

UNIVERSITY OF MANITOBA POLICY

Policy:	ADMINISTRATION OF FACULTY AND EMERGENCY STUDENT LOANS
Effective Date:	January 1, 2009
Revised Date:	July 2, 2013
Review Date:	January 1, 2019
Approving Body:	Administration
Authority:	Bylaw: President
Responsible Executive Officer:	President, Vice-President (Administration)
Delegate:	Manager of Treasury Services
Contact:	Manager of Treasury Services
Application:	Faculty/School Councils; All Employees

Part I Reason for Policy

- 1.1 The purpose of this policy is to define the roles and responsibilities of Faculties and Units regarding the administration of Student Loan funds.

Part II Policy Content

- 2.1 This policy applies to all Faculty Student Loan funds and Emergency Student Loan funds, for both graduate and undergraduate students. These loan funds are established through one of the following sources: through gifts from donors; through funds raised within a Faculty/Unit; or from funding provided through the University's operating budget.
- 2.2 The responsibility over each individual loan fund rests with the Dean of the Faculty or the Director of the Unit. The "Terms of Reference" for each individual loan fund will determine the criteria for granting loans to students.
- 2.3 In the case of loan funds established through gifts from donors, the terms of reference of the trust fund will determine the criteria. In the case where a Faculty

or Unit establishes the loan fund, the criteria will be determined by the respective Dean or Director, or their designate.

- 2.4 The Deans and Directors are responsible to ensure that the duties and responsibilities of loan fund coordinators (or similar position) are clearly established and communicated to the University staff holding these positions. Although each loan fund may have different terms, criteria, and beneficiaries, the overall duties and responsibilities should adhere to the general guidelines outlined in the procedures.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Manager of Treasury Services is responsible for the implementation, administration and review of this Policy.
- 3.3 Faculty/School Councils and all employees are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) or the President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is January 1, 2019.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- (a) comply with the revised Policy; or
- (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Procedure: Administration and Faculty and Emergency Student Loans](#)