



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

Student Amenities Fund Policy

The Student Amenities Fund (SAF) was created to support the development and enhancement of student amenities at the Campus as well as to support services provided to students via the Division of Student Services and Development.

The SAF is partly funded by annual contributions collected from students at registration. The student amenities fee is to be paid by all students registered at the St. Augustine Campus with the exception of specially admitted and exchange students (as defined by statute). Caution Fees not reclaimed by students after seven years can also be used as a contribution to the Fund. The Fund is also supplemented by funds from other sources.

The SAF is to be managed by a committee who will have oversight of its usage. The Committee's primary role is the approval of projects to be supported by the Fund. The Committee will comprise:

1. Deputy Principal (Chairperson)
2. Registrar
3. Bursar
4. Accountant, Students
5. Director, Division of Student Services and Development
6. Director, Sports Fitness and Athletic Development
7. Head, Security
8. Director, Campus Information Technology Services
9. Director, Marketing and Communications
10. Senior Project Officer, Campus Projects Office
11. President of the Guild of Students
12. Treasurer of the Guild of Students
13. One Dean of a Faculty

Operating Principles

1. The Committee will approve the annual budget for the Fund based on the proposals that have been submitted by units wishing to draw from the Fund.

2. The Committee will meet to review and approve submitted project proposals, as well as to report on and monitor the use of the Fund. The Committee will meet at least once per semester. At the first meeting of the academic year, the budget for the year will be identified and a report on the last years' performance will be presented. However, a meeting outside of the scheduled meetings can be called on the advice of the chairperson of the Committee. The quorum for these meetings is set at seven.
3. An annual report will be sent to students outlining the year's performance.
4. The existence of this fund does not remove the overall responsibility of the campus to provide basic amenities and support services to students.
5. Units that wish to access the Fund must prepare project proposals with their respective budgets for submission to the Committee.
6. Project proposals would be assessed by the Committee and are to be given priority based on the weighting criteria set out below.
7. The Committee may elect to undertake as little as one particular project if it seems to be the best use of the Fund's resources.
8. The Committee may also elect to have a particular project undertaken in phases spanning over a number of years if it seems better suited that way.
9. The Committee would also determine and develop the 3-5 year plan for the Fund based on projections and proposals submitted and approved.

Weighting Criteria

1. All projects must be aligned to the strategic vision of the University and Departments.
2. Overall expectation and demands of the student body.
3. The overall impact the project has on the campus (satisfaction of student needs)
4. Consideration should be given to the impact the project has on the short term and long term Fund and Campus Strategies
5. Overall cost of the Project
6. All proposals must be supported by empirical data and/or supporting documents.

Limitations of the Fund

1. The Fund is to be used for the development and enhancement of student amenities and services on the Campus.
2. Non capital expenditure from the Fund is limited to 25% of annual receipts.
3. Budgets are based on cash collected and not receivables.

4. The Fund should not normally be used to pay monthly salaries except if related to specific projects and for not more than one year.
5. Specific scholarships should not be funded by the SAF.

Professor Rhoda Reddock
Office of the Deputy Principal
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