

Gender Expression Fund (GEF) Governing Document

Contents

Summary for casual reader	1
Guiding Principles of the St Hugh's GEF	1
Criteria for Reimbursement	2
Procedure for Reimbursement Applications	2
Administration of the GEF	3

Summary for casual reader

- Get reimbursed for any gender affirming purchases.
- Contact the Reps during term to apply, including receipts.
- Some criteria for applying; but not designed to be a barrier.
- Limit of £50/50% of GEF per student per term.

Guiding Principles of the St Hugh's GEF

- The Gender Expression Fund (GEF) is a service provided at many colleges to financially support the gender expression of students.
- Anyone who identifies as transgender, non-binary, gender non-conforming or other minority gender is able to apply for the fund.
- Gender expression is a very broad term, so reimbursement should be available for most items, so long as reasonable justification is provided.
- There is an expectation of honesty and good faith from both LGBTQ+ JCR Representatives ("the Reps") and applicants.
- The Reps should administrate the GEF equitably and with their own personal discretion (in some extreme cases this may necessitate disregarding the guidelines laid out in this document).

Criteria for Reimbursement

1. The applicant is currently a member of the St Hugh's JCR.
2. The purchase was for the purpose of gender expression.
 - a. Items and services are both fine, but this excludes private healthcare.
 - b. Transport to healthcare appointments can be covered.
3. The purchase was made within the 90 days prior to making the reimbursement request.
4. Payment was made directly by the applicant, in GBP.
5. Including this request, the applicant will have received no more than £50/50% of the total GEF in the current term.
 - a. If a purchase would exceed this limit, it is acceptable to request less than the full value, but this should be clearly communicated.
6. The applicant has not received reimbursement from other sources (e.g. the Oxford Student Union, the Oxford LGBTQ+ Campaign, etc.) for this purchase in addition to this request.
7. The applicant has not previously requested reimbursement from the GEF for the same purchase.
 - a. Except where a lack of money in the GEF led to not being able to fully satisfy the appropriate reimbursement. However, this does not give the applicant any priority upon the refilling of the GEF.

Procedure for Reimbursement Applications

1. The applicant reaches out to one/both of the LGBTQ+ JCR Representatives ("the Reps") for reimbursement via email.
2. Requests for reimbursement will be open from Sunday of 0th week to Saturday of 7th week of each full term. Requests received outside of this period may not be fulfilled.
3. Applications will be granted on a first-come-first-served basis whilst additional funding remains available, measured from the time of first contact.
4. The applicant will be asked to provide:
 - a. Confirmation that the purchase meets the reimbursement criteria, set out above.
 - b. A copy of the receipt, with sufficient evidence that the receipt is for the gender affirming purchase made by the applicant.
 - i. It is understood that the name appearing on a receipt may not correspond to the applicant's current preferred name. All names

- will only be seen by the LGBTQ+ Reps and will be redacted in any context where other people may see them.
- ii. Receipts should include the price and the date of purchase.
 - iii. Ideally the applicant should describe and evidence what the purchase was for, but if this is not possible or appropriate it is not a sufficient reason on its own to reject an application.
- c. The applicant's UK bank account details for the funds to be transferred to.
5. If the purchase meets the criteria above, funding remains available, and the necessary details above have been received, the reps should fulfil the reimbursement request, transferring the funds to the applicant.
- a. If the requested reimbursement exceeds the value of remaining funds, the remaining value of the GEF is transferred entirely to the applicant, to at least partially fulfil the request. In this case, the applicant may reapply to the GEF for the same purchase upon its refilling, but this does not give the applicant any priority.
 - b. If the purchase does not meet the criteria, there is sufficient doubt that the criteria have been met, or there is good reason to believe the applicant is not working in good faith, the reimbursement may be refused by the Reps.
 - i. The applicant may appeal this decision to the JCR Treasurer if they feel their request was incorrectly denied.
6. If an LGBTQ+ JCR Rep wishes to apply to the fund themselves, the other Rep and the JCR Treasurer must both approve the request before reimbursement is made, and the receipt must be sent to the Treasurer (not just the other Rep).
- a. If there is only one Rep, then the JCR Treasurer and one other member of the Executive Committee must approve the request.

Administration of the GEF

1. Although the GEF funds are part of the LGBTQ+ Reps' budget, once allocated to the GEF (as detailed when deciding budgets for all JCR Reps) they are not withdrawable for other purposes.
 - a. As of MT25, the current amount allocated each term is £100.
2. The Reps must sufficiently advertise/promote the GEF such that a lacking awareness of its existence does not limit access.