



Guide to the Mohawk College Student Strike Relief Fund

The Student Strike Relief Fund provides assistance for students who have experienced financial hardship as a result of the fall 2017 academic strike. The fund will be consistent with the framework developed by the Ministry of Advanced Education and Skills Development in consultation with student leaders and colleges.

Students who submit a request to withdraw from their program for strike-related reasons by **December 5, 2017**, inclusive, can apply for a full refund of their tuition. They will not be eligible for any additional support through the Student Strike Relief Fund. Please contact the Registrar's Office for further information about withdrawing.

1. Eligibility

This policy applies to all full-time domestic and international students who remained registered in the fall term. Apprentices completing their in school training are also eligible.

Students who withdraw are not eligible for support through this fund.

2. Definitions

"Full-time student" An individual who is enrolled in a college program of instruction for at least 70 % of the student contact hours or 66⅔ % of the courses required for the program of instruction in a given semester or reporting period. A student granted advanced standing or an exemption from a course is not considered to be enrolled in the course. OSAP students are considered full time by taking a 60% course load, 40% for students with a confirmed permanent disability.

"Incremental Costs/Expenses" are additional expenses or costs incurred as a direct result of the strike. Examples include:

- Incremental (additional) travel costs (such as the cost to reschedule a flight, train or bus trip);
- Incremental (additional) living expenses including food, housing and transportation (such as the cost to extend rent for a month to accommodate the fall term extending into January; applies only to students that were expected to finish their program in December and now need to make additional arrangements into January. Co-Op students that incurred additional costs due to the delay of the start of the semester.
- Incremental (additional) child care expenses; and
- Other incremental (additional) unexpected expense.

The following are examples of questions to consider when completing the application:

- **Incremental (additional) travel costs**
 - Did you purchase a bus pass for January that you otherwise would not have needed to purchase? As a result of the strike, were you required to return to finish your semester in January where you wouldn't have had to otherwise? What essential additional costs did you have?
 - Did you have costs associated with flight changes or cancellations that the College was unable to assist you with by making academic accommodation, e.g., rescheduling a test to prevent interfering with your flight?
- **Incremental (additional) living expenses (including food and housing)**
 - Were you required to extend rentals or leases due to the change to the end of the academic semester? (e.g., expected December graduation, or students leaving on placements in January)
 - Do you need to purchase additional food due to the semester extension?
- **Incremental (additional) childcare expenses**
 - Were you required to pay for someone to care for your child(ren) outside of the times you already made arrangements because of changes to your student timetable?
- **Other incremental (additional) expenses**
 - Do you have other essential expenses that occurred as a result of the strike that you would not have had otherwise? Please specify the expense and the reason.

3. Application Process

- Students must complete the [Student Strike Relief Fund Application](#) and submit supporting documentation as proof of their incurred incremental (additional) costs/expenses in order to be considered for the Student Strike Relief Fund. Alternative formats of the form are available upon request.
- Students must complete the [Student Strike Relief Fund Application](#) and include supporting documentation as evidence of the extra costs. Examples include but are not limited to train ticket change fees, rental agreements, receipts for childcare expenses, a letter from a landlord, a copy of a post-dated cheque. Lost opportunity to earn income due to the strike will not be considered for funding.
- Applications will be reviewed by the Registrar's Office. Additional documentation may be required throughout the review of an application.
- Only one application per student will be considered up to the \$500 maximum.
- Applications will be received from November 27, 2017 to the end of the Winter semester – April 21, 2018. The review of applications will begin after December 5, 2017.
- Using the [Student Strike Relief Fund Application](#), please identify the unexpected incremental (additional) expenses that you have incurred because of the strike. Please

attach all supporting documents, Documents submitted after the fact may not be considered.

- If a student is awarded funding through the Student Strike Relief Fund, a completed Personal Information Form (PIF) must be submitted prior to disbursement as a T4A will be issued for any funding that has been disbursed to the student. The disbursement of funds will be completed through Banner Student Aid and will be paid within three weeks, excluding holiday closure, from the date of approval.
- Students who are in need of emergency funds over and above OSAP, Financial Needs Assessment Profile and/or the Student Strike Relief Fund, may be eligible for alternate financial supports through the Financial Assistance Office.

4. Public Reporting

The College will report publicly on the amount of support provided through the Student Strike Relief Fund to support transparency for students. It is expected that public reporting will occur at the end of the process.

5. Linkages with OSAP

- For students who are in receipt of OSAP, the Student Strike Relief Fund will only be considered after students have been assessed for additional OSAP funding.
- Financial assistance that students receive from the fund will not impact their OSAP funding or eligibility.

6. Student Strike Relief Fund Appeals Process

If your claim is denied or you disagree with the amount of relief you were given, you can appeal the College's decision once only. You must appeal within fourteen (14) days after the College's decision is issued. You must submit your appeal in writing to the Registrar's Office using the attached form.

The following are possible outcomes of the Student Strike Relief Fund Appeal review:

- The original amount is adjusted upward.
- The original is adjusted downward.
- The original amount remains unchanged.

All steps in the process must be documented. The student appealing the initial Student Strike Relief Fund outcome is responsible for initiating the Appeal using the established form.

Supporting documentation throughout the appeals process is limited to material submitted with the Student Strike Relief Fund Appeal form.

6.1 Appeal Procedure

- Students who are disputing the amount awarded can request an appeal review by submitting the form through email to relieffund@mohawkcollege.ca

- Appeals will be reviewed by a panel consisting of the Dean of Students, two College representatives and two Mohawk Students' Association representatives.
- In the event of a tie, the decision will be made by the Dean of Students.
- The decision of the panel is final and binding.
- The panel shall be free to establish the details of hearing procedures.

6.2 Appeal Panel Structure

The Dean of Students (or designate) will assume responsibility for assembling an Student Strike Relief Fund Appeal Panel and responsibility for distributing the documentation submitted with the appeal form.

The Panel will have the following structure:

Panel Chair (Voting only in the event of a tie)

- Dean of Students (or designate)

Panel Members (Voting)

- Two College representatives
- Two Mohawk Students' Association representatives

Unless otherwise agreed, a meeting of the Panel will take place no later than 14 business days following receipt of the appeal. The Dean of Students (or designate) will provide advance written notice of the date, time and location of the meeting to the student and panel members. Representation by legal counsel on behalf of either the student and/or the College is not permitted.

7. Attachments

Attachment 1 – Student Strike Relief Fund Appeal Form

[Student Strike Relief Fund Application](#)

Mohawk College Student Strike Relief Fund Appeal Form

Request for Review of Student Strike Relief Fund Decision

Name of Student: _____ Student No. _____

Specific expenses for which you are requesting the review _____

Amount Awarded: _____ Amount Expected: _____

What outcome are you requesting as the result of this review? :

Please explain why you believe the original decision was incorrect, and why your request for a change in funding is reasonable. *Please note – complete this section carefully. The documentation you provide here will be used throughout the Appeals process.*

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date _____

Student Strike Relief Fund Appeal Decision

- ☐ The original amount will be changed to: _____
- ☐ The original amount will be downgraded to: _____
- ☐ The original amount will not be changed.

Your signatures below are intended as acknowledgement of the results of this Expense Appeal:

Student Signature

Date

Panel Chair Signature

Date