

TWU Graduate Student Association
"Your Voice With Vision"

Student Initiative Application Package

The TWUGSA wants to support you in your intellectual and spiritual growth while you study at TWU/ACTS. The TWUGSA will support any initiatives that are for the betterment of student education, spiritually and/or intellectually on a first come-first serve basis (due to budget limitations).

You may apply for reimbursement either as an individual or as a group. However each graduate student may apply for only one (1) individual and one (1) group initiative per GSA year (that is from May 1st to April 30th of the following year). When it comes to the individual the TWUGSA will support any initiatives that are for the betterment of an individual's education or spiritual walk.

When it comes to groups the TWUGSA is open to work with them to determine how much money will be allocated to a particular event. The TWUGSA is also open to helping groups plan and advertise for group events that may improve the spiritual and/or intellectual development of graduate students.

All requests must be for initiatives that will be completed in the current school year. All financial support is provided as a reimbursement and is given at the completion of all requirements for TWUGSA group initiatives. Group Initiatives may include activities such as: conferences, trainings (outside degree requirements), etc. A Group Initiative must be applied for by a single representative.

The information that is required for either individual or group reimbursement is found on the following pages.

Question: Should I fill out an individual or group initiative form?

If you plan on attending an event or conference and you believe that there will be less than three people from the graduate student body attending that event then fill out an individual initiative form. If you believe that there will be more than three people attending from the graduate student body then you should contact the GSA representative for your program and request that they fill out a group initiative form. They will then inform you of the information they need to process your application.

Question: What if I fill out an individual initiative form but more than three people from the graduate student body apply for the same initiative?

In this case your individual request will be denied and your GSA representative will be informed that more than three people have applied for the same initiative. The GSA representative will then apply for a group initiative in your stead. They will inform you of the information they need to process your application.

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Information Needed to Apply for Individual Reimbursement

Name: (Your full name)

Student ID: (Your TWU student ID #)

Program: (Your program of study)

Address: (For mailing reimbursement)

Phone Number: (For contacting individual if necessary)

Event and Event Date(s): (name and date(s) of the event)

*(Please note: To allow time for approval and processing, all applications must be received **4 weeks prior** to the event date.)*

Purpose of Event and why you want/need to attend said event:

(What is needed here is:

1. No more than a one page report describing the initiative, why you desire to attend, how it will improve your educational experience at TWU, and your financial need.
2. A budget for the initiative and how you will be paying for this initiative.
3. Planned expenditures report.

Amount/cost of Event:

This information should be sent to twugsafinance@gmail.com. Once you have provided this information the GSA will look over your initiative and vote on whether to approve it as a reimbursable initiative. You will then be informed whether your application for reimbursement has been denied or approved and for how much if approved. *Please note: approved reimbursements will be half the total costs up to a maximum of \$250.00.*

Within 30 days of the end of the event, the GSA will need a copy of your receipt(s) (please place in the **GSA mailbox** located in the Fosmark building in the main ACTS office: **Box #240**.) Please place the receipt(s) and information in a sealed envelope marked with your name and addressed to: "Executive VP of Finance" (for privacy and security against loss). **Failure to submit receipts within the allotted time will nullify the approval of your initiative and funds will be made available to other students.**

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Information Needed for Group Reimbursement

Group: (Nature or name of your Group)

Name: (Name of Group Representative)

Phone Number: (For contacting Group Representative)

Event and Event Date(s): (name and date(s) of the event)

*(Please note: To allow time for approval and processing, all applications must be received **4 weeks prior** to the event date.)*

Purpose of event and why your group wants/needs to attend said event:

(What is needed here is:

1. No more than a one page report describing the initiative, why your group desires to attend or sponsor it, how it will improve your/the educational experience at TWU, and your financial need.
2. A budget for the initiative and how you will be paying for this initiative.
3. Planned expenditures report.)

Amount/cost of Event per Individual:

Number of individuals participating:

This information should be sent to twugsafinance@gmail.com. Once you have provided this information your request will be reviewed by the GSA to determine whether or not it fits acceptance criteria. Your group representative will then be contacted and told whether your application for reimbursement has been approved or denied. At this time the GSA will inform your Group Representative how much each member of the group will be reimbursed. *Please note: approved reimbursements will be one quarter the total costs per person up to a maximum of \$750.00 for the group.*

Within 30 days of the end of the event, the GSA will need a copy of your receipt(s) (please place in the **GSA mailbox** located in the Fosmark building in the main ACTS office: **Box #240**.) Please place the receipt(s) and information in a sealed envelope marked with your name and addressed to: "Executive VP of Finance" (for privacy and security against loss). **Failure to submit receipts within the allotted time will nullify the approval of your initiative and funds will be made available to other students.**

Each attendee will also need to provide the following information so as to receive their reimbursement cheque:

Name: (Your full name)

Student ID: (Your TWU student ID #)

Program: (Your program of study)

Address: (For mailing reimbursement)

Phone Number: (For contacting individual if necessary)

