

College of Fine Arts - Student Scholarship Application

Please print clearly

Date of Application:		FOR OFFICE USE ONLY:
Name of applicant:		
WIN:		Scholarship Type (check one below)
Expected Graduation Date: (if event date is post graduation date, you will not be eligible)		<input type="checkbox"/> Engagement Opportunity <input type="checkbox"/> Other (i.e., CFA, etc.): Name: _____ Purpose: _____
Name of Event:		
Date(s) of Event:		Department (circle one below)
Applicant Phone:		ART MUSIC
Applicant Email:		DANCE THEATRE

Application Procedure:

1. Complete this application, along with a written letter describing the nature of the event or project, as well as its potential benefit to you. *Applications must be received at least one month in advance of the event in order to be considered.*
2. Submit the application and letter to the Department director, or to their assistant.
3. Awards are granted on a first-come, first-served basis until funds are depleted.
4. After its review, the Department will forward the application to the College of Fine Arts.
5. Every attempt will be made to notify you regarding funding awarded through the contact information above in a timely manner, but *it is the applicant's ultimate responsibility to ensure that funding has been awarded prior to incurring costs.*
6. Inform the Department if you decide to cancel the event. We will reallocate funding. Future requests for the same event will require a new application.

Event Guidelines:

1. Trips, events, or projects, for which funding is being requested, must directly relate to and enhance your primary field of study.
2. You must be a full-time enrolled student at the time of application.
3. The Department director has sole discretion regarding the awarding and contingencies for funding based on this application, supporting documents, meetings with you, and/or consultations with faculty.
4. The Department or College of Fine Arts may request a written follow-up report on the results of the event at any time, to be shared with any University officials who provided support.

Funding and Award Guidelines

1. You are encouraged to seek external sources of funding in addition to this application, but *you may NOT make direct solicitations to the Provost or President.*
2. Your award can only be used for expenses that directly support your participation at the event. The Department or College of Fine Arts reserves the right to dispute expenses which it does not deem necessary.
3. Per university policy, your award will be reported to Financial Aid and applied to your Financial Aid package. **If you have any balance on your account, this award will be applied first towards that balance, and then the remainder will pay out to you.**
4. The award will be reversed if you do not attend the event. Proof of attendance, such as registration airfare, lodging, etc., will need to be provided to your department/school within 2 weeks of the event. Failure to provide this information will result in reversal of this award.

I have read and agree to the Procedures and Guidelines above.

Applicant Signature _____

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BUDGET: Skip any lines that are not applicable. List costs in dollar amounts. Indicate if cost is an estimate, ex.: \$500 (est).

Mode of Transportation:		Cost:	
Mode of Transportation:		Cost:	
Mode of Transportation:		Cost:	
Lodging Type:		Cost:	
Lodging Type:		Cost:	
Registration – Yes / No:		Cost:	
Tuition – Yes / No:		Cost:	
Meals – Yes / No:		Cost:	
Misc. Expense (describe):		Cost:	
Misc. Expense (describe):		Cost:	
TOTAL COST:			

FUNDING: Include personal funding. Do not include your request (next section). Attach documentation if available.

Source of Funding:		Pending? Confirmed? (circle)	Amount:	
Source of Funding:		Pending? Confirmed? (circle)	Amount:	
Source of Funding:		Pending? Confirmed? (circle)	Amount:	
Source of Funding:		Pending? Confirmed? (circle)	Amount:	
Source of Funding:		Pending? Confirmed? (circle)	Amount:	
TOTAL FUNDING:				

NEED: Amounts awarded will be based on merit and available funds.

(TOTAL COST minus TOTAL FUNDING) = REMAINING FUNDING NEEDED:	
AMOUNT REQUESTED OF DEPARTMENT AND COLLEGE OF FINE ARTS:	

Applicant Signature: _____ Date: _____

OFFICE USE ONLY		F/CC: _____	DATE
Amount funded by Department:		Signature of Dept. Chair/Director:	
Amount funded by College of Fine Arts:		Signature of Dean:	