents to PD Committee Chair.
2. The SCFA Professional Development Committee will screen the applications and advise the college President and the candidates of its recommendations by November 15th.
3. The College President will notify candidates of approval status.
4. Successful candidates will advise the President of their acceptance /refusal of the Assisted Leave within 3 weeks of the date of their notification from the College President.
5. When applicants are ranked equally according to SCFA Approval Criteria* the determining factor will be:
 - previous submission of an acceptable application that has been deferred.
 - length of service to the College since any previous Assisted Leave.

SCFA Approval Criteria*	Weight
Benefits to the College	33%
Applicant's previous contributions to the college	33%
Value to the Applicant	33%

APPEALS PROCESS

If you feel that a decision rendered by the SCFA PD committee has not been fair, contact the Committee Chair to discuss your rationale. If the Chair is not able to resolve the matter, the member can request to appear before the Committee as a whole. It might be advisable at this time to consult with an SCFA Executive Member for outside advice on preparing the appeal.

The PD Committee will render their decision on an appeal in an in-camera session following the meeting with the member, and the member will be notified of this decision. This will represent the determining and final decision of the committee.

If there are any doubts as to whether the proper procedures were followed by the Committee or its Chair, the member can appeal to the SCFA Executive for a ruling on this matter.

Other documents to guide you through this process:

- [https://my.selkirk.ca/media/myselfkirkca/myselfkirkforstaff/departments/humanresources/pd/Selkirk-College-PD-Application-Process-and-Responsibilities\(1\).pdf](https://my.selkirk.ca/media/myselfkirkca/myselfkirkforstaff/departments/humanresources/pd/Selkirk-College-PD-Application-Process-and-Responsibilities(1).pdf)
- <https://forms.selkirk.ca/view.php?id=14470>
- <https://go.selkirk.ca/display/KB/Travel+-+Submitting+a+Travel+Request%2C+Advance+and+Clearance>

SCFA PROFESSIONAL DEVELOPMENT COMMITTEE TERMS OF REFERENCE

COMMITTEE

Reports to SCFA Executive

COMMITTEE COMPOSITION

Five SCFA Members and two exempt administrators

COMMITTEE TERM OF APPOINTMENT

Each SCFA member will be elected for a 2-year term.

Exempt administrators are appointed by the College President to serve for an unspecified duration.

OBSERVERS

By invitation of the Committee Chair.

QUORUM

A simple majority of SCFA PD Committee members.

VOTING

PD Funding is awarded by simple majority of voting committee members.

COMMITTEE CHAIR

The Committee will elect a new Chair at the first committee meeting following the SCFA Spring AGM. The Chair, an SCFA member is expected to serve two years in this position. The Chair or designate has observer status at meetings of the SCFA Executive with voice but no vote.

ADMINISTRATIVE RESPONSIBILITIES

The committee will establish and oversee the following processes:

- Members to request funding
- Committee to review requests
- Funds to be distributed according to approvals
- Solicit activity reports to be published

FISCAL RESPONSIBILITIES

The committee will periodically review:

- and adjust the types and amounts of funding available to the members
- prepare an annual budget
- present the budget to SCFA membership for final approval
- administer the expenditures against these funds

Documentation and approval of expenditures will generally be made in accordance with guidelines followed by Selkirk College Accounting Standards and Policies

Exceptions: International travel per diem will be reimbursed at the same rate as domestic per diem for travel related to SCFA professional development activities.

Some funds may be used for staff and supplies to support committee responsibilities.

FUNDS

Types of individual funding will include:

- Regular PD and Reference Material
- Special PD
- Tuition Support
- Assisted Leave

COMMITTEE VACANCIES

When an SCFA member resigns with more than 3 months remaining in their term, SCFA members will be polled for volunteers to complete the term. If a meeting of all SCFA members is expected within three months, the committee can operate at less than full complement until an election can be held at the AGM. A replacement for a management representative will be at the discretion of the Selkirk College Executive Committee

SCFA COMMON PROFESSIONAL DEVELOPMENT FUND

Selkirk College employees must be engaged and their talents developed to ensure the continued success of the college. This intention is evident in the college's Mission, Vision, Values, Commitments and Strategic Directions. Therefore, an effective professional development (PD) program is a necessary component of a vibrant and sustainable college community.

SCFA COMMON PROFESSIONAL DEVELOPMENT FUND— TERMS OF REFERENCE

CRITERIA AND PROCESS FOR REVIEW AND ADJUDICATION OF APPLICATIONS

This fund will consist of 0.6% of faculty salaries, as per article 16 of the Common Agreement.

The criteria and process for review and adjudication described in this document have been developed to ensure that this fund benefits as many individual SCFA members as possible.

The fund will be administered on a fiscal year basis (April 1 through March 31). It is the intent of both the College and the Union to fully utilize the funds that are available each year. ***Requests for a paid leave and technology (electronics, hardware, software, etc.) will not be considered.***

Eligibility: All SCFA members are eligible to apply for funding. The PD activity must start and end while the member is employed by the college. Members can apply for funding retroactively as long as the activity took place during the same fiscal year and is submitted by the deadline before the fiscal year end.

CRITERIA AND PROCESS

The fund will support the following types of PD initiatives.

FIRST PRIORITY: GROUP PD

These are initiatives that benefit groups of employees on a program, school, department or college-wide basis. For example: speakers, workshops or video-conference-based lectures or train-the-trainer events. **To be considered under this category, the PD event must have an impact beyond the individual participants or recipients of the funding.**

Within this category, priority will be for:

- Requests that are clearly linked to college priorities and major initiatives (e.g., the college's *Strategic Plan*), or

- Education and training that will increase competence related to policy or statutory requirements (e.g., Human Rights).

There are two types of Group PD and these are described below. Please read the definitions and criteria carefully.

Group Type 1: Involves events, such as bringing in a guest speaker or facilitator who will present to a group of people, lead a workshop, train employees, etc.

Group Type 2: Involves an applicant or number of applicants attending a PD activity, such as a conference or workshop, so that the applicant(s) can facilitate a training event upon their return. In this case, the designation of Group PD refers to the training event that will happen when the applicant(s) of the funding return.

PROCESS: How to apply for Group PD

Submit a completed proposal that includes:

1. A completed Application Form supported by the school chair/department head. It must include how attending the PD activity will support college priorities/major initiatives, and/or how it will increase competence related to policy or statutory requirements as described above.
2. An outline of the event(s) upon the applicant's return, in which the applicant(s) will be training other employees. This proposal must include:
 - agenda
 - specific outcomes for the training event
 - the date and location,
 - names of at least four SCFA members who have committed to attend.

Applications must be completed electronically and may be submitted at any time. Incomplete applications will be returned to the applicant. It is the applicant's responsibility to ensure all required signatures and approvals are on the application form and submitted **by the supervisor** by the appropriate deadline.

**Note: Normally, the maximum amount of funding that a group is eligible to receive, under this category, is \$7,000.*

SECOND PRIORITY: INDIVIDUAL PD

These are initiatives that benefit individuals. Within this category, priority will be for:

- Personal PD to increase an instructor's skill as a teacher or development of new competencies where a need has been identified in the school's Operational Plan, or;
- Personal PD to increase an employee's currency in his/her discipline, or speaking or presenting at a conference or event that is related to their employment at the college;
- Textual materials that are related to their employment at the college.

PROCESS: How to apply for Individual PD

All requests for Individual PD must first be directed to the Regular SCFA PD. If the application is approved by the Regular SCFA PD Committee/process and the amount required exceeds the **Regular** SCFA PD limit, the application will be forwarded to Common PD to be considered for additional funding(top-up) of up to \$2,000 in a fiscal year.

Individuals who have used their **Regular** SCFA PD funds may also apply to Common PD to fund further PD activities.

Note: The maximum amount of funding that an individual is eligible to receive under the individual category is a fiscal year is \$2,000.

REPORTING REQUIREMENTS

- Individuals and groups who receive funding must submit a PD report within one month of completing the activity. Failure to fulfill this requirement shall render the applicant (either the individual applicant or the person who applies on behalf of a group) ineligible for future funding.
- Group PD: The PD report must provide information on the training event, date, duration, number of attendees and outcomes.

COMMITTEE

- A committee will be made up of two exempt administrators appointed by the Vice President, Education & Students and two SCFA members selected by the Faculty Association.

COMMITTEE PROCESS: Application Review and Approval

- The committee will review applications through an electronic forum. The committee may call face-to-face meetings where deemed necessary (e.g. review of Terms of Reference).
- The committee will recommend which applications are to be funded and at what level in accordance with the priorities outlined above.
- The committee will review an application according to the dates listed in the Timelines section. Applications that have been forwarded from the **Regular** SCFA committee will be reviewed shortly after they are received.
- The committee cannot guarantee that “rush” applications requiring replies outside of the Timelines listed will be processed. Applications forwarded from the **Regular** SCFA PD committee during the summer months may not be reviewed until September.
- The committee will review applications as long as sufficient funds are available.
- Applications not funded in one review will not be forwarded to the next review cycle.
- The Vice President, Education & Students will make the final decision.

TIMELINES

APPLICATION DEADLINE	REVIEW DATE	MAXIMUM ALLOCATION OF AVAILABLE FUNDS <i>Fiscal year runs April 1 – March 31</i>
March 1	March 15	Current fiscal year: 100% Upcoming fiscal year: 50%
June 1	June 15	Current fiscal year: 65%
Sept 15	Sept 30 th	Current fiscal year: 85%
Dec 1	Dec 15	Current fiscal year: 100% Upcoming fiscal year: 25%

