

GIFT CARDS & VOUCHERS POLICY

Policy number	9	Approved by Senior Exec on	
Version	1.0	Reviewed by Exec on	28.05.2020
Drafted by	Georgia Killick	Scheduled review date	

1. INTRODUCTION

- 1.1. NUPSA recognises that postgraduate students often are on limited budgets and some experience financial hardship. Particularly during the time of COVID19, with many students experiencing reduced income and loss of employment. With a portion of NUPSA's SSAF funding dedicated to providing food to students, supporting sporting or recreational activities & helping meet the specific needs of overseas students relating to their welfare, accommodation and employment; NUPSA is responsible for continuing to deliver services to support and engage with students. Providing vouchers is a way to offer tangible support to students and still meet the requirements of our SSAF funding agreement with the University of Newcastle, particularly during a period of social distancing where regular service provision has been interrupted.

2. POLICY STATEMENT

- 2.1. This policy outlines the regulations regarding NUPSA providing gift cards and vouchers to NUPSA Members. It makes clear the roles and responsibilities of NUPSA, NUPSA Members and Recipients.
- 2.2. This policy in no way impacts on the specific terms & conditions of each voucher provider and Recipients are responsible for adhering to these.
- 2.3. This policy is contingent on NUPSA Terms & Conditions for Gift Cards & Vouchers.

3. POLICY SCOPE

- 3.1. This policy applies to any gift card or voucher that is issued by NUPSA to a Recipient.

4. DEFINITIONS

- 4.1. **NUPSA** refers to the Newcastle University Postgraduate Student's Association.
- 4.2. **NUPSA Executive** refers to NUPSA's elected student committee, comprised of representatives as outlined in the NUPSA Constitution.
- 4.3. **NUPSA Staff** refers to any person currently employed by NUPSA.
- 4.4. **Senior Executive** refers to the NUPSA President, Vice-President, Secretary and Treasurer as outlined in the NUPSA Constitution.
- 4.5. **NUPSA Members** refers to all students enrolled in postgraduate studies at the University of Newcastle, including HDR, Masters, and Graduate Certificates (See clause 4.2 of NUPSA Constitution).
- 4.6. **Recipient** refers to any NUPSA Member who is gifted a voucher or gift card by NUPSA.
- 4.7. **Games of Chance** refers to events where Recipients require no skill to win and is based on attendance/participation.

5. POLICY DETAILS AND PROCEDURES

- 5.1. Any current NUPSA Executive and NUPSA staff are ineligible to be Recipients of gift cards or vouchers.
- 5.2. In order to become a Recipient, NUPSA staff will ensure that all criteria of *NUPSA Terms & Conditions for Gift Cards & Vouchers* have been met.
- 5.3. NUPSA staff will be advised of this policy and be aware there may be disciplinary action for breaches of this policy.
- 5.4. Accurate financial records must be kept regarding the purchasing and distribution of vouchers & gift cards.
- 5.5. The NUPSA President & NUPSA Treasurer may request to view these records at any time to ensure accuracy and transparency.
- 5.6. Any member of the NUPSA Executive may request to view these records at any time but must provide a valid reason for doing so and this must be approved by Senior Executive.
- 5.7. Vouchers will be purchased by NUPSA staff in accordance with the NUPSA Purchasing Policy.
- 5.8. Vouchers may be issued as a result of games of chance or at NUPSA's discretion as a gift to a member for services to NUPSA (e.g. Hosting a workshop).
- 5.9. Gift Cards or Vouchers issued at NUPSA's discretion must be approved by the Senior Executive or NUPSA Executive.
- 5.10. Vouchers are a gift or prize from NUPSA and in no way constitute a form of employment.
- 5.11. NUPSA assumes no responsibility for vouchers once issued to a Recipient, lost or stolen gift cards and vouchers will not be replaced.