



Graduation Funding Application

The Students' Association provides funding towards your class graduation party. Funds may be put towards hall rentals, meals, catering, disc jockey services, et cetera.

Criteria:

1. One class representative or person in charge of planning the graduation party must complete all pertinent information on the graduation application form. The application form must be submitted to the Woodroffe office at the Woodroffe Campus (C151) or your Students' Association office.
2. A Complete listing of potential graduates from your class, including names, telephone numbers, student numbers and signatures must be indicated on the back of this form. The total amount submitted is based on potential graduates of your class. All names will be verified against a class listing provided by the college.
3. Students must apply for graduation funding no later than one month after graduating. Late applicants will forfeit the graduation grant offered by the Students' Association.
4. Contracts must be provided to the Accounting office two weeks prior to the cheque being issued to the organization with whom you are reserving.
5. Only Activity fee paying students may apply for this funding

Please Note: No cheques will be made payable to an individual. We must also have all invoices and/or contracts before funds will be released.

How much is provided:

All programs receive \$25.00 per student.

Graduation Funding Application Form

Course _____

Number of Graduates _____

Year: 1 2 3 (Please circle one)

Date of Function: _____

Location of Function:
(full mailing address)

Details of Function:

List of anticipated expenses:

Item	Firm/Contract	Address	Phone No.	Cost
ex Flowers for table	Fines Flowers	1250 Baseline Road Ottawa, ON, K2V7G1	613-727-7755	\$55.00

(Attach Separate Sheet if necessary)

Organizers:

Name _____
Email Address _____
Telephone Number _____
Student Number _____

Name _____
Email Address _____
Telephone Number _____
Student Number _____

Potential Graduate Listing:

Name	Student No.	Phone No.	Signature
1			
2			
3			
4			

Potential Graduate Listing:

Name	Student No.	Phone No.	Signature
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For Office Use Only:

Number of Graduates Confirmed: _____

Funding per student: \$ _____

Graduation Grant: \$ _____

Course Code: _____

Trust Liability Funds: \$ _____

Total Amount: \$ _____