

Graduate Dean's Scholarship Award
Sponsored by
The Graduate Student Association of West Chester University of PA

Please submit all forms to our office:

McKelvie Hall
102 West Rosedale Avenue
West Chester, PA 19383
GSA@wcupa.edu

Please complete the application enclosed in this packet and use this checklist to verify that all of the requirements are met. This will ensure that your request for reimbursement is processed in a smooth and timely fashion. Applications must be submitted to our office no later than **Friday, April 14th 2017**. Applicants that are awarded the scholarship will be notified (3) weeks after the submission deadline.

Pre-Conference Procedure:

- ☐ Completed Application (see attached)
- ☐ A copy of your unofficial transcript (log into myWCU and print out a copy)
- ☐ Submit a 3-5 paragraph statement of intent including the following questions:

(please attach separately).

- WHY AND HOW WOULD YOU BENEFIT FROM ATTENDING THIS PROFESSIONAL DEVELOPMENT EXPERIENCE?
- WHAT DO YOU WISH TO LEARN? HOW WILL THIS EXPERIENCE IMPACT YOUR CAREER PATH?

☐ **Estimate** maximum amounts on each line item. Keep in mind that the following costs are **NOT** considered legitimate expenses (i.e dry cleaning, local transportation at the conference, car rentals, etc.) The only expenses covered are transportation (round trip), lodging, and conference registration.

☐ Documentation verifying the conference and your intent to attend (i.e., a preliminary program, acceptance of a presentation paper, etc.) must be attached to your application. It is okay and encouraged to apply if you have not yet been accepted to present.

☐ Academic Advisor or collaborating professor's signature indicating you are in good standing and verifying that the professional development opportunity relates to your graduate program.

Post-Conference Procedure:

☐ Within two (2) weeks of your return from the conference, complete the travel expense voucher (with updated total actual expenses).

☐ All receipts for travel, lodging, and conference registration

Receipts must contain the following:

- Date of purchase
- Preprinted vendor name and address
- Itemization of the purchase
- E-Tickets must include billing information (Reservations will not be accepted)
- Hotel receipts must include either your name as primary registered guest or additional guest.

Payment must show last four numbers of credit cards that paid for all or part of the bill belonging to you.

For air travel, your name must be on the ticket and paid by you, along with any additional travel expenses (shuttles, taxis, parking, fees, etc.)

☐ If requesting for reimbursement for a presentation, please refer to information sheet that is attached (there are special requirements for presenters)

☐ Short (one paragraph) reflection on the experience and your benefits from attending (please attach separately).

If you have checked all of the boxes above, you are ready to submit your application for reimbursement! If you have any questions, please contact GSA Treasurer: Gwen Petersen (GP857196@wcupa.edu). Thank you!

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The Graduate Student Association and the Dean of Graduate Studies is honored to provide and support students as they grow professionally. Enrolled graduate students at WCU are eligible and encouraged to apply for funds to support attendance and/or presentations at professional conferences, or educational opportunities. These funds are allocated by the GSA Executive Board from the GSA fee and supported by the Dean of Graduate Studies. Graduate students will be reimbursed following the event and submission of the required forms and documents.

General Policies and Procedures

1. You must be a registered WCU part-time or full time student at the time of your educational experience.
2. You must be a graduate student in good academic standing (GPA 3.0 or higher).
3. Applications must be submitted within the semester of attendance and at least six (6) weeks prior to the start of the conference or they will be denied.
4. The GSA regards these reimbursements as a means to gain professional experience, but is limited to the constraints of the GSA budget. Once the allotted amount has been distributed, the GSA will not be able to process additional applications until additional funds become available.
5. Applications may not be processed during University breaks. Reimbursements may take 2-3 weeks to Process (after you have submitted the final receipts).

Funding

1. For conference attendance **ONLY**: Maximum \$350 allotment per student per academic year*.
2. For presenting and attending conference: Maximum \$500 allotment per student per academic year.
3. For international experiences (conference attendance, presentation, educational opportunities):
Maximum \$1000 per student per academic year.
4. Students can apply multiple times, but can only receive **one** Graduate Dean's Scholarship Award per academic year.

*Academic year is considered September to August.

Requirements

1. A complete application for reimbursement for includes:
 - a. Completed application (see attached)
 - b. A copy of the program, brochure, or documents verifying the experience with time, date, and location
 - c. A copy of your unofficial transcript
 - d. Submit a 3-5 paragraph statement of intent

- f. All receipts for travel, lodging, and conference registration
- Date of purchase
 - Preprinted vendor name and address
 - Itemization of the purchase
 - E-Tickets must include billing information (Reservations will not be accepted)
 - Hotel receipts must include either your name as primary registered guest or additional guest.
Payment must show last four numbers of credit cards that paid for all or part of the bill belonging to you.
 - For air travel, your name must be on the ticket and paid by you, along with any additional travel expenses (shuttles, taxis, parking, fees, etc.)
 - If seeking reimbursement based on mileage, you must submit a copy for the route taken displaying the total miles traveled and addresses of departing location and destination.
- g. IF REQUESTING FOR REIMBURSEMENT FOR A PRESENTATION, PLEASE INCLUDE THE FOLLOWING:**
- A copy of the letter/email of acceptance to present is required from the conference.
 - An abstract of your presentation(s).
 - At least one form of proof of participation must be submitted. These are items that can only be procured by physically attending the event and include: Conference Badge, Conference Program, Letter from Conference Organizer (must be signed, accompanied by an explanation of the letter writer's association with the event and intention)
- h. IF TRAVELING INTERNATIONALLY THE STUDENT MUST OBSERVE ALL UNIVERSITY RULES FOR INTERNATIONAL TRAVEL.**
- If you are attending an international conference, you must contact studyabroad@wcupa.edu to register your travel. Please visit <https://wcupa.studioabroad.com/> for more information.

Restrictions:

1. If you fail to meet the ELIGIBILITY and/or the REQUIREMENTS for attending or presenting at a conference, your application will be denied.
2. Funding will not be reimbursed for air tickets if the distance is up to 2 hours driving time each way (120 miles) or 2 hours train travel.
3. Applicants name must appear on the ticket to prevent funding denial.
4. All documents must show the amount and method of payment, as well as the vendor and date on the receipt. Any ambiguous or non-itemized receipts will not be reimbursed.
5. Organization membership costs, abstract or tuition fees for courses, or extracurricular events held at the conference will not be covered by the reimbursement.
6. If splitting costs with another STUDENT, each student must submit proof of his/her payment to the GSA in a separate application.
7. There will be **NO** reimbursement for food or alcohol.
8. All funding requests **MUST** be completed before the applicant's graduation. The conference and/or professional opportunity must take place before the applicant's graduation. If the applicant is working on a research project with a faculty member and will be presenting that research project post-graduation, the student must submit additional information and approval from their department.

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ALL APPLICATIONS MUST BE COMPLETE AND SUBMITTED TO THE GSA. PLEASE PRINT CLEARLY!

NAME _____

WCU ID# _____

MAILING
ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

IF AWARDED THIS SCHOLARSHIP, WOULD YOU LIKE YOUR REIMBURSEMENT MAILED TO THE ADDRESS LISTED ABOVE? (Please Check)

YES _____ NO _____ (I will pick it up in the SSI located in Sykes 259)

PHONE _____ EMAIL _____ CUMGPA _____

DEPARTMENT _____

PROGRAM/TRACK _____

PLEASE INDICATE THE NATURE OF THIS PROFESSIONAL OPPORTUNITY:

_____ **ORAL/POSTER PRESENTATION**

TITLE OF
PRESENTATION _____

AUTHORS/PRESENTERS _____

NAME OF
CONFERENCE _____

CONFERENCE
LOCATION _____ DATES _____

_____ **CONFERENCE ATTENDANCE**

NAME OF
CONFERENCE _____

CONFERENCE
LOCATION _____ DATES _____

____ INTERNATIONAL ATTENDANCE/PRESENTATION

If you are attending an international conference, you must contact studyabroad@wcupa.edu to register your travel. Please visit <https://wcupa.studioabroad.com/> for more information.

TITLE OF
PRESENTATION _____

AUTHORS/PRESENTERS _____

NAME OF
CONFERENCE _____

CONFERENCE
LOCATION _____ DATES _____

HAVE YOU PREVIOUSLY APPLIED FOR A GDSA AWARD THIS ACADEMIC YEAR? _____

AMOUNT RECEIVED TO DATE \$ _____

HAVE YOU RECEIVED ANY FUNDING FROM AN OUTSIDE SOURCE? (i.e, Graduate Department, Conference Awards, on or off campus funding or other) _____

IF YES, HOW MUCH DID YOU RECEIVE? \$ _____

PLEASE SUBMIT AS AN ATTACHMENT A 2-3 PAGE ESSAY AND INCLUDE THE FOLLOWING:

- WHY AND HOW WOULD YOU BENEFIT FROM ATTENDING THIS PROFESSIONAL DEVELOPMENT EXPERIENCE?
- WHAT DO YOU WISH TO LEARN? HOW WILL THIS EXPERIENCE IMPACT YOUR CAREER PATH?

ADVISOR AUTHORIZATION:

(By signing below you are affirming that the student is in good academic standing)

Advisor Name and
Position: _____

Advisor
Signature: _____ Date: _____

ESTIMATED AMOUNT OF FUNDING REQUESTED:

☐ LODGING \$_____

☐ CONFERENCE REGISTRATION \$_____

☐ MODE OF TRANSPORTATION

☐ CAR \$_____ ☐ PLANE \$_____ ☐ TRAIN \$_____

☐ OTHER (please indicate expense)

_____ \$_____

NOTE: Any expense listed above must have proper documentation.

TOTAL ESTIMATED AMOUNT REQUESTED: \$_____

By signing this form, I acknowledge that all of the above information on this application is correct and true, and that I am a registered graduate student in good standing at the time of the conference. I have read and agreed to all the policies and procedures as explained in the Policies & Procedures above.

Student Signature:_____Date_____

GSA USE ONLY:

TOTAL COSTS:	GSA SIGNATURE:
COSTS APPROVED BY GSA:	DATE SUBMITTED TO SSI: