



2016-17 Ed.M. and C.A.S. Student Opportunities Fund Guidelines

HGSE is committed to supporting the academic and professional development of students both within and outside of the classroom. **This fund seeks to alleviate some of the financial burden of off-campus learning opportunities by providing applicants with an education award in the amount of up to \$500 to be used for the following:**

- Attendance fees and transportation costs for academic conferences, workshops, and other academic opportunities that will enhance the HGSE experience.

Guidelines for Applying for a Student Opportunities Fund Award

- Applicants must be enrolled as a part-time or full-time student in a master's or certificate of advanced study program at the Harvard Graduate School of Education.
- Students may apply for an award from the Fund for expenses occurring between August 31, 2016 and June 1, 2017.
- Students **must submit an application form to the Master's Studies Office in Longfellow 042 and apply before the deadline** each semester:
 - (Fall) on or before December 2, 2016.
 - (Spring) on or before April 26, 2017.
- In addition to the financial application form, students must submit a **statement outlining the conference's academic and/or professional benefits and their reasons for attending.** (250 words or less)
- Student **must submit a budget and provide proof of conference attendance (either travel itinerary, registration form, or receipt(s) of expense, etc.)**
- All award recipients will be required to submit a brief memo to the Master's Studies Office describing skills and knowledge gained through their experience.
- The award granted may be used for any of the activities listed above. Activities that are not listed **must gain the approval** by Degree Programs and are **not** assured of an award.
- **Students may not apply for funds more than once each semester.**
- Applications are for individual students, not student groups.

Guidelines for implementation of the fund

- Fifteen awards are available each fall and each spring.
- All applications must be received before the fall and spring deadlines and reviewed in the interest of equity between all HGSE programs.
- **Unless extraordinary circumstances or to ensure relative equity between programs, funds will be allocated on a first come, first serve basis.**
- The fund will be marketed to students at the beginning of each semester. Depending on the response, email communication may be used to encourage applicants throughout the semester.

Please contact Mary Kiesling, Assistant Director for Master's Studies, with questions: Longfellow 042, 617-496-4406, mary_kiesling@gse.harvard.edu



**HARVARD
GRADUATE SCHOOL OF EDUCATION**

HGSE Student Opportunities Fund Award Application

Full Name:	Date of Application: __/__/_____
HUID:	
Email:	Phone Number:
Program:	Local Address:
U.S. Citizen or Permanent Resident ____ Non-U.S. Citizen ____	Permanent Tax-Reporting Address:
Name of Conference/Opportunity:	Date/s of Conference/Opportunity:
Location of Conference/Opportunity:	
Estimated expenses (\$500 maximum):	
Do you have additional funding sources? Please explain.	

Please attach a brief statement describing your reasons for attending this conference, its academic/professional benefit to you as an HGSE student, and what you hope to gain from attending.

Signature: _____ **Date:** _____

By signing above, I certify that the award administered will be used in pursuit of academic and professional conference opportunities as an HGSE student.

I also understand that this form does not guarantee a Fund award; that there are 15 awards available per semester; Funds will be awarded on a first-come, first-serve basis and in the interest of HGSE academic program equity. Payments may take several weeks to process and additional forms and signatures may be required upon selection.