

STUDENT EXPERIENCE FUND CHECKLIST 2018-2019

The following items must be included in your Student Experience Fund Application package to be considered:

- Student Experience Fund Application Cover Sheet
- Maximum two-page, type-written proposal
- Learning plan chart (appendix)
- Budget (appendix)
- Links (1 or 2) to relevant webpages that can assist the reviewers with better understanding the organization you will be completing your experience with (only if travelling/volunteering with organization external to McMaster)
- Student Information Disclosure Form (with student AND witness signatures)
- Letter of support (if appropriate)

Before submitting a Student Experience Fund application, please indicate that you have read and are aware of the following policies and guidelines by checking the boxes below. For complete Student Experience Fund guidelines and criteria, please visit [Student Experience Fund](#) or KTH 129.

Timelines

- The activity will be completed before my anticipated degree completion date.

Reflection

- I will submit an end-of-experience reflection paper to the Experiential Education (EE) office.

Finances

- I understand that the fund is reimbursement-based and students are not awarded funds until after they have provided receipts of expenditure. Normally, reimbursements take 3-4 weeks to process.
- I will provide original receipts for expenditures (including boarding passes), as required, within two weeks of return from travel/upon completion of experience.
- In the event that the activity does not occur as proposed, I will return funds in full to EE.

Student Accountability

- I acknowledge that I am wholly responsible for my application and am the sole author of its contents.
- I understand that I cannot use any experience funded through this fund towards academic credit.
- I understand that it is entirely my responsibility to secure the proper travel and health insurance, and receive any vaccinations/inoculations, as required.
- I have visited the website for the [Global Affairs Canada](#), and as of this date, there is no risk identified in travelling to the location of my project.

- I understand that McMaster University/EE cannot fund an activity if travel warnings issued by Global Affairs Canada advise Canadians to avoid non-essential or all travel to the location of the student experience (visit travel.gc.ca for information).
- I understand that it is entirely my responsibility to attain ethics approval, if necessary, and that funds will not be released until proof of ethics approval has been submitted to the EE office.

Student Eligibility

- I have read and understand the [EE Eligibility Criteria](#). Please note: For students who are required to pay the fee, they must submit the \$50 fee at or before the time of application.

Student Name:

Student ID#:

Signature:

Date: