



STUDENT DEVELOPMENT

STUDENT INITIATIVE FUND

Adjustments made to the Student Initiative Fund (SIF) in April 2020 continue to stay in place so that students can gain professional development while studying and staying at home.

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](#), [Coursera](#), [Skillshare](#), among others)
- Virtual Networking (ex. [LinkedIn](#) Premium)
- Opportunities also pertaining to communication skills, time management, effective teamwork
- In-person workshops and conferences when they become available again

*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. Receive email with FOI form request and upload it to your application (within the email sent out).
3. The SIF Committee* meets roughly 2 weeks after each deadline to review applications and decide who is approved for funding. Decisions cannot be given before this meeting.
4. After the committee makes their decision, students will be contacted 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.

Regulations:

- When applying for a monthly subscription, for example LinkedIn Premium which 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 all of your 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.

IMPORTANT NOTE:

These changes to the Student Initiative Fund have been approved by the deciding committee until further notice. Depending on what life will look like in Winter 2022, these changes may stay in place, or the committee may decide to discontinue them. The website will remain up to date with information.