

Committed to Excellence

KIMEP UNIVERSITY



STUDENT ACTIVITY FEE FUNDING POLICY

Student Affairs Division

December, 2014

Table of Contents:

Purpose

KSA Commitment

I.INTRODUCTION.....5

II.BUDGET COMMITTEE TERMS OF REFERENCE.....5

III.BUDGET COMMITTEE MEMBERSHIP AND DECISION MAKING PROCESS.....6

IV.TENDER COMMITTEE TERMS OF REFERENCE.....7

V.FUNDING CRITERIA.....7

VI.FUNDING RULES.....8

VII.AREAS FOR NON-FUNDING.....9

VIII.APPLICATION PROCESS.....10

IX.REGULATIONS FOR STUDENT ORGANIZATIONS.....11

X.APPLICATION DEADLINES.....12

XI.GUIDLINES FOR STUDENT ORGANIZATIONS ON ENPENDITURE.....12

APPENDIX A

APPNEDIX B

Purpose

The purpose of the Student Activity Fee (hereinafter SAF) is to provide funds to improve the co-curricular environment for the students of KIMEP University. SAF shall be used exclusively to support KIMEP University's mission and vision by advancing the education of the students; to promote the general welfare of the students, to preserve within the University an atmosphere of free discussion inquiry and self-expression, in order to appropriately organize the responsibilities of participating governance in joint effort among students, faculty and the administration of KIMEP University.

KIMEP Student Association Budget Committee (BC) is in charge of allocation of SAF to the needs of the students and student organizations.

With the initiation of the SAF, the KIMEP Student Association (KSA) agreed to the following basic principles:

- SAF should be used to support student activities and projects.
- The funds raised should be allocated by the KSA Budget Committee.
- SAF will not be folded into general tuition funds.
- SAF increase will occur only after the approval of students.
- The use of SAF should be public knowledge and made available to students.

KSA IS COMMITTED TO:

ALIGNMENT WITH ORGANIZATIONAL MISSIONS

Funding requests need to directly relate to the KSA missions and goals.

INTEGRITY & FAIR ACCESS

All student organizations shall operate in accordance with SAF guidelines and Memorandum of Understanding (MoU). KSA BC strives to “increase access and inclusion” to funding opportunities and are committed to promoting a “community that nurtures learning and growth for all its members.”

REASONABLE & JUSTIFIED FUNDING REQUESTS

All funding requests need to forecast sufficient details of anticipated use for requested items and should include written documentation. Student organizations are responsible for justifying requested amounts.

FISCAL RESPONSIBILITIES & PRUDENT USE

Student organizations should strive to make sustainable monetary choices. It is essential for organizations to focus on practical strategies for both current and future spending. Student organizations are encouraged to use general accounting principles in financial planning and management.

COLLABORATION WITH OTHER ORGANIZATIONS

Student organizations should actively collaborate with other student organizations in order to provide more quality programming to diverse audiences.

COOPERATION WITH STUDENT AFFAIRS

Student organizations should be cooperating with the Office of Student Affairs on the planning of events, budgeting, funding from SAF and etc to ensure the smooth and appropriate actions.

I. INTRODUCTION

The Student Activity Fee was instituted in order to give students financial independence in managing the budgets for student activities and projects.

All registered KIMEP University undergraduate students (including non-degree students) have to pay the Student Activity Fee for the Fall and Spring semesters.

The only exemptions are:

- Those be approved and recommended by the KIMEP student Association who must provide a resolution explain and justifying the recommended exemptions.
- When exchange students (in/out KIMEP University) enter into different financial arrangements as specified in the relevant Memorandum of Understanding.

The KSA Budget Committee is in charge of providing student organizations and clubs with the appropriate and necessary information on the allocation of money from Student Activity Fee and planning the budget for their event accordingly.

II. BUDGET COMMITTEE TERMS OF REFERENCE

Budget Committee deals with budgetary, financial and student membership fee issues. The KSA Vice-President of Finance shall head the Committee, which will be composed of three deputies of the Cabinet and four students from outside the Cabinet. Three non-voting observers shall also sit on this Committee. The Committee shall be responsible for the development of budget of KSA based on the principles of transparency, integrity and objectivity.

1. The Committee allocates the funds on projects proposed only by KIMEP students in a fair and unbiased way;
2. At least four (4) Committee members along with at least one (1) observer must be present for budget hearings. If less than four (4) Committee members are present at the meeting, the hearings should be cancelled and postponed.
3. Signatures of at least four (4) Committee members must be present on official project documents for the project to be considered and approved. Observers can sign as witnesses on the approved project;
4. The Committee keeps a record of every amount it has allocated to KIMEP student projects;
5. The Committee keeps a detailed record of all allocations and expenditures of KSA funds; it must keep on record the amount of the Students' funds left. This amount must be announced before every Committee meeting;
6. The Committee appoints a secretary selected by the KSA Vice-President of Finance among the members of the KSA;

7. The Committee also gives a "semi-annual report" to the KSA General Body stating clearly what it has done. It should also provide updated reports to the KSA Cabinet within one week after each decision;
8. The Committee is responsible for all accounting works; serve as consultant for all bank dealings;
9. The Committee is responsible for all invoices, receipts from students receiving funding from the KSA;
10. Any budgetary decisions should be publish within one (1) week after meeting, either electronically or by hard copy to submit to the KSA Cabinet;
11. President of the KSA may not sign any project's budget without approval of the Budget Committee.
12. The Committee have to follow the duties and responsibilities specified in the KSA Constitution and SAF guidelines.

III. BUDGET COMMITTEE MEMBERSHIP AND DECISION MAKING PROCESS

The KSA Vice-President of Finance after approval of KSA President shall put forward three qualified student deputies (not serving on the KSA Cabinet Executive, Sports and Culture, or Judicial Committees) along with four representatives from the general body of KSA. The KSA Cabinet together with the Office of Student Affairs will ensure that all students are informed about the four positions at the Budget Committee. After all interested students submit their applications for vacant positions in Budget Committee. The Commission shall be created composed of the following members: President of KSA, Vice-President of Finance, and Dean of Student Affairs. This Commission will consider applications for positions of four students from general body in Budget Committee. The selection criteria are:

- GPA
- Major (finance and accounting majors receive competitive advantage)
- Relevant experience
- Interview score

The three non-voting observers will include a representative of Student Affairs office, a member from KIMEP Accounting department, and a faculty member. The KSA Vice-President of Finance will serve as the "Chair" of the Budget Committee and will vote only in case of tie. A simple majority of votes by the Budget Committee members will be enough to pass a decision.

Once the Budget has been confirmed and established, then if a funding dispute should arise among committee members, and a majority decision cannot be reached for or against a funding decision, the KSA Vice-President of Finance will request the President of KSA to present the case to the general meeting of KSA Cabinet which in turn will render a decision. If a decision still cannot be reached, the President of KSA will submit the issue to the Dean of Student Affairs for his/her decision and then return with the final decision to the Budget Committee.

The decision of the Budget Committee should be signed by the KSA Vice-President of Finance.

The President of KSA makes final decision on any budgetary expenditure approved by the Budget Committee. The President of KSA approves any budgetary decisions by signing them, which only then come into legal force.

IV. TENDER COMMITTEE TERMS OF REFERENCE

1. KSA Tender Committee is responsible for reviewing the student organizations proposal and budgets for the student events and projects.
2. KSA Tender Committee is responsible for making decisions on the student events and projects based on the principles of competitiveness, transparency and fairness.
3. The main objective of the Tender Committee is:

- to ensure the implementation of and compliance of the KIMEP University Tender Policy and regulations and make appropriate recommendations to the KSA Budget Committee.

- to engage in the highest of ethical practice in integrity, objectivity, accountability and transparency with zero tolerance to corruption, bribery and any form of inappropriate actions.

4. The KSA Tender Committee is headed by the Chairman who is the Vice President of Sports and Culture, KSA.
5. The KSA Tender Committee has the authority to pass a final resolution on approval of tender results and all material within its competence.
6. The KSA Tender Committee may provide recommendation to the KSA Cabinet and Executive Director of Student Affairs.
7. A resolution of the KSA Tender Committee may be overruled only by the Executive Director of Student Affairs.
8. All resolutions of the Tender Committee are passed subject to be open to the student organizations.
9. SA/KSA Committee acts as an Appeal Committee for issues raised by the student organization.
10. Appeal can be made by a student or student organization after the Tender Committee decision taken.
11. Appeal must be reviewed after the appeal is received by the Committee
12. Final resolution of the Tender Committee should be given within two days.

V. FUNDING CRITERIA

All currently registered student organizations are eligible to submit their budget requests to the KSA Budget Committee by deadline (see VII part for application deadlines). Although submission of a budget proposal in no way guarantees that Student Activity Fee funding will be awarded.

Below are the criteria that will be considered thoroughly before allocating funds from the student activity fee:

The organization should:

1. be a registered student organization;
2. be active at the time when applying for funding;

The organization will have a competitive advantage if:

3. it has a record of past good performance and effective budget management of the event;
4. the event serves to the greatest number of students;
5. the event is hold on campus;
6. the programs and services complement the academic mission of the university and support its core values;
7. the programs and services support the KSA goals and mission and contribute to the KIMEP University's rich cultural variety;
8. the programs and events are co-sponsored by outside organizations;

VI. FUNDING RULES

1. The KSA Budget Committee must approve any request prior to any purchase or expenditure. The KSA BC cannot approve funding retroactively, after it is spent, or after the event has taken place. If a student organization is requesting funds from either KSA BC that must be made in advance for a specific program/event, the request must be submitted and decided upon **prior** to the expenditure.
2. Each organization is responsible for submitting their requests by the appropriate deadlines. The KSA BC will deny funding if these deadlines are not met.
3. Allocation of large sums of money from SAF for single event/activities is discouraged. A maximum of 1 000 000 KZT¹ from the SAF can be allocated for a single event or activity. The aim of placing a limit is to distribute SAF funds fairly and among many student organizations.
4. It is the responsibility of the student organization to get appropriate justification of cost estimates for the items they are requesting to be funded by the KSA Budget Committee.

Important Stipulations

1. Priority will be given to on campus events. When facilities are unavailable on campus or prove inadequate for the event, the KSA BC may fund events held off campus **in venues where alcohol is not allowed.**
2. Student organizations can seek outside sponsorship but the nature of the sponsorship will be closely examined. It must not violate KIMEP University policy and rules.
3. Sponsorship should be strictly non-profit and student organizations should not make any commercial benefit from a sponsorship. Decision to allow sponsorship will be made on case to case basis.

¹ If the total amount of budget exceeds 750 000KZT, it should be approved by Dr. Chan Young Bang, President of KIMEP University. (See order #MMXIII/XI/9 On approval of expenditures over 750 000KZT from Sept 9,2013)

4. Student organization can sell entrance tickets² if they will not ask for funding from SAF. But ticket price should be reasonable and affordable for all students (maximum 2500 KZT) depending on the event.
5. Entrance tickets (if any) should be issued under the control of the KSA cabinet, and have KSA stamp and the president signature. The KSA cabinet should have a logbook to register the number of issued tickets as well as its price.
6. All SAF funding requests will be reviewed based on how the request helps the KSA meet its mission, how well it is justified/estimated with appropriate supporting documentation, whether it is fundable within the framework of the funding programs, and whether or not there is sufficient funding to allocate.
7. Student organization must rank their budgets. If KSA BC cannot support all of student events/projects they want to know which are the most important so that they can focus on those. Rank events numerically in the event title or event description.
8. If a student organization does not spend all the funds allocated to them by KSA BC, the surplus will be automatically transmitted to the general budget. KSA BC will look upon this favorably when reviewing future requests from that student organization, if the surplus was returned in a previous academic year.
9. Transfer of funds is permitted from one organization to another with the consent of organization who agrees to transfer their funds. The written permission should be granted by the organization that will transfer funds.
10. No person or sponsoring organization may make a profit from a SAF-sponsored event. With the approval from the sponsoring organization, a group may sell a commodity or raise funds at a SAF-sponsored event.
11. Failure to follow any of these rules can jeopardize the organization's opportunity to receive future SAF funding.

VII. AREAS FOR NON-FUNDING

1. KSA BC will **NOT** fund events that held in private residences, or outside KIMEP and at expensive venues (for instance: hotels, ballrooms, night clubs offering services);
2. KSA BC will **NOT** approve any funding for 'personal use' (for example: student's rent, personal telephone calls and books used for classes, magazine subscriptions, travel expenses unless the rational explanation provided for exceptional cases);
3. KSA BC will **NOT** allocate fund for academic departmental costs such as office suppliers, equipment, staff or faculty;
4. KSA BC will **NOT** allocate fund for Alcohol
5. KSA BC will **NOT** allocate fund for Food and Beverages (exception might be made for the cultural and academic events) ;
6. KSA BC will **NOT** approve any funding for Political Programs and Activity;
7. KSA BC will **NOT** allocate fund for Organization Publicity and Advertising;
8. KSA BC will **NOT** fund retroactive events (events held prior to submitting the budget requests for funding or events where funding has been committed before being notified of approval);

² Sale of tickets is banned on university campus. Only the specified places such as KIMEP Grill or KIMEP Store which are the outside catering companies offering services may be used for the sale of tickets. A written permission from the Student Affairs and catering companies should be given.

9. KSA BC will **NOT** fund Fines and Penalties- Costs incurred from violations of, or failure to comply with, federal, state, local, or foreign laws and obligations will not be funded;
10. KSA BC will **NOT** fund any expenditure that is inconsistent with Funding Rules (see part: Funding Rules);
11. KSA BC will **NOT** approve funding for big events outside of KIMEP University that requests large amount of money for single event;
12. All expenditures **MUST** be in compliance with the KIMEP University Policies and Rules and MoU with KSA (see attached);
13. Exception can be made if there is a ground reason to do so with the approval of the Executive Director of Student Affairs or his/her designee and KIMEP University Management; the reason for the exception should be clearly justified by the KSA TC and BC;

VIII. APPLICATION PROCESS

A) KSA REQUIREMENTS

1. Any student organization seeking for funding should submit proposal and budget to the KSA Tender Committee. (Appendix A and B)
2. KSA Tender Committee will make a priority list of student organizations to conduct events and projects.
3. KSA Tender Committee will pass the short listed organizations and events to the KSA Budget Committee for budget hearings.
4. KSA Budget Committee will announce budget hearings in advance.
5. KSA Budget Committee will compose the KSA semester budget based on the results of the hearings and submit the budget to the Student Affairs Office;
6. The priority is given based on funding criteria listed above (page 8)

Important Stipulations

- When writing budget proposal it is necessary to itemize all expenses and as much details as possible should be included. The more details provided, the better the chances of having events funded.
- Funding application deadline should be kept strictly. (for deadline refer to part X)
- Non-observance of the deadline will result in refusal of the approval of the project.
- Non-observance of the deadline cannot be considered for the exception.

B) STUDENT AFFAIRS REQUIREMENTS

1. To be considered for the payment and contract management student organizations must complete budget proposal forms using the special templates.
2. The templates can be downloaded from KIMEP University website: <http://kimep.kz/current/en/kimep-student-association-ksa/>
3. Student organizations must submit their budget proposals in person.

4. Two responsible students from the student organization must carry the responsibility for the fiscal and accounting documents.
5. Two responsible students must provide with the written letter on carrying the responsibility and contacts.
6. The template can be downloaded from the KIMEP website: <http://kimep.kz/current/en/kimep-student-association-ksa/>
7. Student organizations must provide with the coordinates of the companies that offer their services during the student events and projects.

IX. REGULATIONS FOR STUDENT ORGANIZATIONS

1. All equipment and materials purchased with SAF funds become the property of KIMEP University and must be kept on campus unless authorized approval for use is permitted.
2. Activities funded by the SAF should be open to all KIMEP students.
3. Student organizations MUST consult with the Support Services Division and Student Affairs to find out the suppliers who can provide with the quality service and goods.
4. Any vendors or companies that were not checked and screened by the SSD will not be used for any student events or project either on campus or off campus.
5. The list of vendors and companies screened by the SSD should be provided to the Office of Student Affairs for the further financial and accounting procedures.
6. Only trustworthy vendors and companies will be addressed to provide the services or products.
7. After the careful screening of the vendors and companies, the legal and accounting documentations of the companies must be provided by the student organization.
8. Student organizations must provide the financial and accounting documentation (payment invoice, invoice, acts of rendered services, checks, receipts, financial reports and other documents as requested by the Office of Student Affairs) in time.

X. APPLICATION DEADLINES

A. FALL SEMESTER

1. Student organizations must send the projected budgets and proposals for the Tender Committee review by the Friday, second week of April
2. The Tender committee meets on Friday, second week of April
3. The Budget committee meets on Friday, third week of April

4. The KSA Fall semester budget is submitted on Friday, last week of April

B. SPRING SEMESTER

1. Student organizations must send the projected budget proposals for the Tender Committee review by Friday, last week of November.
2. The Tender committee meets on Friday, last week of November
3. The Budget committee meets on Thursday, first week of December
4. The KSA Spring semester budget is submitted on Friday, second week of December

XI. GUIDELINES FOR STUDENT ORGANIZATIONS ON EXPENDITURE

In order to ensure proper control on spending SAF and effective and timely preparation of all the necessary documentation the following guidelines shall be followed by the person elected responsible for organizing student activities.

1. *Approve person responsible for preparation and submission of documentation to the Office of Student Affairs.*
2. *Submit budget approved by the KSA BC and Student Affairs along with payment documentation 15 (fifteen) business days prior the actual payment.*
3. *The following documentation shall be presented to the Office of Student Affairs for funding:*

Non-cash payment: Payment request form, copy of contract³ (mandatory when working with physical entities), payment invoice, approved budget and letters confirming payment expenditures.

- **Legal entities (LE)** – invoice, waybill (when purchasing goods and materials) or act of performed works (when purchasing works and services).
- **Individual entrepreneurs (IE)** - invoice, waybill (when purchasing goods and materials) or act of performed works (when purchasing works and services) copy of registration for Individual entrepreneur.
- **Physical entities (PE)** – copy of contract inclusive of individual income tax, act of performed works.

N.B If during verification it is discovered that IE has been un-registered, an income of such IE will be considered as an income of a physical entity and imposed income tax upon. If initiator already knows an IE it will be purchasing goods, materials, works and services from, initiator shall turn to the Accounting department to verify status of this EI.

- Physical entities (PE) - copy of contract inclusive of individual income tax and act of performed works.

³ Contract will be signed with the IE and LE when the total sum of the service or goods are above 150 000KZT.

XII. INTERPRETATION AND AMENDMENTS

1. In the event that a question of interpretation of the contents of the policy or its amendments by a student organization or a group of students should occur, the interpretation will be considered and reviewed by the KSA Tender Committee and Budget Committee along with the Executive Director of Student Affairs.
2. Any amendment to the SAF policy can be proposed by the KSA Cabinet and/or student organizations shall be first presented to the Executive Director of Student Affairs or his/her designee for approval.
3. Upon the approval, the amendments shall be a part of the SAF policy.

Appendix A Event Proposal



KSA Cabinet
Tender Committee

KSA Organization:

Event:

Venue:

Date:

Duration:

Expected number of guests and their composition:

1. Event Goal:

2. Event Objectives:

3. Expected outcomes:

4. Event script:

5. Security measures:

Enclosed documents:

1. Projected Budget (required)
2. Catering company offer with menu and prices per item (required)
3. Decoration company offer with prices (required)
4. Event Agency offer (if celebrities are invited) with prices (required)
5. Security service offer (required)
6. Letters from donors (optional)
7. Any other supporting documents

CONTACTS OF STUDENTS IN CHARGE:

You MUST Submit Two (2) Student Contacts for Your Organization:

	ID	First/Last Name	e-mail; phone number	signature
1.				
2.				

Appendix B

BUDGET APPROVAL FORM

Organization:	Event:	Date of event:	
Projected Budget			
KZT			
Budget Composition	cost per item	number	Total
Requested from the KSA Budget			
Entrance tickets			
Donations			
Any other revenue			
Total			
Expenditures			
Venue reservation			
Decoration			
Food			
Beverages			
Entertainment			
Security			
Discretionary expenses			
Total:			
Prepared by:	<i>NAME, POSITION, NAME OF THE ORGANIZATION</i>		
Approved by:			
1.	<i>President of KSA</i>		
2.	<i>VPF of KSA</i>		
3.	<i>Dr. Aigerim Ibrayeva, Executive Director of Student Affairs</i>		
4.	<i>Mr. Fidirko, Assistant Vice President for Financial Affairs</i>		
5.	<i>Dr. Landis, Associate Vice President of Academic Affairs</i>		
6.	<i>Dr. Gissy, Vice President of Strategic Planning, Development and Research</i>		
7.	<i>*Dr. Bang, President of KIMEP University</i>		
* It is necessary to get Dr. Bang's approval if the amount of expenditure exceeds over 750,000KZT and should be accompanied by the memo.			
According to the order #MMXIII/IX/9 from Sept 09,2013			

Approved by:

Kerim Nurlan Uulu,  President of KSA

Aigerim Ibrayeva,  Executive Director of Student Affairs

Dr. Landis,  Associate Vice President of Academic Affairs