

APPLICATION FOR STUDENT OPPORTUNITY FUND

Graduate and Undergraduate Students registered at MSVU

The Student Opportunity Fund is available to support students for study abroad or to present at a conference or to attend a conference. This fund has been established by Johanne (Zwicker) McKee, BScHE '54 and supported by Mount alumnae and friends to enhance the academic experience of Mount students.

Reimbursement is available for:

Study Abroad

- Travel and accommodation

Conference Presentation

- Conference Registration
- Travel and Accommodation
- Printing of posters and handouts

Conference Attendance

- Conference Registration
- Travel and Accommodation

The maximum annual amount allowable for any individual student is normally \$300 for study abroad or conference presentation and \$100 for attending a conference without presenting. Students may make claims in excess of the maximum. At the end of the academic year, any remaining funds may be distributed to students who did not receive an award based on their initial application or, for students who did receive an award, additional funding may be provided at the discretion of the Deans.

Applications can be submitted prior to the activity, but in order to be reimbursed, original receipts must be provided following the activity. Applications must be submitted on the approved application form and include the following information:

- 1) Attach a one page description of the activity and how the activity relates to your studies.
- 2) In the case of conference related activities, include information about the conference, including a confirmation letter from the conference, if available, and a statement of support from a full-time faculty member that addresses how the conference will contribute to the student's academic success.
- 3) In the case of Study Abroad applications, include a letter of confirmation and support from the International Education Office.

Completed applications can be submitted to the Deans' Office in Seton 302 or by email to deanoff@msvu.ca

APPLICATION FOR STUDENT OPPORTUNITY FUND

Graduate and Undergraduate Students registered at MSVU

Name of Applicant: _____

Student Number: _____

Phone: _____

Email Address: _____

Mailing Address: _____

Program of Study: _____

Application for:

- Study Abroad
- Conference Presentation
- Conference Attendance

Expenses expected to be incurred:

*Please note that, in order to be reimbursed, original receipts must be provided.

Travel: _____

Accommodation: _____

Tuition: _____

Conference Registration: _____

Printing: _____

Signature of Applicant

Date

Student Opportunity Fund Expense Submission Form

The expense submission form should be submitted following the activity. All expenses eligible for reimbursement must be accompanied by the appropriate receipt(s) and submitted with this form to the Deans' Office.

Name of Applicant: _____

Student Number: _____

Phone: _____

Email Address: _____

Mailing Address: _____

Program of Study: _____

Expenses incurred:

Travel: _____

Accommodation: _____

Tuition: _____

Conference Registration: _____

Printing: _____

Signature of Applicant

Your signature confirms that all receipts reflect actual expenses incurred.

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