

Terms of Reimbursement - Postgraduate Committee Fund

These are the terms by which all payments made back to students to cover their event, conference, or research expenses are bound. Please note that these terms only apply to funding originating from postgraduate(su). The terms are in effect once a student receives approval of their social grant or conference fund application.

Please note that, by submitting a funding application to postgraduate(su), you are automatically agreeing to the Terms of Reimbursement. If you believe that you are entitled to a larger amount than what you were reimbursed, you may appeal this by e-mailing su.voice@uea.ac.uk with subject title "funding reimbursement appeal".

Terminology For the purposes of the Terms of Reimbursement, the following terms are defined as follows:

Activity – the object or purpose of funding.

Item – each source that incurred a cost, as these are specified and broken down in the application.

Evidence of expenditure – any proof that the student indeed spent the claimed cost on the claimed item. This may include, but is not limited to, cash machine receipts, event or conference tickets, online receipts, and email exchanges.

Postgraduate(su) – the entirety and constituents of the postgraduate students' union, including members of staff, the Postgraduate Education Officer, and the Postgraduate Committee.

Terms of Reimbursement

1. Approval of application

1.1. The mere submission of an application does not constitute an obligation of postgraduate(su) to cover the applicant's expenses. For an obligation of postgraduate(su) to cover expenses, the funding application must first be approved by the Postgraduate Committee.

1.2. Postgraduate(su) reserves the right to reject or only partially approve an application. Where applications are only partially approved, postgraduate(su)'s obligation to reimburse the student only pertains to the items that were approved by the Postgraduate Committee.

2. Conditions of reimbursement

2.1. No reimbursements will be made for items for which evidence of expenditure has not been provided.

2.2. Reimbursements will only be made up to the amount of funding approved for each item through the application. In cases where expenditure exceeds approved funding for any given item, the difference will not be covered by postgraduate(su).

2.3. Reimbursement will be equal to the summed accumulation of the evidence of expenditure provided, given that the amount and purposes of spending were

specified in the application and approved by committee. Where the spending was lower than the initial amount approved, postgraduate(su) will only cover the actual, and not the forecasted, spending.

3. Timeframe of reimbursement

3.1. Reimbursement will be paid back to the account holder after the activity or cost has been incurred, and no proactive funding may be granted.

3.2. Postgraduate(su) will reimburse applicants within 10 working days of receiving evidence of expenditure, or as soon as possible after depending on the working arrangements of various SU departments.

3.3. Payments can only be made to the applicant's UK bank account via our finance team.

3.4. In extreme circumstances payments may be made on a student's behalf directly to a company or service.