

If approval is **rejected**, the team provides the SASC office with clear reasons for the rejection. The SASC office contacts the course leader within one week.

If the Chair's Action route is followed, the SASC office contacts the team after two weeks from the SASC meeting date for an update. A decision must be made within one month of the SASC meeting.

Chair's Action must only be followed if there are only a few minor issues outstanding.

Expenses

Expenses are covered in the fee paid by the course. All invoicing should go through SASC office.

SASC members are required to complete Approval Closure Form and submit receipts as appropriate.