



STUDENT DEVELOPMENT

STUDENT INITIATIVE FUND

With the challenging times we face today, we are making adjustments to the Student Initiative Fund (SIF) so that students can still gain professional development while studying and staying at home. This is new to all of us, so navigating what this will look like and how we will go about approving and distributing funds will be a work in progress. With that said, here is our starting point.

Potential initiatives include but are not limited to:

- Webinars* (check industry associations for online options of workshops they typically offer in-person)
- Online Conferences
- Leadership Training and Industry Best Practices* (ex. Online subscriptions like [MasterClass](#), [Udemy](#), [LinkedIn Learning](#), [Coursera](#), [Skillshare](#), among others)
- Virtual Networking (ex. [LinkedIn](#) Premium)
- Opportunities also pertaining to communication skills, time management, effective teamwork

*Any courses taken must not be for credit with a post-secondary institute or association accreditation.

Process for application and reimbursement (75% of cost, up to \$500):

1. Complete the online application form [HERE](#).
2. Send us your FOI form by downloading it from our website [HERE](#) and email it to services@bcitsa.ca.
3. The SIF Committee* meets roughly 2 weeks after each deadline to review applications and decide who is approved for funding. (Future deadlines are: October 4, 2020 and November 13, 2020) Decisions cannot be given before this meeting.
4. After the committee makes their decision, students will be contacted by services@bcitsa.ca regarding their status (ie. approved or denied). If you are approved for funding, we will ask that you submit your receipts and payout form (sent to you in an email) within 1 week of receiving the email.
5. Cheques are mailed out roughly 3 weeks after we receive these forms. *This may be delayed due to the nature of our work during the COVID-19 pandemic.

Regulations:

- When applying for a monthly subscription, for ie. LinkedIn Premium is \$34.99/month, you must let us know the number of months you are subscribing for and what the amount will be in total. If you are approved, you will then send us your receipts at the end of your subscription for reimbursement (ie. If you are subscribing for the months of Sept, Oct and Nov, send us your receipts and paperwork in Nov, once the subscription is over and you have receipts).
- Please be aware that some of these websites offer a free month before you begin. Keep this in mind when completing your application form.

- For subscriptions that are pay-by course (ex. Udemy), students can apply for SIF for as many courses as they wish, however the total cost we will look at for a SIF application is \$500 (if your cost is over this, we will still only look at \$500). When you apply, you must include all courses and cost related in your application form, with a total amount of funds that you are applying with. **Do not complete multiple SIF application forms for multiple courses. Include it all within one application form.**

IMPORTANT NOTE:

These changes to the Student Initiative Fund have been approved by the deciding committee for the deadlines of October and November 2020. Depending on what social distancing and professional development opportunities looks like for the winter semester of 2021, these changes may stay in place, or the committee may decide to discontinue them. The website will remain up-to-date with information pertaining to this.