



Business Students' Association
2-06 Business Building
Edmonton, AB, T6G 2R6
780-616-0141 kwwong@ualberta.ca
www.bsaonline.ca

Student Activity Fund Application Instructions

1. Make sure you meet the eligibility requirements (found on the Student Activity Fund Google Form).
2. Follow the link to the Student Activity Fund Google Form found at <http://bsaonline.ca/involve/SAF/>, complete the form fully, and then submit the completed application by **exactly one month** before the start of the conference (*Ex. Your conference is on November 10th, your submission deadline is October 10th.*) Late submissions will not be accepted. All applicants, successful or unsuccessful, will be contacted within 14 days after the application deadline.
3. Once you have received your e-mail indicating that your funding application has been approved, ensure that you keep track of all your conference receipts for the approved expenses and that **your name is present** on all of them. Reimbursements will not be provided without proper receipts.
4. Submit a physical or online version of the Post-Conference Form, along with the receipts, **within 10 days** from the conference end date to the BSA office or by email at kwwong@ualberta.com. Reimbursement cheques will be sent out shortly after. Failure to submit all necessary paperwork and receipt by the deadline may result in loss of reimbursement privilege.

The personal information requested on the form is collected under the authority of the Universities Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of determining eligibility for the BSA's Conference Fund bursaries.

The information collected in this document is for the sole purpose of selecting candidates for the Student Activity Fund. All copies of this application both electronic and in print will be destroyed within 30 days of the end of this academic school year.