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## CLUB MEMBERSHIP FEE SUBSIDY

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The club membership fee subsidy hopes to increase participation of students in AMS clubs to encourage participation in the UBC community. This fee encourages students to try joining new clubs without the hesitation of an extra financial burden. This subsidy aims to cover the baseline membership fee to all AMS clubs and can be applied retroactively.

SUS will review applications beginning **September 15th 2025**, on a first-come, first-serve basis, and applications will close on **April 10th 2026 (or until funds run out)**.

### Eligibility

- Applicant must be a **current undergraduate student in the Faculty of Science at the UBC Vancouver Campus**
- The reimbursement can be used towards **any** AMS club
- Club membership fee subsidy applications may be submitted retroactively as reimbursement, provided the club membership was for the current academic term.

### Funding

- The maximum allocation of the subsidy is **\$5**

### Payment

- For e-transfer reimbursements, you must have a bank account with a Canadian Financial Bank Institution
- You may also request for funds to be delivered via cheque (either mailed or picked up at the AMS Financial Office (3rd floor of Nest)
  - Please specify this at the bottom of the application in allotted space

### Contact

- If you have any questions, please feel free to contact the following members of the finance team
- If you would like initial feedback on your application or advice on how to best use the grant money, please contact the finance team for a one-on-one session

<b>Name</b>	<b>Position</b>	<b>Contact</b>
Judy Kim	Vice President, Finance	vpfinance@sus.ubc.ca
Harleen Randhawa & Eliana Zhao	Associate Vice Presidents, Finance	avp.finance@sus.ubc.ca

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**\*\* TO APPLY \*\***

- Please fill out the application below, save it as a pdf and submit it as part of your application package by emailing it to [vpfinance@sus.ubc.ca](mailto:vpfinance@sus.ubc.ca) and cc-ing [avp.finance@sus.ubc.ca](mailto:avp.finance@sus.ubc.ca) and [financialanalyst@sus.ubc.ca](mailto:financialanalyst@sus.ubc.ca).
- The subject line of your email should be “[SUBSIDY APPLICATION]” followed by your the type of subsidy being applied for and your name
  - Ex. [SUBSIDY APPLICATION] SUS Events Subsidy - Jessica Tong
- Each application package will require additional pieces of supporting documentation, so do not forget to attach these as well to your email to complete your application package.
  - A checklist is present at the end of each application detailing what supporting information is required and should be attached to your email.

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## CLUB MEMBERSHIP FEE SUBSIDY APPLICATION

*Please fill out the below information*

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### SECTION I: PERSONAL INFORMATION

Contact Information	
<b>Full Name (as pictured on your Bank Statement):</b>	
<b>Email (associated with e-transfer):</b>	
<b>Phone Number:</b>	
<b>UBC Student Number:</b>	

As part of your application package, please also include proof of enrolment in the UBC Bachelor of Science program for the current academic session. This must be provided in the form of an official **Confirmation of Enrolment Letter**.

To obtain this document, you can go to Workday and navigate to: Workday → Academics → UBC Official Documents → Confirmation of Enrolment Letter, then request, generate, and download the file to be attached with your application.

## SECTION II: ABOUT THE CLUB

1. Please provide some information about the AMS Club you are planning to join (limit 1-2 sentences per event description) and fill in each line of information in the table below.

<b>Club Name:</b>	
<b>Type of Club (ex. academic, social):</b>	

2. Outline your interest in this club (50 word limit). Some things you may want to (but are not required to) include are:
  - a. What events are you interested in?
  - b. Are you an executive/coordinator/hired member of the club?
  - c. What will this club offer you?

<b>ANSWER:</b>
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**SECTION III: E-TRANSFER OR CHEQUE REIMBURSEMENT**

In the event you are eligible and have been selected to receive this grant, please indicate below if you would like your reimbursement via E-transfer or Cheque.

E-transfer	
Cheque	

## SECTION IV: RECEIPT OF PURCHASE

Please include the receipt for your ticket purchase as part of your application package.

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### END OF APPLICATION

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Congratulations! You have completed your application. Please attach all items in the below checklist to an email and send it to [vpfinance@sus.ubc.ca](mailto:vpfinance@sus.ubc.ca) and cc [avp.finance@sus.ubc.ca](mailto:avp.finance@sus.ubc.ca).

Best of luck!

APPLICATION CHECKLIST	
<b>Main Application Document PDF (this document)</b>	<b>Yes/No</b>
<b>Confirmation of Enrolment Letter</b>	<b>Yes/No</b>
<b>Event Proof of Payment (ex. ticket receipt)</b>	<b>Yes/No</b>