

Application Procedures

1. Application for UTAR Student Activity Fund is open to all clubs and societies. An applicant shall be required to apply the UTAR Student Activity Fund via online google submission and provide justification for all budgeted items requested for the project.
2. The Secretariat shall compile the application form to the committee for consideration and approval.
3. Applicants may be required to attend an interview if there is a necessity.
4. The decision of the Senior Management Committee regarding the approval of an application and the amount of fund allocated shall be final.
5. Applicants shall be notified of the decision of the Committee.
6. The Secretary shall process the approved application with the supporting documents for DFN to make payment to the approved applicant.
7. Applicants shall submit a full report within a month after the event ended.
8. Applicants shall close the account of the activity within a month after the event ended.

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