Global Learning Travel Fund

Purpose:
The purpose of the fund is to support undergraduate student travel that will enhance their own academic experience and make a clear contribution to enhancing the U of T Scarborough student experience. This initiative is an attempt to address the financial need of students, in support of the University of Toronto’s priorities to increase student mobility. The fund assists students to undertake a credit-bearing global learning experience, such as a field course, exchange, summer abroad course, language course, internship, research, or community-engaged learning.

Details of Award:
The Global Learning Travel Fund is an expense reimbursement award. This means that funds are usually awarded after returning from the academic travel. Eligible expenses for which receipts are produced will be reimbursed up to $2,500 per student per award, and is not meant to cover 100% of costs.

Eligibility:
To be eligible to apply for this fund, you must:

- be registered full-time in the academic year in which you plan to travel or full-time in the semester immediately preceding the academic travel;
- have completed a minimum of 5.0 FCEs (Full Course Equivalents)
- have a minimum Cumulative Grade Point Average (CGPA) of 2.25 or higher;

Applications:
Applications must be submitted online through the Intranet, and must include:

- Completed application form (including student number, email, and phone number);
- A letter to the Dean of Student Affairs indicating:
  - what the experience entails;
  - how credit is obtained (U of T course, exchange transfer credit, general transfer credit, etc.)
  - how participation in the experience aligns with your academic program;
  - the reason funds are requested (need);
  - how you plan to share your experience with the UTSC community;
- A letter or statement from the organizing program or professor, indicating your nomination/acceptance to participate in the experience;
- A detailed and realistic budget of costs AND resources (including any other funds you have applied for or received for this experience);
- Transcript (ACORN printout is acceptable);
o If the experience is outside of Canada, details of when you have/will complete a Pre-Departure Orientation session offered through the Safety Abroad Office (please contact the International Student Centre for more information studyabroad@utsc.utoronto.ca).

o If approved, original receipts must be submitted for reimbursement.

**Deadlines:**

Applications must be submitted online through the intranet by 11:59 pm on the deadline date:

- Round 1: Friday October 12, 2018
- Round 2: Friday, February 22, 2019
- Round 3: Friday March 15, 2019

Late or incomplete applications will not be considered.

**Selection Process:**

After each deadline, a committee reviews applications for this fund. The committee consists of the following members (or their delegates):

- Dean of Student Affairs
- Assistant Dean, Student Life, Community Outreach and International Experience
- Vice–Dean, Undergraduate
- VP Academics, Scarborough Campus Students’ Union

Once decisions have been reached, you will be notified by email to check your application status on the Intranet.

Decisions will include: whether the application has been approved, the overall amount, and the maximum amounts for each type of eligible expense (airfare, ground travel, conference/experience registration fee, etc.).

**Selection Criteria:**

Selection will be based on:

- how closely the application aligns to purpose of the award
- financial need
- previous receipt of the fund

Preference will be given in the following order:

1. students participating in a UTSC-organized experience,
2. students participating in a U of T-organized experience
3. students participating in experiences organized by other institutions.
Where necessary, decisions may also be based on your CGPA, the amount of time left in your UTSC degree to participate in academic travel, and whether you will be earning money for this experience.

Claiming the award:

- Original receipts for expenses incurred must be presented at the Office of Student Affairs.
- Reimbursement follows the general University of Toronto policies and guidelines on Travel and Reimbursable Expenses, and is at the discretion of the Office of Student Affairs.
- Funds will be available through Direct Deposit or Cheque available for pick up at the Office of Student Affairs, depending on whether you have previously worked at UTSC.
- Funds allocated through the Global Learning Travel Fund remain available to claim until September 30th of the academic year following the one in which they were awarded.

Questions?

Please contact us by phone at 416-208-4760 or by email at stuaff@utsc.utoronto.ca.
Global Learning Travel Fund Application

Name: ____________________________

Student Number: ____________________________

UofT Email: ____________________________

Round #: ____________________________

Phone: ____________________________

Year of Study: ____________________________

Program Area: ____________________________

Travel Destination: ____________________________

Name of conference/travel: ____________________________

Start Date: ____________________________

End Date: ____________________________