STUDENTS' UNION OF VANCOUVER COMMUNITY COLLEGE BCFS LOCAL 16

Type:	Services	Created:	January 2025
Adopted By:	Board of Directors	Last Amended:	
Executive Responsibility:	Executive Director	Procedure:	

Section 1. Purpose and Description

The Professional Development Fund is intended to subsidize members' participation in workshops or courses that can better enhance their post-secondary education. The fund cannot be used for VCC-related courses, VCC programs or VCC workshops, or any other post-secondary institution course or program unless otherwise allowed as per this policy. Rather, it is intended for the participation of external courses and workshops not associated or affiliated with a college or university.

Section 2. Definition of Coverage

The Professional Development Fund is used exclusively to cover a portion of the direct cost for members to engage in courses or workshops approved by the Budget and Operations Committee.

Section 3. Funding Guidelines

Funding will reimburse up to **50%** of the course or training fee, with **a maximum limit of $100** per member per submission. Funding requests may be denied if the fiscal year's budget has been fully used. Students can receive funding **once per semester**. However, funding requests may be rejected if the annual budget has been fully allocated.

Key Requirements for Funding Eligibility:
1. **Pre-registration is mandatory.** Students must pre-register at the SUVCC office to qualify for funding. Without pre-registration, funding requests will not be considered.
2. **Courses must be completed within three (3) months.** Students have a maximum of three (3) months from pre-registration to complete their course, certification, or training program.
3. **Unclaimed funds will be reassigned**. If a student fails to submit a reimbursement request within three (3) months, they forfeit their eligibility, and the funding slot will be reallocated to the next student on the waiting list.
4. **Reimbursement should be based on actual cost after the student's discounts.** The reimbursement amount will be calculated after applying any available student discounts from the training provider. Students must check with the provider for applicable

discounts before requesting funding.

5. **Submission deadline for reimbursement:** Requests must be submitted within three (3) months of course completion and include:
    - A copy of the payment receipt
    - Proof of course or workshop completion
    - A completed Professional Development Funding Application Form

Funding is provided on a reimbursement basis and is subject to approval by the Budget and Operations Committee.

Section 4. Guidelines for eligible courses or workshops

Courses or programs that are eligible for the student course funds must:

a. Be offered by reputable organizations, accredited training providers, or qualified instructors

b. Be accessible to all eligible students.