



**POLICY FOR
THE TULOTO HAPPINESS
STUDENT RELIEF FUND**

University of Otago Pacific Islands Students' Association

Ratified: June 2023



POLICY OVERVIEW

The purpose of this policy is to outline processes of the University of Otago Pacific Islands Students' Association (UOPISA) Tuloto Happiness Student Relief Fund ('the Fund'). The purpose of the Fund is to provide financial support for Pacific Island students experiencing a critical emergency or found in dire circumstances. In an extreme case, it accounts for the unfortunate circumstance in which a Pacific student dies.

This Fund was established to commemorate the late Tuvale Tuloto Happiness Tulafono, a vibrant Pacific student at the University of Otago and committed leader within the Pacific student associations. It is in her memory that this Fund operates, so as to be a beacon of hope for Pacific students in need.

1. DEFINITIONS

1.1. 'Student Critical Incident' is:

1.1.1. A traumatic event which causes serious distress or harm to a student or group of students at the University of Otago.

1.2. 'Relatives' include:

1.2.1. Members of the nuclear, or immediate, family unit such as parents, siblings, spouses and children, and;

1.2.2. Members of the extended, wider family such as cousins, aunties, uncles and members of the village or community who have a special recognised bond.

1.3. 'Traumatic event' is:

1.3.1. A specific event that causes serious distress or harm to a student or a group of students, whether it is directly (student/s being the immediate victims of a physical or mentally harmful event) or indirectly (events that have occurred that affect students from afar).

2. SCOPE

2.1. The Tuloto Happiness Student Relief Fund is open to all University of Otago Pacific Islands students who are in need of financial support for costs of a critical emergency or dire circumstance, which may involve the applying student or their immediate relatives.



- 2.2. The Fund is not open to community members, Pacific staff or non-Pacific students to apply for.
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3. ELIGIBILITY CRITERIA

- 3.1. To be eligible for this fund, students must:
- 3.1.1. Be a Pacific Island student currently enrolled at the University of Otago, and;
 - 3.1.2. Be themselves affected by the circumstance or be immediately related to the affected party. Applications may be considered if the affected party is a close friend or flatmate, and;
 - 3.1.3. Be able to provide proof of being in a critical emergency or dire situation.
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4. WHAT CAN BE COVERED BY THE FUND

- 4.1. The following are typical examples of what can be covered by the Fund:
- 4.1.1. Travel costs, or;
 - 4.1.1.1. Travel costs can include airfare, petrol vouchers or bus fare (Intercity buses).
 - 4.1.2. Event-related costs, or;
 - 4.1.2.1. These can include catering for an event, such as a funeral, memorial or remembrance.
 - 4.1.2.2. Venue hire is also an acceptable cost.
 - 4.1.2.3. Applying to use the Fund as koha to community churches or groups for helping host or cook for the event will also be considered.
 - 4.1.3. Shopping vouchers, or;
 - 4.1.3.1. These can be purchased and used from the following supermarkets: Pak'n'Save, Countdown or New World.
 - 4.1.3.2. A Prezi card may also be a valid substitution.
 - 4.1.4. House bills.
 - 4.1.4.1. The Fund may also be used to cover bills such as rent, power and/or the Internet.



- 4.1.4.2. Applicants must justify the use of the Fund for this purpose, such as if not being able to pay rent is a consequence of the critical emergency or dire circumstances.
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5. ASSESSMENT OF APPLICATIONS

- 5.1. Applications will be assessed on a case-to-case basis as terms could vary significantly and prove to be complex.
 - 5.2. The severity of the traumatic event will be assessed by the Selection Panel and eligibility will be determined based on a number of factors, including the availability of funds.
 - 5.3. The costs that can be covered or reimbursed will also be assessed by the Panel and eligibility shall be determined from this.
 - 5.4. Upon processing the applications, there may be requests made by the Panel for more information or evidence. This is to allow the Panel to make clear judgements and to collate relevant information.
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6. SELECTION PANEL

- 6.1. The Selection Panel shall:
 - 6.1.1. Make decisions in approving or declining applications. They shall remain impartial and refer back to the criteria outlined above and the provided application, and;
 - 6.1.2. Assess, on a case-by-case basis, whether the student is eligible for the fund. If they are not enrolled at the University of Otago at the given time, the panel shall determine whether the student/s qualify.
 - 6.2. The Panel shall consist of:
 - 6.2.1. UOPISA executive team, and;
 - 6.2.2. A University of Otago staff member, and;
 - 6.2.3. A neutral party. This can be a student who is randomly selected with no conflict of interest to the party applying for the Fund.
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Any changes to this Policy will be discussed internally with input and advice from the UOPISA Standing Committee, composed of representatives from our affiliated member associations. If you have any questions or concerns regarding this document, please contact the Secretary-elect at secretary.uopisa@gmail.com and your inquiry will be dealt with in confidence.