



**NORTH ISLAND COLLEGE
GIFT CERTIFICATES**

#6-12

Approved:	January 10, 2001	by: President's Council
Effective:	January 10, 2001	
Revised:	May 11, 2005	by: President's Council
Effective:	May 11, 2005	
Date to be Reviewed:	2008	

POLICY

North Island College may issue gift certificates to recognize an individual for achievement or support of the College. North Island College may sell gift certificates to the public. North Island College will issue and accept only valid, authorized, North Island College gift certificates.

PURPOSE

A gift certificate may be used to encourage participation in North Island College programs, or use of North Island College services or facilities. Gift certificates are not intended to be used as payment or remuneration for goods or services provided to the College, but are only a small token to show the College's appreciation.

The College is accountable for the issue and redemption of gift certificates. A standardized gift certificate provides appropriate control over the issue of the certificates, improves processing and allows the Finance Department to track annual commitments.

Gift certificates may be purchased at College bookstores or by contacting the Finance Department.