

CQUNICARES ALUMNI DEVELOPMENT FUND POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 The CQUniCares Alumni Development Fund has been established to provide financial assistance to CQUniversity alumni to help them achieve career growth goals or develop skills to support community organisations, by removing some financial barriers to high-quality, meaningful career education and personal growth opportunities.
- 1.2 This policy and procedure outlines the process for applying and administering the Fund.

2 SCOPE

- 2.1 This policy and procedure applies to CQUniversity employees and alumni, and individual or organisational donors who support the Fund.

3 POLICY STATEMENT

- 3.1 The Fund is intended to assist CQUniversity alumni to participate in initiatives, events, training, and projects that advance them in their professional field or enable them to develop vital skills to support a community organisation.
- 3.2 The Fund shall be supported by donations provided by alumni and other organisations or individuals.

Eligibility

- 3.3 To be eligible to receive funding from the CQUniCares Alumni Development Fund, an applicant must be a domestic or international graduate of any [Australian Qualifications Framework](#) (AQF) level 1-10 vocational education and training (VET) course and/or undergraduate or postgraduate program from CQUniversity or its predecessor institutions, including post-merger (July 2014) TAFE course graduates.
- 3.4 Pre-merger CQTAFE students are not eligible to apply, unless they have completed a subsequent eligible qualification from CQUniversity.

Ineligible applications

- 3.5 Applications will not be considered:
- for a course/activity by a provider that is not CQUniversity, for which they will receive academic credit
 - for a course/activity where they will be paid for participation
 - from alumni who have received CQUniCares Alumni Development Funding previously.

Qualifying activities

- 3.6 The funding can be used to:
- attend an event such as a conference, workshop or symposia in their field of employment that is not for academic credit, unless the academic credit is related to a course of study at CQUniversity. Applications for tuition fees for CQUniversity courses are eligible if other criteria are met
 - complete short-term training (less than 12 weeks) that adds value to their field of study or employment; or to a community organisation that they are involved with
 - develop links with institutions or organisations, such as participating in university- or organisation-sponsored competitions or events
 - run a non-for-profit program benefiting your community
 - undertake further research in an area of expertise
 - undertake work placements or internships in organisations related to their field of study, or
 - other expenses or activities that meet the primary eligibility requirements.

Disbursement

- 3.7 All Funds will be subject to the availability of funds and extent of need.
- 3.8 Funds will not exceed \$1,000. Provision of an amount is not automatic; applications should justify the amount that is sought through an itemised budget.
- 3.9 The amount will be paid in Australia dollars.
- 3.10 Funds must be expended in the calendar year in which they are received.
- 3.11 The acquittal report must be submitted within two months of the completion of the activity.
- 3.12 Funds will not be provided retrospectively.
- 3.13 Applications previously denied may not be resubmitted.
- 3.14 Funds granted could be considered income, therefore it is recommended that independent financial advice be obtained.

4 PROCEDURE

Donating

- 4.1 Any individual or organisation may donate to the CQUniCares Alumni Development Fund.
- 4.2 Donations to the CQUniCares Alumni Development Fund can be made via:
- a one-off tax-deductible donation through the [CQUniCares online donation portal](#)
 - a sponsorship agreement under the CQUniCares Alumni Development Partner Program. To be considered an Alumni Development Partner and receive the associated benefits, an organisation needs to:
 - offer CQUniversity alumni a significantly different or discounted product or service
 - offer a mechanism for CQUniversity alumni to access or purchase their service or product directly, or
 - contribute a \$10,000 (+GST) annual sponsorship fee to the CQUniCares Alumni Development Fund.
- 4.3 Funds will be administrated by the Alumni Relations and Advancement Services.
- 4.4 Donations cannot be earmarked for specific individuals.

Applying

- 4.5 A CQUniCares Alumni Development Fund Application Form, located on the CQUniversity Australia website, must be completed and submitted to the Deputy Director Alumni Relations and Advancement Services.
- 4.6 Each application must address the selection criteria.
- 4.7 Approval of applications will be made by the Deputy Director Alumni Relations and Advancement Services and Director Strategic Engagement, and will be subject to availability of funds, extent of need, and satisfactory completion of the application.
- 4.8 Information provided by applicants will be treated as confidential and shared only with individuals directly involved in grant administration and payment processing.
- 4.9 The Deputy Director Alumni Relations and Advancement Services will communicate a decision to the applicant according to the timeframes identified within this document.
- 4.10 Payments will be made directly to the approved applicant's identified bank account.
- 4.11 All decisions by CQUniversity Australia are final. No appeals process is available.

Selection criteria

- 4.12 Applications will be judged on the following criteria:
- the clarity of the explanation of the professional/personal development goals
 - the value of the course/activity in helping to achieve the stated goals, or how the activity will enable better support of a community organisation
 - the reason why their workplace or community organisation isn't covering the cost of the professional/personal development activity
 - identification and provision of recognition of support for CQUniversity, and
 - agreement to provide a post-activity acquittal report, including a brief statement (max. 500 words) of how the activity contributed to professional/personal development.

Decision timeline

- 4.13 CQUniversity will accept applications between 10 January and 30 November each year.
- applicants will receive email notification immediately when their application has been received
 - applicants will receive email notification on the status of their application when it has been assessed. Assessment may take up to 15 working days following the application being received.
 - applicants will receive email notification two weeks prior to the anticipated conclusion of their activity, requesting their acquittal report. Applicants will have 60 days to submit this report.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Alumni Relations and Advancement Services is responsible for ensuring that donations are used in accordance with intent.
- 5.2 The Director Strategic Engagement is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.3 Reporting to donors under the CQUniCares Alumni Development Partner Program will be provided per individual agreements.
- 5.4 Reporting against the Alumni Relations Operational and Strategic plan will be undertaken according to those reporting schedules.

Records management

- 5.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.6 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

7 RELATED LEGISLATION AND DOCUMENTS

CQUniCares Alumni Development Fund Application Form

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	N/A
Administrator	Director Strategic Engagement
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