Seneca
Student Development Grant
Supporting Learning Outside the Classroom

POLICY

Mandate

Seneca College and the SSF Inc. are committed to professional development of students by supporting learning opportunities outside of the classroom. This can take many forms such as participating in a conference, a student competition, a humanitarian project or a personal development workshop. The grant has been established to help reduce the financial burden for the student.

The Seneca Student Development Grant is a collaborative program initiated and facilitated by the Seneca Student Federation Inc. (SSF Inc.), Seneca Alumni, Student Services and the Academic Schools. A committee reviews applications and decides on grants according to the principles, policies and procedures set out in the following document.

Guiding Principles

The following principles guide the Student Development Grant.
The process will:
- be fair, transparent and accessible to full-time Seneca students;
- support the development needs of these students;
- provide meaningful and valuable opportunities that are present in the college community and beyond;
- have policies, procedures and an operating committee to support these principles.

Eligibility Requirements

An applicant must meet the following requirements:

- The student must be a full –time, day student registered in a Ministry of Training, Colleges and Universities approved full-time post-secondary certificate, diploma, advanced diploma, graduate certificate, or degree program, and have paid their fees.

- The student must be in good academic standing.

- The student must be in good standing at the college and able to represent Seneca in the larger community.

- The host of the event must be a recognized organization. Both the organization and the opportunity must be supported by documentation (i.e. documentation may include a conference or workshop brochure, event invitation, website, etc.)

- **Eligibility Requirements Continued**

- The student, SDG committee and the staff reference must agree that the event benefits the student, is career-related and provides value for the cost.

- Events not eligible include courses, and athletic or hobby-related opportunities.

- The event can take place in a semester when the student is not timetabled, if the student is returning the following semester or, if the student is in their final semester, and the event is during the time period of the next academic semester.

- A student under the age of 18 years may require parental consent.

- Priority will be given to those students that are first time applicants.

Policies and Procedures

- The SDG committee will take up to three weeks to process your application. Students need to time the submission of their application with this in mind. Applications must be received prior to the event.

- Students receiving a grant will need to register and pay for the event themselves, and be reimbursed after the event. A cheque will be available for pick up at the SSF office at your campus within four weeks of providing a receipt, proof of attendance and a brief follow up report. (The report is only required when the grant is $50 or more.)

- Email correspondence to and from students will be transmitted through the Seneca Learn e-mail account only.

- The SDG Committee deciding on grants will be composed of a student on SSF, and a staff member of each of the following parties, SSF, Student Services, and Faculty. The majority will carry on decisions.

- All decisions will be advised in writing by email and are final.

- The Student Development Grant is further supported by a Steering Committee responsible for policy, fundraising, marketing, and program review. Suggestions to the committee can be emailed to the address below.

Application and follow up forms are available at http://www.senecac.on.ca/student/grant

Email completed forms and suggestions to
mailto:studentdevelopmentgrant@senecac.on.ca?subject=Seneca Student Development Grant

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