

FACULTY-LED PROGRAM TRAVEL GRANT CRITERIA

Faculty-Led Program Travel Grants are designed to help defray the cost of participating in a BC-sponsored [faculty-led study abroad program](#) during the Spring Break or Summer Term.

ELIGIBILITY

To be considered for this grant, a student must:

- Be a degree-seeking student at Broward College
- Show proof of a 2.5 cumulative GPA or higher and have successfully completed (12) credit hours at Broward College at the time of travel.
- Not be on academic or disciplinary probation.
- Be currently enrolled in, or have completed ENC 1101 with a grade of C or better.
- Be in possession of or applying for a passport valid for at least six months after the cited return date for the study abroad program. If you are not a U.S. citizen, it is your responsibility to verify your legal status to travel outside of the United States. Broward College does not verify, obtain, nor guarantee applicants permission to travel outside the U.S., nor guarantee entry into the host country when participating in BC-sponsored study abroad programs
- Not be the recipient of the “Honors Grant for Study Abroad - HGSA”. Honors College students are encouraged to apply to both awards. However, both grants will not be awarded to the same student. If a student receives the HGSA, after being awarded the regular Faculty-led Grant; s/he will have to renounce to one of the awards.
- Complete and submit the [Free Application for Federal Student Aid \(FAFSA\)](#). **Although is it not a requirement that students be eligible for Federal Financial Aid in order to be considered for the award, students who are currently receiving or eligible to receive federal or state financial aid should plan to apply this aid toward the study abroad expenses first.**

NOTE: There is no residency requirement for applying for this grant. Residents and non-residents of the state and country are invited to apply if they meet the eligibility requirements.

APPLICATION MATERIALS

Students must submit a **complete application** including the following:

- 1.) A signed Faculty-Led Program Travel Grant Application.
- 2.) One letter of recommendation from a full-time faculty or adjunct professor typed and signed. (*Students cannot obtain a letter of recommendation from the faculty leader overseeing their selected study abroad program, nor from staff at the Greene International Education Institute*).
- 3.) An unofficial Broward College transcript.
- 4.) A 500-word essay about how participation in a study abroad program would benefit the student’s academic, professional, or personal goals. Please include in the essay the rationale for the program choice and discuss aspirations, future plans, and any other pertinent information to be considered.

DATES & DEADLINES

Spring Break Programs Application Cycle

Applications Due: Thursday, November 22, 2018
Awards Announced: Second week of December 2018
Acceptance Materials Due: December 28, 2018

Summer Application Cycle

Applications Due: Friday, March 1, 2019 **EXTENDED TO WEDNESDAY, MARCH 13**
Awards Announced: End of March 2019
Acceptance Materials Due: Thursday April 4, 2019

All students will be contacted via email to confirm the status of their application once it is received. Funds are limited, so students are encouraged to apply early. Once funds for an application cycle have been exhausted, students will be waitlisted and considered for additional funding should it become available.

WHERE TO SUBMIT APPLICATIONS

Complete application packets should be submitted by 4:00 pm of the established deadline to the Study Abroad Office to: abroad@broward.edu (Application form and all pertinent attachments must be on the same email titled: "*Faculty-Led Travel Grant Application – [your name]*")

OR Physically

Broward College - Weston Center
4205 Bonaventure Boulevard
Building 110 / Suite 208
Weston, Florida 33332

*Incomplete or late application packages will not be taken into consideration

TRAVEL GRANT ACCEPTANCE PROCESS

Students who are offered an award will be contacted via email. To accept the award, the student must complete the Acceptance of Offer Form provided to them, which includes showing evidence of having been accepted to the program by the grant acceptance deadline (in the form of a copy of the program application and deposit receipt). If students fail to submit materials by the required deadline, the award will be canceled and reallocated.

Students who are offered and accept an award must complete a *minimum* of three (3) study abroad-related presentations, activities or volunteering during the subsequent term of their program. Students must submit an activity log to the office of study abroad to confirm the completion of all activities.

FACULTY-LED PROGRAM TRAVEL GRANT APPLICATION

I. PROGRAM INFORMATION

Name of Program: _____

Dates of Travel: _____

II. STUDENT CONTACT INFORMATION

Name: _____

Address: _____

Email Address: _____ Telephone #: _____

III. ACADEMIC INFORMATION

BC Student ID#: _____ Cumulative GPA: _____

Program of Study at Broward: _____

Student Status: FRESHMAN SOPHOMORE JUNIOR SENIOR OTHER

Total Credit Hours Completed at BC: _____

Are you eligible for, enrolled in, or have completed ENC 1101? YES NO

Please list any foreign languages studied and proficiency of each language: _____

IV. RESIDENCY INFORMATION

Country of Citizenship: _____ Passport Number: _____

Are you a Florida Resident? (Check one) YES NO If yes, length of Florida residency: _____

Are you an international student in F-1 or M-1 status? (Check one) YES NO

V. ADDITIONAL INFORMATION

1.) Have you ever participated in a study abroad program? (Check one) YES NO

If yes, where and when? _____

2.) Have you ever received a BC-sponsored study abroad scholarship or grant? YES NO

If yes, which scholarship and when? _____

3.) Are you currently receiving Federal Financial Aid through BC? (Check one) YES NO

4.) Please list any academic achievements, student involvements, leadership positions, or volunteer service. Attach an additional sheet if necessary): _____

6.) Please list any special circumstances to be considered in evaluating your application. (Attach an additional sheet if necessary): _____

VII. ESTIMATED PROGRAM COST	
A.) Program Cost (travel fee as list on program webpage)	\$
B.) Meals (those not included in program cost)	\$
C.) Passport cost (if you do not have a passport already or must renew)	\$
D.) Tipping (if not included in the program cost)	\$
E.) Personal expenses	\$
F.) Other (Please Specify):	\$
TOTAL TRAVEL COST ESTIMATE	\$

VII. ESTIMATED FINANCIAL RESOURCES	
A. Student savings	\$
B. Funds from parents/relatives	\$
D. Educational loans	\$
E. Grants/scholarships (<i>include state or federal financial aid</i>)	\$
F. Any other resources	\$
TOTAL ESTIMATED FINANCIAL RESOURCES	\$

VIII. AMOUNT REQUESTED

Students may apply for up to \$800. The average award is \$300-700. The funds will be applied to the final payment of the program fee, so students are responsible for making all payments in full amounts as scheduled.

I would like to request \$_____.

IX. AGREEMENT & SIGNATURE

By signing below, I affirm that I have read the Faculty-Led Program Travel Grant Criteria, Application and agree to all terms and conditions. If selected as a recipient of this funding, I agree to promote study abroad opportunities at Broward College by conducting a short presentation about my experience in four classrooms or club meetings by the end of the semester after my return to campus. If I am not returning to Broward College or am unable to conduct classroom presentations, I agree to meet this obligation by creating a video, writing a testimonial, or completing another activity as approved by the Greene International Education Institute. If I withdraw from the program, am expelled from the program, or fail to meet the aforementioned obligations, the Greene International Education Institute reserves the right to cancel the award or seek repayment of funds disbursed.

_____ Student Name

_____ BC ID

_____ Student Signature

_____ Date