



Application for Funding of Intensive Summer Language Study

Deadline: Friday, March 16, 2012

Submit, with appropriate attachments to: *Class Dean's Office, College Hall 101*

Note: Funding is for current undergraduate students who will be enrolled at Smith during the academic year following intensive summer language study

Smith ID #	Last Name	First Name	MI	Class Year
Major	Major Adviser	2 nd Major	2 nd Major Adviser	
SMITH Email Address	Cell Phone #	Campus Phone #	Campus Mailbox #	
Home Address: Number and Street		City, State, Zip, Country		
Home Phone	Emergency contact's name & relationship to you	Emergency Contact's phone		
Do you receive financial aid?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Are you an international student?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Intensive Summer Study Program/Course:		Program/Course Location:			
Program/Course Start Date:	Program/Course End Date:	Total # of Days	Travel Dates:	Depart	Return
Total Cost of Program: <i>(from attached Program Information)</i>		Total Funds Requested: <i>(from attached Budget Worksheet)</i>			
Do you have Direct Deposit? <i>If no, a check will be sent to your campus mailbox.</i>					<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you consulted with a faculty member familiar with the program/course you would like to attend? (or the International Study Office if no faculty member with the appropriate expertise can be identified) If yes, please provide the name of who you consulted with: _____					<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you taking this course for credit?					<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you submitted a petition for transfer credit? obtain form at http://www.smith.edu/classdeans/transfer.php					<input type="checkbox"/> YES <input type="checkbox"/> NO
CONTINUE TO PAGE 2 TO COMPLETE THE APPLICATION					

FOR OFFICE USE

Fund Name	Fund #	Org #	Acct #	Amount
APPROVED SIGNATURE:		PRINT APPROVER NAME		DATE

To Controller: Please arrange for direct deposit _____ / prepare a check _____ in the amount of \$ _____ payable to: _____ Student ID # 99
Campus Mail to Box #: _____ or U.S. Mail to: _____



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Please explain why you wish to enroll in this Intensive Summer Language Program:

REQUIRED DOCUMENTATION ATTACHED:

- Letter of recommendation from a Smith Faculty member (at least one)
- Information from the Language Program including verification of costs and dates
- Application checklist
- Completed budget form
- Air/train fare quote (if applicable)

MY SIGNATURE BELOW SIGNIFIES:

- I have consulted with a faculty member familiar with the program/course I would like to attend (or the International Study Office if no faculty member with the appropriate expertise can be identified) and I have provided the name of that person on the application.
- All information I have provided in, and attached with, my application is accurate.
- This program is not part of a semester or year-long language study program.
- I will keep the amount of my award confidential. I understand that I am required to provide original receipts for all expenses for which I received funding to the *Class Deans Office* upon my return to Smith in the fall.

SIGN BELOW:

DATE:



SMITH COLLEGE

Budget Worksheet for Funding of Intensive Summer Language Study Deadline: Friday, March 16, 2012

Use this worksheet to detail your funding request. Type directly into this worksheet.
Add additional pages if necessary.

EXPENSES		
Program Course Fee/Cost		\$
What does this fee include (housing, food, airfare, etc.)		
HOUSING TOTAL (if not included in program fee)		\$
# of days	<input type="text"/>	Cost per day \$ <input type="text"/>
FOOD TOTAL (if not included in program fee)		\$
# of days	<input type="text"/>	Cost per day \$ <input type="text"/>
TRAVEL COSTS (if not included in program fee)		\$
Include a copy of an inexpensive air/train quote from a website or travel agency		
LOCAL TRANSPORTATION (explain below)		\$
INCIDENTAL EXPENSES (TOTAL, eg: books, visa fees, vaccinations; itemized below)		\$
<input type="text"/>	\$	
<input type="text"/>	\$	
<input type="text"/>	\$	
<input type="text"/>	\$	
<input type="text"/>	\$	
TOTAL EXPENSES		\$
RESOURCES		
PERSONAL CONTRIBUTION		\$
OTHER GRANTS/FUNDS/SCHOLARSHIPS applied for (SSAS, IEG, etc; itemized below)		\$
<i>Name</i>	<i>Status (pending/rec'd)</i>	<i>Amount Requested</i>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
OTHER CONTRIBUTIONS (family gifts, etc)		\$
List all NON-CASH CONTRIBUTIONS explaining missing expenses (free housing, free food, etc)		\$
<input type="text"/>	\$	
<input type="text"/>	\$	
<input type="text"/>	\$	
TOTAL RESOURCES		\$
(Expenses minus Resources) TOTAL FUNDING REQUEST		\$



CHECKLIST for Intensive Summer Language Study

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A. ELIGIBILITY/FUNDING CRITERIA

- I am a rising sophomore, junior or senior
- This activity is not part of a semester or year-long study abroad program
- This activity is not taking place in my home country
- My destination is NOT under a State Department Travel Warning
- I have consulted with a faculty member (or the International Study Office if no faculty member with the appropriate expertise can be identified) regarding the program/course I would like to attend.
- I have applied for additional funding, including but not limited to, Smith Student Aid Society (recommended) and International Experience Grants (Office for International Study), and have included the amounts requested on the Budget Worksheet. Students may not combine this funding with PRAXIS.

B. PROGRAM APPLICATION STATUS

- State your program registration/enrollment status (*e.g. confirmed, pending*)

Name of Program

C. ADDITIONAL MATERIALS INCLUDED WITH THIS APPLICATION

- A letter of recommendation/support from a faculty member at Smith
- A pamphlet or website description of the program/course that includes the dates and cost
- Budget worksheet
- International students only:* A note from Dean Tamzarian with confirmation of my visa clearance to travel abroad and return to the United States

D. RETURNING TO SMITH

- I will provide original receipts for all expenses incurred for the program/course funds granted and will submit them to the Class Deans' Office upon my return to Smith in the fall.