



GSA Extra-Curricular Engagement Program

The Concordia Graduate Students' Association (GSA) is pleased to offer graduate students financial assistance for attending and participating in academic projects or events that are related to their field of study. The GSA acknowledges the importance of participating in projects and attending events in the student's field of study that is related to the student's research and field of study, but not necessarily presenting research at a conference. This subsidy is intended for individual students in course-based programs who wish or are required to engage in extra-curricular events and/or academic projects within their field of study, and such events or projects require the student to pay out-of-pocket in order to participate. While this subsidy prioritizes students in course-based programs, all graduate students at Concordia are eligible to apply.

Potential projects and events might include but are not limited to:

- Individual projects that require personal expenses
- Leading workshops that require personal expenses
- Attending festivals (Example: arts and cultural festivals) where one's work is to be exhibited

Before you submit your GSA Extra-Curricular Engagement application please review the eligibility and documentation guidelines.

Eligibility Requirements:

- All graduate students registered at Concordia University are eligible to apply for the GSA Extra-Curricular Engagement subsidy.
- Each student is limited to a maximum of \$500.00 reimbursement per academic year (including Fall, Winter and Summer semesters).
- If awarded a subsidy, the student will receive at least the minimum amount of \$100.

Application Deadline:

To apply for this subsidy, you are not required to obtain pre-approval prior to attending or participating in an event or project. Instead you must submit your application after having attended or participated in your event. The GSA must receive your completed application form and all required documentation no later than 30 calendar days after the last day of the project or event. The GSA regrets to inform students that we cannot accept documentation beyond this deadline.

Funding Distribution:

- It is the goal of this subsidy program to assist students in financing their academic extra-curricular experiences as graduate students. As such, we aim to disburse the funding envelope as widely and fairly as possible, however there is no guarantee you will receive a subsidy.

- Funding will be allocated and disbursed once per semester (Fall, Winter, Summer). This means that all applications received within the semester (up until the last calendar day in the semester) will be processed together.
- In the case that the funding budget for any semester has not been exhausted, the surplus will roll over to the following semester.
- Applications are processed based on the following priorities:
 - a) Applicants are registered in a course-based program
 - b) Applications that demonstrate the strongest correlation between event/project and the student's field of study
 - c) Applications that demonstrate the highest expenses paid
 - d) Applications that demonstrate the student has received less or no other funding from any other sources.

Documentation Guidelines:

A completed GSA Extra-Curricular Engagement Application consists of six components:

- Your completed and signed application form
- A project/event description and its relevance to your field of study
- Proof of student status
- Attached documentation providing proof of project/event
- Attached documentation providing proof of project expenses
- Attached documentation providing proof of travel (if applicable)

1: Completed and Signed Application Form

Please download the GSA Extra-Curricular Engagement form from the GSA website. You may also pick up a paper copy of the form from the GSA Office (2030 Mackay street). Before completing the form, please note the following:

- The form may be completed electronically or by hand.
- All fields are required.
- If you are unable to provide required information or documentation, you may attach a supplementary one-page explanation and in kind documentation for consideration with your application

2: Project/Event Description

Please provide a description of the project/event you participated in and explain its relevance to your field of study (max 500 words, 12pt font, double spaced).

3: Student Status

Please provide the following:

- Proof of student status ([copy of student record printed from student portal](#)).

4: Proof of Project/Event

Please provide the following:

- A print out (online) or photocopy of the notice/booklet/brochure/schedule of the event or project.

5: Proof of Project Expenses

Please provide the following:

- Receipts that demonstrate proof of expenses specifically related to the project/event (Photocopies are acceptable). Bank or credit card statements may be submitted if expenses are **clearly marked via highlighting**.
- An explanation as to the necessity of said expenses for the required outcome of the project/event

6: Proof of Travel (if applicable)

Please provide the following if applicable:

- Boarding passes showing travel to the city/region hosting event you attended; boarding passes must include your name and date of travel. Photocopies are acceptable.
- Hotel check-out receipt that includes your name, location and shows balance paid.
- Credit card or bank statement that indicates your name and the charges made in the location of your event during the event time period. Please highlight your name and the relevant charges.

N.B: The GSA regrets that it cannot accept travel itineraries as proof of travel (e.g. a receipt from Expedia, Travelocity, etc. for a flight/hotel). Food costs will not be considered.

Application Submission

You can drop off your completed GSA Extra-Curricular Engagement application to the GSA office between opening hours or mail it to:

VP Academics and Advocacy
Graduate Students' Association
Concordia University
2030 Mackay Street,
1st floor, Montreal, Quebec
H3J 2J1; Canada

GSA Extra-Curricular Engagement applications will take approximately 30 days to be processed after the last calendar day in the semester. The Vice President of Academics and Advocacy will email you in regards to your application and if/when your cheque is ready for pick up. Thank you for your patience.