



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

**POLICY:**

**PROVISION OF FUNDING TO THE UNIVERSITY'S STUDENT ASSOCIATIONS  
(SYDNEY AND FREMANTLE)**

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**Purpose:** Sets out the basis upon which the University may provide funding to Student Associations and the conditions attached to such funding

**Responsible Executive:** Vice Chancellor

**Responsible Office:** Finance Office

**Effective Date:** 8 February 2018

**Review Date:** February 2021

1	Purpose .....	3
2	Definitions .....	3
3	University Decision to provide funding .....	3
4	Funding Conditions and Purpose .....	4
5	Funding Disbursement .....	4
6	Expenditure .....	5
7	Student Clubs .....	5
8	Records .....	6
9	Breach of Policy .....	6
10	Appeal.....	6

## 1 Purpose

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- 1.1 To recognise and support the contribution made by Student Associations to the life of the University of Notre Dame Australia (University).
- 1.2 To set out the basis upon which the University may provide funding to Student Associations and the conditions attached to such funding.
- 1.3 To ensure that Student Associations have appropriate authority, responsibility and accountability when expending Student funding

## 2 Definitions

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For the purpose of this Policy, the following definitions apply:

**Executive Committee Member** means an elected executive committee member of a Student Association.

**President** means the elected President of a Student Association.

**Responsible Staff Officer** means a staff member of the University nominated in writing by the Vice Chancellor to perform that role in accordance with this Policy from time to time.

**Student Association** means either or both of the “Student Association of The University of Notre Dame Australia (Fremantle Campus) Incorporated” and/or the “Student Association of the University of Notre Dame Australia (Sydney Campus)” as the context provides.

**Student Club** means a group, club, society or organisation formally affiliated with a Student Association in accordance with the Policy: Student Club Affiliations.

**Student** means a student enrolled to study at the University.

**Treasurer** means the elected Treasurer of a Student Association.

**Vice President** means the elected Vice President of a Student Association

## 3 University Decision to provide funding

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- 3.1 Any decision to provide funding remains entirely at the discretion of the University. This Policy does not create an obligation for the University to provide any funding nor any entitlement for Student Associations to receive any funding.
- 3.2 Student Associations must not:
  - 3.2.1 take any action or incur any expense in reliance or expectation that any funding will be provided by the University;
  - 3.2.2 regard the provision or amount of funding in previous years as an indication of the amount or availability of future funding.

- 3.3 By November of each year, the University will determine whether it will grant any funding to the Student Associations and, if so, in what amount.
- 3.4 Any decision by the University relating to Student Association funding will be based on general principles of fairness and consistency, including:
  - 3.4.1 fair and equal treatment across campuses; and
  - 3.4.2 Equivalent Full Time Student Load (EFTSL).

## 4 Funding Conditions and Purpose

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- 4.1 Where the University provides funding to a Student Association, it does so strictly on the following conditions:
  - 4.1.1 funding must be used for the legal, ethical, legitimate and authorised activities of the Student Association;
  - 4.1.2 the use of funding must be fully consistent with the Objects of the University;
  - 4.1.3 there must not be any actual or perceived conflict of interest relating to the use of the funding;
  - 4.1.4 the funding must not be used by Student Association members or any other student or body for personal reasons;
  - 4.1.5 funding must only be provided to Student Clubs in accordance with Clause 7 of this Policy and must not be provided to any political parties, lobby, advocacy groups or similar bodies that have not been formally affiliated; and
  - 4.1.6 funding must not be used for any purpose likely to bring the University, the Student Association, any University Officers or students into disrepute.
- 4.2 Each Executive Committee Member must use their best endeavours to ensure that the conditions set out above are adhered to at all times.

## 5 Funding Disbursement

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- 5.1 The University will generally disburse funding to Student Associations in two instalments and on the following basis:
  - 5.1.1 a payment in mid-January (provided that the Student Association has provided to the University an outline of priorities for expenditure and confirmation that their Australian Business Number (ABN) is still registered); and
  - 5.1.2 a payment at the end of June or following provision of the first six monthly report under Clause 8.2.
- 5.2 The University will make all funding payments to the account held in the name of the Student Association.

## 6 Expenditure

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- 6.1 The Student Association may:
- 6.1.1 expend an amount of up to \$1,000 (including tax), without prior University approval provided that:
- (a) all expenditure is consistent with this Policy; and
  - (b) prior written authorisation approving the expenditure is provided by at least two Executive Committee Members (at least one of whom must be the President, Vice President or Treasurer).
- 6.1.2 Expend an amount between \$1,000 and \$2,500 (including tax), without prior University approval provided that:
- (a) all expenditure is consistent with this Policy; and
  - (b) prior written authorisation approving the expenditure is provided by at least two Executive Committee Members (at least one of whom must be the President, Vice President or Treasurer).
  - (c) Two quotations are obtained prior to the expenditure.
- 6.1.3 Expend an amount in excess of \$2,500 (including tax), only with the prior written approval of the University and provided that:
- (a) a written request is signed by at least two Executive Committee Members (at least one of whom must be the President, Vice President or Treasurer) and provided to the Responsible Staff Officer. The request must include:
    - i. evidence that sufficient funding is available in the relevant Student Association account;
    - ii. confirmation that the proposed expenditure meets the conditions set out in this Policy;
    - iii. copies of two quotations in relation to the proposed expenditure and a recommendation to accept one of them; and
  - (b) written prior authorisation is given by the Responsible Staff Officer for the expenditure.
- 6.2 The following provisions apply equally to each of 6.1.1, 6.1.2 and 6.1.3 above:
- 6.2.1 If the expenditure is for goods and/or services, an Executive Committee Member other than the signatories to the authorisation must sign an acknowledgement of receipt of the goods and/or services.
- 6.2.2 An invoice or expenditure may not be split or separated into parts for the purposes of determining which limit in 6.1.1, 6.1.2 and 6.1.3 above applies. If invoices or expenditure are for the same purpose or could reasonably be considered to be part of the same transaction, the amount of the expenditure will be the combined total of the relevant transaction.
- 6.2.3 Any expenditure involving a total commitment of funds in excess of \$2,500, even if that commitment is not payable immediately and will occur over a period of time, must be authorised in accordance with clause 6.1.3.

## 7 Student Clubs

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- 7.1 The Student Association may authorise a maximum amount of up to \$500 per annum to be allocated to an affiliated Student Club provided that:

- 7.1.1 no funding must be committed by the Student Association to Student Clubs until funding has been provided by the University to the Student Association; and
  - 7.1.2 the provisions of this Policy relating to Funding Conditions & Purpose (Clause 5), Expenditure (Clause 6), Records (Clause 8), Breach (Clause 9) and Appeal (Clause 10) apply between the Student Association and the Student Club. The Student Association must provide a copy of this Policy to the Student Club and ensure that the Student Club adheres to it and to any additional conditions imposed by the Student Association.
- 7.2 In the event that the Student Association wishes to allocate an amount in excess of \$500 to a Student Club in any given year, it must obtain the prior written approval of a Responsible Staff Officer.

## 8 Records

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- 8.1 Not later than one week after the end of each calendar month, the Student Association will provide to the Responsible Staff Officer, in a form approved by the University:
  - 8.1.1 documentation setting out all income and expenditure from the Student Association account for that month; and
  - 8.1.2 confirmation of the balance of the Student Association's account at the end of the month.
- 8.2 Every six months, the Student Association will provide to the Responsible Staff Officer, in a form approved by the University:
  - 8.2.1 the documentation set out in 8.1.1 and 8.1.2; and
  - 8.2.2 evidence of authorisation of income and expenditure where relevant; and
  - 8.2.3 any other relevant documentation, including in relation to funds allocated to Student Clubs; and
  - 8.2.4 any such other documentation the University requires to undertake a full audit of the accounts.
- 8.3 The Student Association must comply with any requests by the University to provide further information or documentation relating to the matters set out in the Policy.

## 9 Breach of Policy

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- 9.1 A breach of this Policy may constitute a breach of the University's Student Code of Conduct and may result in action under the University's General Regulations.

## 10 Appeal

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- 10.1 There is no appeal from any decision of the University on any matter in or relating to this Policy.

<b>Version</b>	<b>Date of approval</b>	<b>Approved by</b>	<b>Amendment</b>
1	August 2014	Vice Chancellor	
2	8 February 2018	Vice Chancellor, following endorsement by Student Board, 5 October 2017	Increased expenditure limits outlined in Clause 6