

Professional Schools

Rebate funding entrusts student governments from the four doctoral level professional schools who have close interaction with professional school students to plan events for their students and disperse funds to their university registered student organizations. The following policies, therefore, shall apply to the student governments of the School of Law, the School of Medicine, the School of Dentistry, and the School of Pharmacy and Health Professions.

A. Eligibility for Professional School Governments Receiving Rebates

1. The school government must be registered as a student organization in the Student Activities Office and be the student governing body for one of the four doctoral level professional schools.
2. The school government must be open to all students in their respective school, either through open acceptance, open elections, or an open and fair application process.
3. Events must be organized and planned by Creighton students for members of the Creighton community, primarily students.
4. The school government must have a mission or purpose that is congruent to the mission and purpose of the University and CSU.
5. Events sponsored by the school government must have a mission or purpose congruent with the University and CSU.
6. The school government's President must regularly attend CSU Cabinet meetings.
7. The school government must have one Creighton Federal Credit Union account with the following requirements:
 - i. A corporate resolution updated with the current officers;
 - ii. The statements sent to the Student Activities Office;
 - iii. A two signature requirement on the account; and
 - iv. The CSU Vice President for Finance as a signer on the account.

B. Guidelines for Use of CSU funds

1. Professional school governments can fund only student organizations that are registered in the Student Activities Office and classes that are integrated in the professional school government itself.
2. Professional school governments are prohibited from purchasing assets with rebates. An asset is defined as something that cannot be used up in less than one fiscal year due to the nature of its make up or the purpose of the item. A composite is not considered an asset.
3. Professional school governments cannot purchase alcohol with rebates. It is mandatory that the Alcohol Policy Acknowledgement form be filled out by each organization. The purpose of the form is to state that each organization and class is familiar with the policies and procedures concerning alcohol. This form is available online at www.creighton.edu/csu or in the Student Activities Office and must be turned into the CSU office before any event is sponsored.

4. Professional school governments cannot purchase gift certificates with CSU funds.
5. Professional school governments are prohibited from donating rebates to any organization inside or outside the university (i.e. university departments, charitable organizations, scholarships).
6. Although not prohibited, Professional School Governments are strongly discouraged from using rebate money to fund attendance of individuals at conferences. The Leadership Education Grant is available for that purpose. Applications are available in the Student Activities Office.
7. CSU funds and/or items purchased with CSU funds may not be used for the purpose of endorsing a candidate.
8. Professional School Governments are expected to distribute their funds with discretion among currently registered student organizations and spend rebates wisely.
9. Consequences for violations of any funding policies will be determined by the Executive Committee and can include, but are not limited to:
 - i. Probation – meaning that rebate funding can be limited, restricted, or held for a specified amount of time;
 - ii. Delays in rebate allocations; and
 - iii. Additional stipulations for use of CSU funds.

C. Eligibility of Professional School Registered Student Organizations

1. The professional student organization must be registered as a student organization in the Student Activities Office.
2. Events must be organized and planned by Creighton professional students for members of the Creighton community, primarily professional students.
3. The professional student organization must have a mission or purpose that is congruent to the mission and purpose of the University and CSU.
4. The professional student organization must have one Creighton Federal Credit Union account that all money from the professional school government is transferred to. The account must have the following requirements:
 - i. A corporate resolution updated with the current officers;
 - ii. The statements sent to the Student Activities Office;
 - iii. A two signature requirement on the account; and
 - iv. The CSU Vice President for Finance as a signer on the account.
5. The professional student organization must comply with all “Guidelines for Use of CSU Funds” for professional school governments.

D. Class Organizations and Accounts

1. Classes are considered part of their respective school government because they are not registered student organizations. Therefore, all money allocated to classes is considered to be possessed by the school government itself. It is the responsibility of the school government to monitor all classes and their use of CSU funds.
2. Classes must comply with all “Guidelines for Use of CSU Funds” for professional school governments.

3. All classes must have one Creighton Federal Credit Union account in which all allocations from the professional school are transferred to. The accounts must have the following requirements:
 - i. A corporate resolution updated with the current officers;
 - ii. The statements sent to the Student Activities Office;
 - iii. A two signature requirement on the account; and
 - iv. The CSU Vice President for Finance as a signer on the account.
4. All class accounts must be closed within one month of the class's graduation. Failure to close the account within this time will forfeit the remaining funds.

E. Rebate Process

1. A "rebate" is defined as a portion of the student fee that shall be returned to each respective school or college student government within the University to be used to fund registered student organizations and plan events that are open to all students.
2. The semesterly rebate figures shall be determined by taking the number of students in the school that pay the student fee, times the current student fee that CSU receives per student, times 80% for each of the four doctoral level professional schools.
3. During the last week in July, each professional school government will receive 25% of their fall semester rebate allocation. (note: Once submitted, it can take up to 15 days for funds to be available.)
 - i. This figure shall be calculated based on the previous semester's allocation.
 - ii. Failure to submit End of Semester Reports by the specified deadlines both in the fall and spring semesters will result in forfeiture of the summer rebate advancement.
 - iii. All unspent/unaccounted for funds will be deducted from the summer rebate advancement. If unspent/unaccounted for funds exceed the summer rebate advancement, the remaining unspent/unaccounted for funds will be deducted from the subsequent rebate allocations.
4. The remainder of the fall semester rebates will be allocated when the University has finalized fall enrollment and CSU has received its fall semester allocation.
5. Spring semester rebates will be allocated when the University has finalized spring enrollment and CSU has received its spring semester allocation.

F. Budget Submissions

1. Professional school governments must submit budgets for the upcoming academic year at the first CSU Cabinet meeting in the fall. These budgets should include:
 - i. Anticipated expenses ;
 - ii. Anticipated sources of revenue;
 - iii. Anticipated allocations to registered student organizations and class accounts; and

- iv. Anticipated events and programs with descriptions.
2. A professional school government's complete budget submission, which follows the aforementioned requirements, must be received prior to fall and spring semester rebates are allocated.
3. Budget Submissions will be turned in with CSU's yearly audit report.

G. End of Semester Reports

1. Each semester, professional school governments must submit End of Semester Reports. Fall semester reports are due at the last scheduled Cabinet meeting of the semester. Spring semester reports are due the second Friday in June.
2. Failure to submit End of Semester Reports when they are due will forfeit the summer rebate advancement and may result in additional consequences.
3. End of Semester Reports must include:
 - i. Beginning and ending balances of the school government's account;
 - ii. A list of exact expenditures and the items to which the expenditures correspond on the government's budget;
 - iii. A list of any other revenue earned by the organization and how the revenue was spent;
 - iv. Original receipts and/or invoices accounting for all expenses
 - a. Proper receipts must be official, itemized receipts that detail the service or items being paid for;
 - b. Credit card statements, emails, and copies of checks will not be accepted as proper receipts;
 - v. Detailed explanations for any significant deviations from the budget that was submitted at the beginning of the year; and
 - vi. Reports from all professional student organizations and class accounts that received money from the professional school government, which must include:
 - a. Beginning and ending balances of accounts;
 - b. A list of exact revenues and expenditures; and
 - c. Original itemized receipts to account for all expenditures (Proper receipts are defined above.)
4. Only money that is accounted for with receipts for expenses that comply with CSU policies will be considered spent and accounted for. Any money not accounted for with proper receipts will be considered unspent/unaccounted for. (Note: Money allocated to classes and student organizations is not considered spent and accounted for unless receipts are turned in that correspond to the organizations' expenses.)
5. At the end of the fall semester, the CSU Vice President for Finance will review the fall End of Semester Reports submissions and notify the school governments of any unspent/unaccounted for funds before the next rebate allocation is made.
6. At the end of the spring semester, the CSU Vice President for Finance will do an initial audit of all school governments' reports for the entire fiscal year. School governments that have submitted their End of Semester reports on

time will be notified of any unspent/unaccounted for funds no later than the last Friday in May.

7. School governments will have until the last Friday in June to submit additional receipts to account for unspent/unaccounted for funds.

H. Pharmacy Distance-Based students

1. Pharmacy distance-based students are unique from any other group that receives funds from CSU. They pay three installments of student fees instead of two because they operate on a trimester system.
2. When calculating how much CSU receives in student fees from distance-based students, divide the distance-based student fees receive for the year by three. PHPSG would then receive 80% of that number (per the professional school rebate process) for each distance-based student. For example, if distance-based students pay \$43 a semester, you would divide \$86 by three, which equals \$28.67. Note that the summer transfer will be based on next year's students' fees.
3. When PHPSG receives their fall and spring rebates, the distance-based student fees should be included in the transfer. It is important to know how many students are on campus and how many are distance-based. The summer transfer will only include distance-based students. The Vice President for Finance should ask the Business Office for the enrollment number in May. CSU may not have all the student fees transferred to their account until June, but it is strongly suggested that PHPSG receives the transfer anyway. If the amount transferred does not match up to what CSU receives, an adjustment can be made to the PHPSG summer transfer of 25% in July.
4. The Creighton Students Union and the executives from PHPSG have agreed to allow an amount not exceeding the total allocation to distance-based students for the three semesters to be rolled over until the first Friday of September. If it is not accounted for, the amount should and will be subtracted from the PHPSG fall transfer.