

ADMINISTRATION SCHEDULES

AT A GLANCE

Funding



- Reimbursement 7-14 days
- Annual transfer (yearly) 7-14 days after affiliation confirmed
- Annual transfer (6 months) Week before semester starts
- Special grant <\$500 7-14 days
- Special grant >\$500 1 month

This page is a guide only to processing times. The time refers the lapse of time between when an application is approved and money appears in the group bank account.

All payments are via EFT transfer on Wednesdays.

Affiliation



- New group 7-14 days
- Re-affiliation 7-14 days

Insurance



- Public liability application 7-14 days

SUBMISSION SCHEDULES

Administration turnaround matches the schedule as published save that there are cut off dates for graduate groups to submit as follows:

Funding		Last date for submission
Special grants	<\$500	12 December
Special grants	>\$500	1 December
Reimbursements (receipts from this annual year)		12 December
GSA account services		19 December

Graduate group funding is provided annually according to the GSA financial year, **1 January - 31 December**. Any unspent funding for activities in this financial year will **not** carry over into another financial year.