



**Association of Managers in Canadian College,
University and Student Centres AMICCUS-C**

NATIONAL PROFESSIONAL CONFERENCE BURSARY POLICY

Confidential and for Internal Use Only

Purpose

The purpose of this NPC Bursary Policy statement for AMICCUS-C is to increase accessibility opportunities for members to attend the annual NPC.

AMICCUS-C's Mission is to *"offer members opportunities for learning and leadership development to fulfill and enhance their organizations"*.

The primary delivery mechanism in carrying out this mission is the annual National Professional Conference (NPC) hosted by AMICCUS-C. The annual three-day conference provides members with an array of opportunities to enhance their professional development through education sessions and in-person networking with peers, which in turn provides members with leadership and learning development to take back and apply in enhancing their own organizations.

AMICCUS-C membership represents a diverse mix of small, medium and large membership organizations from coast to coast. AMICCUS-C's complement of members hail from both university and college/technical environments and graduate associations and include student unions, federations, associations and councils with annual operating budgets ranging from \$1M - \$18M.

Crucial to carrying out AMICCUS-C's Mission, is offering unique and innovative ways to increase the members' ability to attend NPC events, and AMICCUS-C recognizes that financial supports to members is an appropriate mechanism to increase membership accessibility. The purpose of this Policy is to equally balance the needs of smaller sized members to send attendees to NPC and to support larger sized members to send an increased number of attendees.

The purpose of the Policy is to providing increased NPC accessibility opportunities to the entire membership in consideration of the wide range of financial capacities that are reflected in the diversity of the AMICCUS-C membership based.

Eligibility



AMICCUS-C members in good standing shall be eligible to apply for the NPC Bursary. Specifically, this means that annual AMICCUS-C membership dues must be paid and up-to-date by February 15 annually.

Bursaries are provided on an annual basis with a maximum of five (5) bursaries being awarded, each in the amount of \$500 (Five Hundred Dollars CDN).

Applicants must not have received the NPC Bursary within the last preceding 2 (two) years.

Applicant members will be required to submit an application in adherence to Appendix A of this Policy and clearly demonstrate how the financial support of the NPC Bursary plays a significant role in assisting with their learning and leadership development.

Bursary awards may only be applied to annual NPC registration costs and related attendance costs of NPC (such as accommodation, travel, disbursements).

Bursary awards must be used relative to the year awarded ie. NPC Bursary grant must be used for the NPC in the same year awarded.

Bursary monies will be advanced on award and only following member registration with the annual NPC host. Non-attendance at the annual NPC will require that the bursary be returned to AMICCUS-C.

Requirements

Bursary applicants shall direct applications directly to the Association's head office in Saskatchewan and shall include completed information as set out in Appendix A of this Policy including a declaration of compliance regarding the eligibility requirements listed in this Policy.

Deadline for applications shall be April 1. Applications must be received in Saskatchewan head office on or before April 1 annually by email or submission through webform on AMICCUS-C website. No late applications will be considered.

Adjudication Process

The AMICCUS-C Board of Directors will serve as the Selection Committee and as such may award a bursary as noted in this Policy. The Committee's decisions on all bursary award matters are considered final.



The Committee will select a recipient(s) based on the information provided pursuant to Appendix A in this Policy and will also consider the total number of applications received and the strength of applications.

No award of bursaries may be presented in a year where no acceptable applications are submitted per Appendix A of this Policy.

Information provided in the NPC Bursary applications will be kept confidential but will be reviewed by those involved in the bursary allocation process. AMICCUS-C staff may also use information provided in bursary applications to compile statistical information or research, provided that individual applicants are not identified directly or indirectly.

Member student association or student union granted a bursary must consent to the release of their names and reasons for eligibility under the criteria provided in this Policy.

Review of Policy

This Policy will be reviewed bi-annually, at minimum, by the Board of Directors, or sooner if warranted by internal or external events or changes. Regular review will ensure the Policy remains consistent with the overall objectives of AMICCUS-C.

Approved by the Board of Directors on January 19, 2017

Reviewed, revised and approved by the Board of Directors on October 25, 2018

Reviewed in 2020 - no changes

Reviewed and revised by the Board of Directors on October 16, 2022



Appendix A

Bursary Application Process

Part 1

Please provide:

- Student Union, Association Name
- Complete address, telephone number, and e-mail of contact for application
- Number of years as AMICCUS-C member (to your knowledge)
- Number of attendees planning to send to annual NPC that application is being made for.

Part 2

Please include information on the following:

- Clearly demonstrate how the financial support of the NPC Bursary plays a significant role in assisting with learning and leadership development in your organization.
- Statement of declaration in agreement with and compliance to eligibility requirements list in the NPC Bursary Policy.
- Statement of acknowledgement that information provided in this NPC Bursary application will be kept confidential but will be reviewed by those involved in the bursary allocation process, and that, AMICCUS-C staff may also use information provided in bursary applications to compile statistical information or research, provided that individual applicants are not identified directly or indirectly.
- Statement of agreement that if granted a bursary, consent is given to the release the name of your organization and reasons for eligibility under the criteria provided in this NPC Bursary Policy.
- Other considerations or comments to inform the adjudication process.