**Selma Andrews Policy**

Funds are distributed that support student global mission service/practice and professional presentation travel from the Selma Andrews funds. Selma Andrews funds are allocated annually and are available on a first come-first serve basis. Only Selma Andrews funds are available to support global mission service/practice and professional presentations trips. As such, once the annual allocation of Selma Andrews fund is exhausted no further school or department travel support is provided (except when course fees have been assigned to be used specifically for course related travel; or other funding preapproved by the Dean’s office).

Regarding the use of Selma Andrews funding, the additional following conditions apply:

1) Matriculating SBH students in good academic and professional standing are eligible to receive a Selma Andrews scholarship to use towards professional presentations at conferences, and global mission related travel in the following limited amounts:

* 1. Professional presentation travel requests (regardless of domestic or international location) will receive a maximum of $500 for the duration of degree completion; and
	2. Global mission travel requests (typically outside of the United States) will be granted up to $1000 maximum for the duration of degree completion.
	3. Funds are not transferrable between categories.
	4. Funds are not provided in the quarter following graduation.
	5. **Additional funding is not provided from the School of Behavioral Health (or any of its departments or cost centers) to cover the cost of extended time on a trip that result from any quarantine requirements, flight cancellations or any other travel delays. The risk of possible added expenses needs to be evaluated by students when planning travel.**
1. Students must request this scholarship by filling out and submitting the appropriate SBH application form to their department chair for approval. Once approved, the department will forward the signed form via their LLU email address to cganitano@llu.edu.
2. Requests for funding must be made prior to the time of travel. Funds are not distributed until the quarter the travel occurs. Request after the completion of travel are not acceptable and will not be processed.
3. Funds received for travel not associated with the completion of a course, may be a taxable.
4. Proof of attendance is required. Send documentation to cganitano@llu.edu. Failure to comply will result in scholarship funds being reversed from the student’s account.

**Request Form**

**Scholarship Funds**

*Instructions: Please complete and forward (in person or from your LLU email address) to your department Chair for approval. Department chairs then forward the approved form by email to cganitano@llu.edu. Requests cannot be finalized until all items on this form are provided/completed. Funds to be provided will be confirmed by the Dean’s Office.*

*Note: Funding is contingent upon availability. Funding for more than one event/trip within the same academic year (summer, fall, winter, and spring terms) is dependent upon available funding and how much the student has already used of the maximum available for each category. Funds are not transferable between categories. Students must be in good academic and professional standing to qualify for funding.*

I **,** am requesting that scholarship funds be transferred to my Student Account at Loma Linda University to help offset the cost of my attendance/participate in:

 Name of Event/Trip:

 Dates of Event/Travel:

 Location/Destination:

Is this request related to a course? [ ]  Yes, or [ ]  No If yes, which course?

Amount requested for travel? $\_\_\_\_\_\_\_ ☐ Professional Presentation (up to $500) ☐ International Mission (up to $1000).

**Initial each of the following items as acknowledgement and understanding of the conditions by which these funds are provided.**

 **I understand** that these funds are to be used educational related expenses that supports the advancement of my professional knowledge, skills and experiences.

 **I understand** that funds are only deposited to my Student Account once support for my involvement in the identified event/trip is approved by my department chair or program director (*approval provided through the Traveler Portal).*

 **I understand** that all university, school, program policies, and professional standards of conduct apply to all sponsored events/trips.

 **I understand** that I may not be able to withdraw these from my Student Account if I have an

outstanding/unpaid balance.

 **I understand** that **if I do not attend** the event/trip for which Scholarship funds have been approved and transferred to my Student Account, that the Scholarship funds will be removed from my Student Account, and I will be financially responsible to reimburse the school or department (which ever applies) for nonrefundable items purchased on my behalf to facilitate my attendance at the designated event/trip (including, but not limited to airline tickets, hotel deposits, conference fees, etc.).

 **I understand** that additional funds are not available from the School of Behavioral Health (including all departments and cost centers) to cover the cost of unplanned and/or extended time on a trip that results from quarantine requirements, flight cancellations or any other travel delays. **I further understand** that is it my responsibility to evaluate the possibility of these added costs when planning travel and consider how possible added expenses could be addressed.

 **I understand** that by signing and returning this form I have agreed to abide by all the conditions outlined in this document.

**Student Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Email: Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**