

## FSU STUDENT TRAVEL AWARD APPLICATION

Academic Affairs is pleased to provide an opportunity for the financial support of your academic enrichment and growth through the process of travel. Grants will be approved based upon your financial need, academic achievement, and essay.

### Funding is available for undergraduate travel to participate in:

- A domestic/international professional or academic conference at which you are presenting (funding limit up to \$1,000 for domestic travel and up to \$1,500 for international travel).
- An academic competition (funding limit up to \$1,000 for domestic travel and up to \$1,500 for international travel).
- Research with a faculty member (funding limit up to \$1,000 for domestic travel and up to \$1,500 for international travel).
- A faculty led study trip integral to a course or program (funding limit up to \$1,000 for domestic travel and up to \$1,500 for international travel).
- A service learning experience (funding limit up to \$500 for service learning, domestic or international).

### Application timeline:

- Requests for travel:
  - October 1 – for travel during winter break and spring semester
  - February 1 – for travel during summer and fall semester
- For any international travel, it is recommended that applications be submitted at least **6 - 8 months** prior to departure dates in order to allow sufficient time for applying to the international travel program.

### Application submission:

- All applications should be submitted in hard copy directly to the Office of Academic Affairs in Dwight Hall, 3<sup>rd</sup> floor, Office of the Vice President of Academic Affairs.

Please read the application carefully and complete all sections, as incomplete applications will not be reviewed for funding.

Professor with whom you will be travelling: \_\_\_\_\_

Signature of professor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of sponsoring department chair: \_\_\_\_\_ Date: \_\_\_\_\_

Destination and dates of proposed travel: \_\_\_\_\_

Your name: \_\_\_\_\_

Local address/campus dorm: \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID# \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

Email address: \_\_\_\_\_@student.framingham.edu

Current GPA: (attach unofficial transcript from DegreeWorks) \_\_\_\_\_

Major/Minor/Concentration: \_\_\_\_\_

How do you plan to fund your travel? (Check all that apply.)

Work income

Family help

Loans

Scholarships/grants

Other-please describe \_\_\_\_\_

Have you applied to other committees/departments for funding also?  Yes  No

If yes, please indicate where you have applied.

Have you traveled outside the U.S. before for undergraduate academic credit?  Yes  No

Have you traveled with a faculty member for an International professional or academic conference, academic competition, or research?  Yes  No

If either of the above is YES, please describe your travel: \_\_\_\_\_

List your semester financial aid award. (Go to myFramingham to view your current awards or attach from myFramingham)

**Statement of Travel:**

Please attach a proposal, in no more than 500 words about the travel project for which you seek support. Explain the goals you hope to achieve and how the travel will enhance your academic and personal development. Also summarize your paper to be presented, course requirement, research plan, or service plan. Also attach documentation of presentation/paper acceptance if applying for conference or competition travel award.

**Applicant's Statement of Understanding:** Please initial next to each item.

- If I am travelling out of the United States, I acknowledge I must have a valid passport or visa in order to be granted entry to the foreign country and back into the U.S. Obtaining these in a timely manner is solely my responsibility.
- I understand that if I cancel or terminate any planned travel, I am responsible for payment of all fees for which I am obligated and to make a full refund of funds awarded.
- I understand that the total funding received from all University sources may not exceed my total expenses for travel.
- I understand that any funds which may be awarded to me under this award may be subject to taxation. I further understand that it is my responsibility to determine the extent of tax liability and, if required, to report the award on the appropriate tax forms and pay any resulting taxes.

- I certify that I am an undergraduate student in good academic and social standing at FSU. (not on academic or disciplinary probation)
- I agree to present at the CELTSS Student Poster and Presentation Day in May, describing my trip, reflecting on the accomplishment of the goals stated in my proposal, and assessing the effect of my travel on my academic and personal development. This requirement may also be met through a specially scheduled group presentation, open to the FSU community, upon return from travel. If I will be graduating prior to spring semester, I agree to provide a written report outlining the above points and submit to Academic Affairs. I understand that parts of this report may be maintained for access by members of the University community. I understand and agree that excerpts from my report, with proper attribution where appropriate, may be published by the University for the purpose of promotion of the Student Travel Award Program
- I understand that neither Framingham State University nor any of its agents will be responsible for loss of property, injury or life while I am traveling under the financial support of this award. I also understand that I must carry medical insurance, including specific coverage for emergency medical evacuation.
- I understand that it is my responsibility to determine what immunizations and medications may be required for international travel and to acquire these immunizations and medications.
- I am expressly granting the Office of Financial Aid permission to share my financial aid information with the Academic Affairs selection group.

I certify that the information I have provided in this application and in the attachments is true and accurate to the best of my knowledge.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEADLINE FOR APPLICATIONS:**

- October 1 – for travel during winter break and spring semester
- February 1 – for travel during summer and fall semester

SUBMIT COMPLETED APPLICATION TO THE OFFICE OF THE VICE PRESIDENT, ACADEMIC AFFAIRS, DWIGHT 3rd FLOOR.

Academic Affairs Action:	
<input type="checkbox"/> Approved for \$ _____	FOAPAL: _____
<input type="checkbox"/> Not approved at this time.	
Signature for Academic Affairs: _____	Date: _____
Date submitted to Financial Aid: _____	
Signature of Financial Aid Officer: _____	Date: _____
Return Original to Academic Affairs	
CC: Financial Aid, Business Office, Academic Affairs	