

POLICY ON BENEVOLENT FUND PAYMENTS

The Benevolent Fund was established to provide limited financial assistance to full-time UOWD students in serious financial crisis due to medical or other emergencies. This fund does not cover tuition fees.

This policy may be subject to change without notice. Please check the website for the most current version of the policy.

Full time enrolment is defined as 3 or more subjects at the Undergraduate level and 2 or more subjects at the Postgraduate level. Students enrolled in the Centre for English Studies are not eligible for assistance under this fund.

The student must complete the application on the other side of this page in full and submit it to the Manager Student Services. The student must provide a detailed explanation of the reason this financial assistance is required and attach photocopies of supporting documentation whenever possible.

All applications will be kept confidential, in accordance with UOWD's privacy policy.

All applications for Benevolent Fund assistance will be reviewed by the Benevolent Fund Committee.

The Benevolent Fund Committee will meet on a regular basis to review applications, although they may meet more often should they so choose.

The Benevolent Fund Committee will consist of the Manager Student Services, the Student Counsellor and one other member from the faculty or administrative sections.

Each student will be required to be interviewed by the Benevolent Fund Committee to discuss his/her application. A meeting time suitable to all will be arranged.

Any student who does not appear for his/her interview without prior notification may have his/her application denied.

No payments will be awarded without an interview with the student by the Benevolent Fund Committee.

Not all applications will be approved. In the event funding is approved, the maximum amount of assistance provided will be determined by the committee.

The Benevolent Fund Committee may award an amount other than the amount requested by the student. The decision of the Benevolent Fund Committee will be final.

A student will be awarded financial assistance only once – regardless of the amount awarded. This includes the current ongoing enrolled program and any future programs undertaken at the UOWD.

The funds awarded from the Benevolent Fund are not required to be paid back.

The Benevolent Fund Committee will endeavour to notify each student of the outcome of their application within 7 days of reviewing the application.

If approved, the Benevolent Fund Committee will notify the Accounts Dept for payment of funds.

The student must present his/her student ID card to the Accounts Dept to receive the funds.

The student must collect the funds in person; no delegate may be appointed.

Any student who is found to have misled the Benevolent Fund Committee regarding the genuine nature of his/her application, either verbally or in writing, will be required to return the amount awarded in full and will face disciplinary action which may include suspension or expulsion from the University. Academic results will be blocked pending repayment and the ruling of the Disciplinary Committee.

UOWD may discontinue the Benevolent Fund at any time, at their discretion.