

#### CLASS TRIP TRAVEL SUBSIDY APPLICATION

Summer  Fall  Winter

#### STUDENT TRAVEL POLICY

In 1993 the University established the Travel Subsidy Fund to assist students with expenses related to travel in conjunction with their studies at NSCAD. The current amount available in this fund is \$18,000.00, divided between the Fall, Winter and Spring/Summer semesters for both Class Trip Travel Subsidy applications and Individual Travel Subsidy applications. Priority will be given to class trips.

#### APPLICATION CRITERIA

The Student Travel Policy has been established to address the needs of students and to disburse the funds in an equitable and reasonable manner. It should be understood by the University community that this policy will remain under review and that the criteria of the policy may be changed as such changes become necessary. Any alterations to previous criteria or procedures will be announced during each application period, and will be stated on application materials.

**Class Trip Travel Subsidy:** This travel subsidy is available to assist full-time NSCAD students (not Exchange) with travel expenses associated with a class trip. For the purposes of funding class trips, 3 or more students will be defined as a class. Trips are normally led by Regular Faculty (full-time, pro-rated or part-time faculty), but ICA and LTS instructors may apply for funding by obtaining divisional approval and the approval of the Vice-President (Academic and Research) and Provost on the application form.

1. An application for a Class Trip Travel Subsidy must be submitted by the supervising faculty member and must include the destination of the trip, dates of travel, and intended maximum number of students involved.
2. Fall semester applications are accepted until September 15. Winter semester applications will be accepted until January 15. Spring/Summer semester applications will be accepted until April 10. Late submissions will not be accepted or considered.
3. Applications will be adjudicated by the Academic Resources Committee.
4. Class Trip Travel Awards will allow a subsidy of up to \$300.00 maximum per student to a maximum total of \$3000.00 for any one class trip. Faculty must submit an itemized budget detailing the costs associated with the proposed class trip indicating the cost per student.
5. After the students' names have been submitted to the Office of Student Experience by the faculty member, students must then complete and return a Travel Waiver Form to the same office before a travel subsidy will be issued. Students must agree to return any subsidy that may be issued to them if they do not carry out the travel for which the subsidy was issued.
6. Students will also be required to submit personal information sheets to the Office of Student Experience.
7. Faculty members can be reimbursed for a maximum of \$150.00 for group related travel expenses.
8. Please note that only full-time NSCAD students are eligible to access the travel fund money.

#### ELIGIBLE TRAVEL EXPENSES

Eligible travel expenses include transportation costs; travel health insurance (see attached budget sheet).

#### APPLICATION DEADLINE

The completed application must be submitted to the Office of Academic Affairs and Research by April 10 (Summer); September 15 (Fall) and January 15 (Winter) at 4:00 pm. Absolutely NO LATE applications will be accepted.

Questions? Contact the Office and Academic Affairs and Research at emacdonald@nscad.ca

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Faculty Member:

Course:

1. Travel destination and purpose (please give a brief description of the itinerary, purpose, etc. Please indicate the benefits of this trip for your students.)
  
2. Dates of Travel (leaving and returning)

In order for students to receive the awarded subsidy in a timely manner and prior to departure, faculty members must submit the names and a personal information sheet for every student involved, well before the departure date, to the Office of Student Experience.

Faculty should note that individual cheques are prepared for each student participating in the class trip. There will be no exceptions to this procedure.

I understand that a travel subsidy for class trips is based on the calculation of up to \$300.00 maximum per student to a maximum of \$3,000.00 for any one class trip. I also realize that I must complete the attached travel budget itemizing the class trip costs per student.

I understand that the subsidy cannot support all applications. I will not assume that the award is in hand, until Academic Resource Committee adjudicates the proposals and I receive formal notification.

In addition, I am aware that a travel subsidy is issued to a student only after the student has signed and submitted a Travel Waiver Form to the Office of Student Experience. I am further aware and will make my students aware, that if the specific travel for which an award is granted is not carried out, the award monies must be returned to the University.

Signature of faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Required for ICA or LTS instructors only

Signature of Vice President \_\_\_\_\_ Date: \_\_\_\_\_  
(Academic and Research) and Provost  
Required for ICA or LTS instructors only

**Please distribute the attached personal information form to all students attending your class trip. If you require any additional forms they are available from the Office of Student Experience or may be photocopied.**

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**CLASS TRIP TRAVEL SUBSIDY BUDGET**

Please list in detail your anticipated expenses and resources for the complete travel period.

**TRAVEL EXPENSES**

- |  |          |
|--|----------|
| <b>1. Accommodation Costs</b>                        | \$ _____ |
| <b>2. Transportation to and from travel location</b> | \$ _____ |
| <b>3. Conference Fee Costs ( if applicable)</b>      | \$ _____ |
| <b>4. Associated Fee Costs ( if applicable)</b>      | \$ _____ |
| <b>5. Other</b>                                      | \$ _____ |

**TOTAL TRAVEL COSTS** \$ \_\_\_\_\_

**Number of Students in attendance on class trip** \_\_\_\_\_

**COST PER STUDENT** \$ \_\_\_\_\_

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**STUDENT INFORMATION FORM FOR CLASS TRIP TRAVEL SUBSIDY**

(photocopy this form as needed)

**Name of Faculty:**

**Location of Trip:**

**Date of Trip:**

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SIN #: \_\_\_\_\_  
D/M/Y

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SIN #: \_\_\_\_\_  
D/M/Y

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SIN #: \_\_\_\_\_  
D/M/Y

Student's Name: _____	ID#: _____	
Complete Address: _____		
City: _____	Province: _____	Postal Code: _____
Date of Birth: _____	SIN #: _____	
D/M/Y		

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City: _____	Province: _____	Postal Code: _____
Date of Birth: _____	SIN #: _____	
D/M/Y		

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