

# Extra Funding Process

Student Activities Department & Student Fund – KFUPM

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## 1. Executive Summary

This page explains how a student club requests extra funding beyond its allocated budget. The request is reviewed by the Club Supervisor and the Director of Student Activities. If approved, it is sent to the Student Fund System, which checks the funding limit and either allocates the extra funds or returns a “limit reached” outcome.

## 2. Key Characteristics of This Process

### **Approval is separate from fund allocation**

The request is approved by Student Activities roles, then handled by the Student Fund System through automated processing.

### **A final limit check can block allocation**

Even after Director approval, the Student Fund system can reject the request if the funding cap is reached.

### **The extra funding amount is not set per request**

The extra funds amount (ratio) is predetermined by Student Activities based on the Student Fund annual budget for clubs.

### 3. Key Process Logic

- If the Club Supervisor rejects the request, the process ends with rejection comments; if approved, it is forwarded to the Director.
- If the Director approves, the request is forwarded to the Student Fund System; if rejected, the process ends with rejection comments.
- When the Student Fund System receives an approved request, it checks the funding limit: if reached, it auto-rejects; if not reached, it allocates funds and sends confirmation.
- The extra funding amount follows a predetermined ratio set by Student Activities.

### 4. Process Actors and Responsibilities

Role	Responsibility
Club President	<b>Initiator.</b> Responsible for identifying the need for extra funding and submitting the formal request with necessary justification.
Club Supervisor	<b>Operational Authority.</b> Responsible for reviewing the request for validity and providing initial approval with comments validating the need or rejection.
Director	<b>Strategic Authority.</b> Responsible for the review of the request and providing the final approval, or rejection with comments.
Student Fund System	<b>Automated allocation.</b> Receives the approved request, checks whether the funding limit is reached, and either allocates the extra funds or returns a “limit reached” outcome.

### 5. Process Map (BPMN)

**BPMN Diagram Notice:** This document export excludes the interactive BPMN diagram.

To view the full process map, please visit:

[ba-dsa.pages.dev](http://ba-dsa.pages.dev) → [Extra Funding Process](#)

## 6. Process Walkthrough & Business Logic

Step	Actor	Action	Business Rules
1.0	Club President	Submit Request	Completes the submission by providing justification for why extra funding is required.
2.0	Club Supervisor	Review Request	<p>Reviews the justification and decides on the validity of the request.</p> <ul style="list-style-type: none"> <li><b>If Rejected:</b> The request is terminated with comments explaining the rejection.</li> <li><b>If Approved:</b> The Supervisor approves with comments validating the need and the request is forwarded to the Director.</li> </ul>
3.0	Director	Strategic Review	<p>Reviews the forwarded request for final authorization.</p> <ul style="list-style-type: none"> <li><b>If Rejected:</b> The request is terminated with comments explaining the rejection.</li> <li><b>If Approved:</b> The Director approves the request and it is forwarded to the Student Fund System.</li> </ul>
4.0	Student Fund (System)	Limit Check & Allocation	<p>The system receives the approved request and automatically checks against the available funding limit.</p> <ul style="list-style-type: none"> <li><b>Condition A (Limit Reached):</b> The system automatically rejects the request. A message is sent to Student Activities stating the limit has been reached.</li> <li><b>Condition B (Limit Not Reached):</b> The system allocates the extra funds. A confirmation message is sent to Student Activities.</li> </ul>

## 7. Exception Handling

While standard rejections are handled in the approval steps, the process includes a specific System Exception at the final stage:

### Funding Limit Reached

Even if approved by the Director, the Student Fund System still checks the funding limit. If the limit is reached, the request is not allocated and Student Activities is notified that the limit has been reached. (Policy note: the Director is expected to consider budget availability during the review; this expectation is not modeled in the BPMN.)

## 8. Inputs & Outputs

### Inputs

- Request Justification
- Current Budget Status
- Requested Amount

Policy note (not modeled in BPMN): the request may include a requested amount and budget context; the allocated extra funding is determined using a predetermined ratio.

### Outputs

- **Allocated:** Extra funds successfully added to the Club's budget.
- **Rejected (Manual):** Notification of rejection with Supervisor or Director comments.
- **Rejected (System):** Notification that the Extra Funding Limit has been reached.

## 9. Governance & Auditability

### Audit & Traceability

Policy (not modeled in BPMN)

All system actions, including submission timestamps, Supervisor comments, and Director approval decisions, must be recorded to ensure full auditability.

### Business Rule

- **Allocation Constraints:** As noted in the process logic, the specific amount or ratio of extra funds is predetermined by Student Activities based on the Student Fund annual club budget.