

**Professional Development Fund Budget Form**

*PLEASE READ CAREFULLY.*

Please present an assessment of costs associated with your internship, research, service, or other professional development experience. **Awards will vary** based on individual needs and circumstances. Most awards will correspond with our flat rates:

* Micro-internship – up to $1000 (1-4wks)
* ½ summer (5-7wks) $2000 for half a summer
* $4000 for full summer (8-10 weeks).
* *Up to* $2,000 for conference registration, lodging and travel.
* *Up to* $500 *reimbursement* for travel to interviews.

**Note:** T**his award, if granted, may not cover 100% of your funding gap.** We hope the funds go a long way to make the experience more accessible and to help you maximize the opportunity.

**NOTE: SUMMER COURSE ENROLLMENT**

***If you*** ***are enrolled*** for academic credit *at any point* over the summer, the Office of Scholarships and Student Aid will create a standard budget and offer corresponding financial aid for your tuition, fees, books, housing, meals, local travel/and or study abroad travel and miscellaneous expenses. Your financial aid offer may already include grant funds to cover these expenses. In reviewing your request for funds, we will consider all incoming resources, including grant aid, to determine an amount from the Carolina Covenant Professional Development Fund that could assist with any funding gaps in coverage that your existing resources will not cover, which may or may not result in replacement of some loan in your financial aid package. This budget of estimated costs below helps us understand any need that might be outside of your financial aid award for such expenses this summer.

***If you do not enroll*** in any courses during summer 2023 (and are not a May 2023 graduate), you will be enrolled in a placeholder course. The **zero-credit hour, no-charge** placeholder course will show as "SUOP". The placeholder allows funding to be added to your budget and funds to be given to you when not enrolled. *Changes to your enrollment plans and adding/dropping classes after confirming your summer experience could cause delays or adjustments to your funding.  Please alert us should your enrollment plans change.*

**Full Name:**
**PID:**

1. Have you received confirmation of any other financial support outside this grant specifically to participate in this experience, including compensation from your employer or other grants?

¨ Yes\*

¨ No

\*If yes, please indicate the total amount of funding/earnings expected toward this experience and the source:

|  |  |
| --- | --- |
| Source(s) of compensation or financial support: |  |
| Total Amount Expected: |  |

1. Have you applied for any other university funding for this purpose?

¨ Yes\*

¨ No

\*If yes, from which sources or for which grants have you applied?

|  |  |
| --- | --- |
| Source(s): |  |
| Total Amount Requested: |  |

1. Please indicate the total amount of funds requested from the Carolina Covenant Professional Development Fund:

|  |  |
| --- | --- |
| Total Amount Requested: |  |

1. Please provide a breakdown of the requested amount below:

|  |  |
| --- | --- |
| Housing/Lodging (ex: $400/month, $2500 for the summer, etc.): |  |
| Type of Lodging (ex. hotel, AirBnB, etc.): |  |
| Utilities: |  |
| Meals: |  |
| Travel Costs: |  |
| Travel type (estimated airfare or mileage or both): |  |
| Registration Costs: |  |
| Other Costs related to experience, including need for professional attire: |  |
| **Total Costs:** |  |

Below, please copy and paste any screenshots of documentation that helped you determine estimated costs. This is not required but is very helpful as we review funds available to assist you.