Steinhardt Undergraduate Student Government’s
Annual Professional Development
Reimbursement Application

2014-2015

Application is open for the entirety of the Academic Year and closes on MARCH 31st, 2015*
A portion of the USG budget is set aside every academic year to support students in their professional development. Reimbursements are offered on a competitive basis to undergraduate students of good academic standing in the Steinhardt School of Culture, Education, and Human Development to help offset the cost of various professional activities related to their studies (i.e. attending professional conferences, research projects, art exhibits, musical performances, speaking engagements, etc.). Expenses for class related activities, certifications, and exams will not be reimbursed.

- Reimbursements are awarded on a need basis. Funds can be used toward conference fees, travel and accommodation expenses, and presentation supplies that have already been purchased. **Please note that these reimbursements are competitive and that the application process does not guarantee that funds will be awarded. Also, no reimbursement will exceed $1,500 per student, per academic year. In some cases, partial reimbursements will be awarded.**

- The Professional Development Reimbursement selection committee consists of all Executive Board members (on a necessary basis the Undergraduate Student Government advisor will be consulted). They will review each application and determine reimbursement amounts.

- Incomplete reimbursement applications will not be considered.

- It is the responsibility of the student to hand in proof of payment with application, including original receipts. Grants cannot and will not be awarded without receipts. Receipts must be dated no earlier than May 2014.

- Grant recipients will be and recognized at the Steinhardt Undergraduate Awards Gala on April 30th, 2015
Eligibility Requirements:

- Applicants must be matriculated undergraduate students in the Steinhardt School of Culture, Education, and Human Development.

- Reimbursements will be given only for professional work or activities in connection with the student’s program of study or professional development. Reimbursements will not be awarded for such things as tuition, loans, student fees, organization dues, books, coursework activities, or coursework supplies.

- Applications should be submitted only once for each event or activity. Applications should not be submitted for activities that are being paid for by other funding sources.

- The reimbursement application must be completed in full and submitted by the stated deadline. Late, incomplete, or illegible applications will not be considered.

- All original receipts must be attached and legible for the application to be considered.
Recipients will be notified by e-mail during the week of April 6th, 2015
THE CHECKLIST

The following components must be included to constitute a complete application:

_____ Professional Development Grants Application Questions

_____ Original Receipt(s) (or Bank Statements if missing)

_____ Completed Reimbursement Form, found on the Steinhardt USG “Resources” page below:

http://steinhardt.nyu.edu/usg/resources

_____**If you will be applying for reimbursement of travel expenses** Completed Travel Reimbursement Form

Found at the following link:


Recipients will be notified by e-mail during the week of April 6th, 2015.