

**2008-2009**  
**EXCEPTIONAL FUNDING**  
**HANDBOOK**

*Norman Topping Scholars*

**I. Policy**

**II. Forms**

# I. POLICY

## Exceptional Funding Policy for Norman Topping Scholars

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### General Eligibility Criteria:

- All applicants must be in good standing with the Fund.<sup>1</sup>
- Students on scholarship probation are not eligible for exceptional funding.<sup>2</sup> (Scholarship probation occurs when a Topping Scholar's cumulative grade point average drops below 2.0<sup>3</sup>, 2.5<sup>4</sup> or 3.0<sup>5</sup> depending on the status of the student, or when the student fails to complete an average of 16 units per semester toward his/her degree.)
- Failure to complete one (1) of the NTSAF program requirements during an academic year will render a scholar ineligible for exceptional funding for that academic year (see Scholar Contract).
- Once a student's degree has been officially posted, or they have completed eight scholarship-funded semesters (whichever comes first), s/he is no longer eligible to apply for or receive exceptional funding.

### Application/Request Procedures:

- Submit completed application or request form to the Assistant Director at the NTSAF office, STU 202, **by the required deadline.**
- Applicants will be notified of the funding decision via e-mail.
- Upon approval, the applicant is responsible for contacting the NTSAF office for an appointment to discuss all necessary payments for funding.
- Approval and payment is pending the completion of all scholarship program and academic requirements as stated in the NTSAF Scholar contract.
- **Original receipts, when applicable, must be submitted to NTSAF staff within four (4) weeks of the date of service or the applicant accepts responsibility for all payments.**
- If approved, all payments for services will be made at the NTSAF office with a NTSAF staff member. Scholars may not make any changes to services and/or payment information without the consent of the NTSAF Assistant Director.

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<sup>1</sup> Good standing includes, but is not limited to, cumulative GPA minimum, academic year unit minimum, and full attendance at all program requirements and shall be determined by the Executive Committee of the NTSAF.

<sup>2</sup> Students on scholarship probation are eligible for the Summer Tuition Program. See Summer Tuition: Special Circumstance Application for instruction.

<sup>3</sup> 2.0 GPA minimum applies to Topping Scholars who entered in 2005-2006 and before.

<sup>4</sup> 2.5 GPA minimum applies to Topping Scholars who entered in 2006-2007 and after.

<sup>5</sup> 3.0 GPA minimum applies to Topping Scholars who are graduate students.

## Types of Exceptional Funding:

REQUESTS	APPLICATIONS
Academic Journal	Conference Travel
Exam Fees	Preparatory Course
Honor Society Membership	Summer Tuition
Professional Association Membership	Summer Tuition: Special Circumstance
Lunch with Academic Instructor	

### Requests:

- Requests will be approved pending the review of all eligibility requirements.
- **Requests are accepted on a rolling basis between August 25<sup>th</sup> and May 1<sup>st</sup>.**
- Complete request forms must be submitted and formally approved by NTSAF before the service takes place.

REQUESTS	FUNDING (Maximum)
Academic Journal	One (1) Journal per academic year
Exam Fees	Two (2) Exam during tenure at USC
Honor Society Membership	Four (4) Memberships during tenure at USC
Professional Association Membership	One (1) Membership per academic year
Lunch with Academic Instructor <sup>6</sup>	One (1) Lunch per semester

### Applications:

- Applications require approval from the Governing Board.
- Application requirements vary by the service requested. See application for further details.
- Applications for Conference Travel and Preparatory Courses are only accepted on the first Friday of every month, **September thru May**. The 2008-2009 academic year due dates are as follows: **9/5, 10/3, 11/7, 12/5, 1/16<sup>8</sup>, 2/6, 3/6, 4/3, 5/1.**
- Applications for Summer Tuition and Summer Tuition: Special Circumstances are due **Friday, March 27, 2009 by 5pm.**
- Application deadlines are final, no exceptions.

APPLICATIONS	FUNDING (Maximum)
Conference Travel <sup>7</sup>	Two (2) Conferences during tenure
Preparatory Course	One (1) Course during tenure
Summer Tuition	Four (4) Units during tenure
Summer Tuition: Special Circumstance	Four (4) Units per academic year

<sup>6</sup> Scholars are required to attend the Student/Faculty Luncheon each semester. Only scholars who miss the luncheon due to an approved academic conflict are eligible for "Lunch with an Academic Instructor" exceptional funding request. Academic conflicts are only approved by the Director (see Scholar Contract).

<sup>7</sup> Topping Scholars who entered in 2005-2006 and before may apply for funding of one (1) conference travel per year.

<sup>8</sup> January 16<sup>th</sup> is the first Friday after winter recess.

## Norman Topping Student Aid Fund Conference Travel Program 2008-2009

### PURPOSE:

- The purpose of the Conference Travel Program is to compensate the expenses incurred by scholars during travel to academic/service oriented/leadership conferences and/or meetings.

### WHEN TO APPLY:

- Applications are accepted the first Friday of every month, **September thru May**. Completed applications must be submitted by 5 PM to the NTSAF office on the following dates:

<b>September 5, 2008</b>	<b>December 5, 2008</b>	<b>March 6, 2009</b>
<b>October 3, 2008</b>	<b>January 16, 2009*</b>	<b>April 3, 2009</b>
<b>November 7, 2008</b>	<b>February 6, 2009</b>	<b>May 1, 2009</b>

\* January 16<sup>th</sup> is the first Friday after Winter Recess.

- **All conference travel applications must be submitted by the deadline that is at least six (6) weeks prior to travel.**

### ALLOWABLE EXPENSES:

- **Travel** between scholar's home and the site of the conference/meeting, according to the guidelines described in the applications instructions. Transportation at (or during) the conference is the applicant's responsibility and is not reimbursable.
- **Registration** fees up to \$300.00.
- **Food** costs up to \$25.00/day for a maximum of 4 days.
- **Lodging** up to \$125.00/night for a maximum of 4 nights.
- **Airfare** up to \$2,000.00.

***Important Note:*** All original receipts and reflection statement must be received by the NTSAF office within four (4) weeks of the date of travel or the scholar accepts responsibility of payment. Approved reimbursements will NOT be processed unless it is an original receipt.

### SELECTION CRITERIA:

- Applicants are evaluated on the following criteria:
  - Complete application (by deadline)
  - Comprehensive documentation
  - Degree to which they meet the purpose of funding
  - Validity of letter of recommendation
- Priority will be given in the following order:
  1. Applicants who are presenting at the conference
  2. Applicants attending an academic conference/meeting
  3. Proximity to completion of degree
  4. Scholars who have not utilized Conference Travel

**APPLICATION INSTRUCTIONS:**

- 1) Fill in all of Section I: Application Identification
- 2) Fill in Section II: Expenses:

A) **LONG DISTANCE TRAVEL** is travel from home to the location of the conference/meeting, and back (Airfare maximum \$2000.00). NTSAF will only fund a single means of long-distance travel unless it is shown that:

i) Combining another means of travel is less expensive than completing the trip by the single means.

OR

ii) The conference city can only be reached by combined means of travel.

Applicants requesting funding for combined means of travel under clause “a” must provide a written price quotation to show that alternate means are less expensive than single means. Receipts for airline travel must include both the invoice and the ticket receipt. The Conference travel grant reimburses fuel costs for rental cars only: the Fund does not reimburse mileage.

*For example, an applicant delivering a paper in Boulder, CO would normally be reimbursed for a plane ticket to Boulder via Los Angeles, CA. S/he could, however, be reimbursed for a plane ticket to Denver, CO and a rental car from Denver to Boulder if (s)he proves that the plane ticket to Boulder is more expensive than the amount requested for the combined means of travel (i.e. the airplane to Denver and the rental car to Boulder). If there were no airport in Boulder, the applicant could also be reimbursed for a plane ticket to Denver and a rental car to Boulder under clause “b”.*

B) **LOCAL TRAVEL** is travel from a transportation center (e.g. airport, train station, bus station) in the area of the conference to the actual conference site, and back. NTSAF does not reimburse for transportation during the conference or for cars rented within the area of the conference. Rental car expenses are only allowable if the car was rented to get to the area of the conference, i.e. for long-distance travel.

*For example, an applicant may request to be reimbursed for the cost of a shuttle bus from the airport to the University where their conference is held, and back. An applicant would not be reimbursed for the cost of buses taken downtown for evening entertainment during the conference, or for the transportation between a hotel and the conference site: these constitute transportation during the conference. Neither would an applicant be reimbursed for a rental car from, O’Hare Airport to Northwestern University, since they are in the same metropolitan area.*

C) **REGISTRATION:** Original receipt from conference registration is required (maximum \$300.00).

D) **FOOD:** Meal cost will be reimbursed according to the following schedule: 1 day at conference, UP TO \$25.00; 2 days, UP TO \$50.00; 3 days UP TO \$75.00; 4 days UP TO \$100.00 (maximum 4 days). Note: the applicant can spend this allotment at any rate. Be sure to include original receipts.

*For example, an applicant who attended a 3-day conference may request food reimbursement for up to \$75 dollars. The applicant may spend this allotment at the rate of \$25.00/day, or splurge for a \$75.00 meal, at her/his own discretion.*

- E) **LODGING:** Each applicant may request up to \$125.00/night for a maximum of 4 nights. If the applicant shares a room, s/he may only request the amount of the room rate divided by the number of occupants in the room. A room charge slip indicating the room rate, tax, occupancy, and extra charges must be included. The Travel Grant does not cover telephone calls, movies or parking charges.

*In the column labeled **TOTALS TO TABULATED BY APPLICANT**, calculate the amount of your **estimated total expenses** in each category (travel, registration, food and lodging). Add together the totals from these categories to find your total expenses. Then, from your **estimated total expenses**, subtract the amount of any **other funding** you received for this trip. The remaining amount is your total request.*

(IF YOU RECEIVED OTHER FUNDING FOR THIS TRAVEL, COMPLETE #6 OTHER FUNDING)

- 3) Complete Section III: Statement of Purpose.
- 4) Complete Section IV: Documentation. If you obtained funding from a non-departmental source, include copies of all communication and financial documents relevant to the transaction. Submitting this information will affect the outcome of your application.
- 5) Upon completion of conference travel you are required to submit a 1-2 page reflection. The reflection statement should assess your academic, personal, and/or professional growth after attending the academic/service-oriented/leadership conference and/or meeting. This reflection piece is due to the Assistant Director within four (4) weeks of the date of travel. Reimbursements will not be processed until the self-reflection statement is submitted.

## **Norman Topping Student Aid Fund Preparatory Course Program 2008-2009**

### **PURPOSE:**

- The purpose of the Preparatory Course Program is to assist Topping Scholars with the preparation for the attainment of a graduate degree.

### **WHEN TO APPLY:**

- Applications are accepted the first Friday of every month throughout the academic year. Completed applications must be submitted by 5pm to the NTSAF office on the following dates:

<b>September 5, 2008</b>	<b>December 5, 2008</b>	<b>March 6, 2009</b>
<b>October 3, 2008</b>	<b>January 16, 2009*</b>	<b>April 3, 2009</b>
<b>November 7, 2008</b>	<b>February 6, 2009</b>	<b>May 1, 2009</b>

\* January 16<sup>th</sup> is the first Friday after Winter Recess.

- **All preparatory course applications must be submitted by the deadline that is at least six (6) weeks prior to start date of the course.**

### **ALLOWABLE EXPENSES:**

- The maximum amount that may be funded under this policy is one (1) course during the scholar's tenure at the University.

### **SELECTION CRITERIA:**

- Applicants are evaluated on the following criteria:
  - Complete application
  - Comprehensive documentation
  - Compelling and thorough proposal in Section C
- Priority will be given in the following order:
  1. Proximity to completion of degree
  2. First-time applicants

**Norman Topping Student Aid Fund  
Summer Tuition Program 2008-2009  
Deadline: March 27, 2009 by 5pm**

**PURPOSE:**

- The purpose of the Summer Tuition Program is to promote the attainment of a double major and/or minor by a Topping Scholar.

**SPECIAL CIRCUMSTANCE CLAUSE:**

- Applicants who do not meet the eligibility requirements may still apply for the Summer Tuition Program under the Special Circumstance clause. This funding is intended to provide scholars with the opportunity to graduate within the allotted scholarship terms at the University. To apply, use the Summer Tuition: Special Circumstance Application. Contact the NTSAF office for further information regarding this funding.

**WHEN TO APPLY:**

- Completed Summer Tuition or Summer Tuition: Special Circumstance applications must be submitted to the NTSAF office on Friday March 27 2009, by 5pm. Late or incomplete applications will not be accepted, no exceptions.

**ALLOWABLE EXPENSES:**

- The maximum amount of extra units that may be funded under this policy is four (4) tuition units. Funding is available only for academic courses applicable to applicant's degree (major, minor, or general requirements).

**SELECTION CRITERIA:**

- Applicants are evaluated on the following criteria:
  - Degree to which they meet the purpose of funding
  - Compelling and thorough proposal in Section C
  - Validity of Academic Certification
- Priority will be given in the following order:
  1. Proximity to completion of degree
  2. First-time applicants

## **II. FORMS**

### **Exceptional Funding Forms for Norman Topping Scholars**

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#### **Requests:**

- Academic Journal
- Exam Fees
- Honor Society Membership
- Professional Association Membership
- Lunch with Academic Instructor

#### **Applications:**

- Conference Travel
- Preparatory Course
- Summer Tuition
- Summer Tuition: Special Circumstance