

NSCAD University

Office of Student Experience

Individual Travel Subsidy Application

NSCAD University's Office of Student Experience understands the value of travel on a student's education. In particular, travel to attend conferences, festivals and / or conduct research is important in shaping a well-rounded educational experience. To that end, we can provide some funding for students to participate in these experiences while they are in study. Each academic year a nominal fund can support up to \$800 per applicant as resources permit.

Successful applicants will be expected to share their travel experience with their peers both in class and in studio settings and submit a written summary or report of their travel experience.

Eligibility Criteria

Applicants must be registered in an undergraduate or graduate program at NSCAD as a full time student (9-15 credits / semester or 6 credits for students with a registered accommodation) and maintain that status throughout the semester in which the award is to be distributed.

Eligible Travel Expenses

Eligible travel expenses include travel to and from a destination, attendance fees, and accommodations.

Fall Semester	Application Deadline September 15 th	<input type="checkbox"/>
Winter Semester	Application Deadline January 15 th	<input type="checkbox"/>
Summer Semester	Application Deadline April 10 th	<input type="checkbox"/>

Student Name: _____ ID: _____

Program of Study: _____

Faculty Endorsement

In endorsing this application for a travel grant I have discuss the travel opportunity with the student and support their application for a travel grant. With this I understanding that the student may miss class time in order to participate in the event / activity but will return to class and share their experience with their peers.

Faculty Reference : _____ Signature: _____

The application will be deemed incomplete and ineligible without a faculty reference.

Travel Activity: _____ Destination: _____ Dates: _____

Please outline the travel / activity / event and its relevance on your practice. Include information as pertains to your area of research or studio practice and level of participation in the event / activity. (Why is this activity important to you and how will it better inform your practice)

I understand that the budget outlined in this application will be reviewed by a committee and must be accurate. The committee reserves the right to audit all activity expenses and the applicant understands any expenses must be verified by original receipts upon return from travel up to the amount awarded.

Signature

Date

Projected Expenses

Transportation	Car	Train	Plane	Bus	\$
Activity Fee (Conference / Attendance)					\$
Accommodations					\$
Total					\$

You will be required to submit receipts for the amount awarded at the conclusion of the travel.

Declaration and Agreement

I declare that the information provided on this application is a complete and accurate statement. I understand that any misinterpretation resulting in the award of a travel grant may result in having to re-pay the funds to the University. I authorize NSCAD University to verify the information contained in this application if required. I understand that it is my responsibility to discuss absences from classes prior to departure with my faculty and obtain their consent to be absent during this study time. In submitting this application, I recognize that the Committee may be reviewing my transcript and academic file.

Signature: _____

Date: _____