



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Funding Allocations, Audit, and Appeals Policy

<b>Category:</b>	Member Benefits
<b>Date last Revised:</b>	November 2023
<b>Scheduled for Review:</b>	Spring 2026

### I. Overview

The Funding Allocations, Audit, and Appeals policy shall apply to all funds disbursed to Members and/or their dependents in accordance with the Collective Agreement and MRFA Member Benefits Policies.

### II. Principles

The aim of this policy is to ensure accuracy in fund allocations and disbursement while providing recourse for applicants to appeal decisions when appropriate.

### III. Applicable Committees

- Funding Allocations sub-Committee of the Audit and Finance Committee
- Funding Audit sub-Committee of the Audit and Finance Committee
- Funding Appeals sub-Committee of the Audit and Finance Committee

### IV. Eligibility

Eligibility for funding allocations is in accordance with applicable articles of the Collective Agreement and Association Policies.

All eligible applicants to Association Funds are eligible to submit a funding appeal within 15 days of notification of a funding decision. Funding appeals submitted after the 15-day time period shall not be considered.

### V. Process

- i. The Funding Allocations sub-Committee shall allocate funds in accordance with applicable articles of the Collective Agreement and related MRFA Benefits Policies.
- ii. The Funding Allocation sub-Committee shall submit its allocation report and related documentation to the Funding Audit Committee.
- iii. The Funding Audit sub-Committee shall conduct a random audit of at least three applications from each funding cycle.
- iv. After the funding audit is complete, the Senior Administrative and Faculty Relations Officer (SAFRO) shall issue funding notifications to applicants, via email where possible.
- v. Funding appeals may be made within 15 days of the allocation notification, and appeals may only be made in cases where new information can be provided or in the event of a potential procedural error.
- vi. The Funding Appeals sub-Committee shall meet as needed and shall be authorised to resolve appeals. With respect to negotiated sources of funding that are allocated

on a proportional basis, the Appeals sub-Committee shall consider appeals in light of all applications, the funds available, and with reference to the relevant articles of the Collective Agreement and MRFA Policies.

- vii. The Funding Appeals sub-Committee shall inform the Executive Board of the outcome of funding appeals within 10 days of receipt of a funding appeal.
- viii. 15 days after the allocation notifications have been sent, and following the resolution of any funding appeals, the SAFRO shall process disbursements via electronic payment and University processes, where possible and applicable respectively.

## **V. Related Policies**

- Tuition Refund
- Scholarships for Dependents
- Contract Service Honourarium
- MRFA Student Scholarships