



UVSS CO-OP FEE REBATE REQUEST

Students pay \$38.27 in student fees while on a Co-op term. Of these fees, \$16.85 is allocated to affiliated groups like CFUV and the Martlet. These are services that can be accessed by UVic students around the world. This leaves \$21.42 in fees per student for services provided by the UVSS. While lots of what we do benefits all students, we recognize that many of these services cannot be accessed by students outside the Greater Victoria area.

In May 2017, the UVSS Board of Directors decided to offer a rebate for students participating in a Co-op term outside the Greater Victoria area. Students who meet the criteria are eligible to have \$15.00 of their fees returned to them. Students can only request a rebate for the current term and cannot request from any previous or future terms. We use the remaining \$6.42 to support long-term capital renovations and to continue to advocate to government and the university on behalf of students everywhere.

Grounds for appeal

1. Must be on an approved co-op work term.
2. You must submit proof that you live outside the Greater Victoria area (copy of lease agreement, posted mail with name of applicant, recent utility bill, etc.).
3. You must attach your UVic tuition account summary from the most recent term (available on My Page) to prove that you have paid your UVSS student fees. This must include your name and the current term

Submission

Submit your completed form and the required documentation to the Director of Finance and Operations' box at the Board of Directors and Communications Offices in the Student Union Building or email them to finance@uvss.ca.



university of victoria
students' society

University of Victoria Students' Society

Cheque Requisition Form

1. General Information

Issue cheque payable to: _____

(Must be the name of an individual, not a Club or Course Union.)

For payment of: Co-op Fee Rebate

Requested by: JONAH ARNOLD of Board of Directors

(Director of Finance and Operations) (Department, Club, Course Union, etc. – please, **NO** acronyms.)

Contact email: _____ Date requested: _____

2. Delivery Information

Mailing Address: _____

3. Payment Information

Name of Account Charged Budget, Trust, Travel Pool (3340), Publication/ Academic Fund (3350), Special Project Grant (3310).	Account Code (Required)	Department Code (Required)	\$ Amount Charged
Board Ops Rebates	7580	530	\$15.00
GST Recovery Does not apply to Clubs/Course Unions/ Advocacy Groups – Only to UVSS businesses.	1 1 1 0		

<p align="center">Total amount requested (sum of amounts above)</p>	<p align="center">\$15.00</p>
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4. Approval - You **CANNOT** approve a cheque that is payable to yourself; ask another signing authority to approve it.

A cheque requires approval as follows:

- **Clubs & Course Union Accounts** – Director of Student Affairs
- **Other UVSS Accounts** - Appropriate manager(s) or Executive Director(s)
- **Other Organizations** -Two current signing authorities on file

(1) Approved by: _____
 (Director of Finance and Operations)

Signature: _____

(2) Approved by: _____
 (Lead Director Print name)

Signature: _____