COLLEGE OF DESIGN
UNIVERSITY OF MINNESOTA

2013-14 Undergraduate Professional Development Funding

PURPOSE

To support undergraduate students who engage in professional development experiences as part of their academic degree program.

APPLICATION DEADLINE : April 15, 2014*

* If you are graduating fall term 2013, you must submit your application by November 26, 2013.

ELIGIBILITY

1. You must be enrolled as an undergraduate student in one of the following College of Design majors:
   - Apparel Design or Pre-Apparel Design
   - Architecture (BDA or BS) or Pre-Architecture
   - Graphic Design or Pre-Graphic Design
   - Housing Studies
   - Interior Design or Pre-Interior Design
   - Landscape Design and Planning
   - Retail Merchandising
2. The meeting, function, seminar, conference, membership fee or event must be related to your major. Funds may be used for professional or student membership fees.

ADDITIONAL INFORMATION

- Each program has limited funds to distribute on an annual basis, thus priority is given by date of submission.
- ***This scholarship may affect your financial aid package.*** We recommend you contact One Stop Student Services at 612-624-1111 or onestop@umn.edu before accepting the award to find out how this funding may affect your overall financial aid.

APPLICATION PROCESS

- Submit your application form to your program approver for review. If approved, you will be reimbursed up to the approved amount upon submission of your receipts. You will receive your reimbursement 2-3 weeks after you have submitted your paperwork to Student Services.
- Payment will be made only after expenses have been incurred.
  - If you submit your request ***prior*** to incurring the expense, include an estimate of the expenses for which you are seeking reimbursement.
  - If you submit your request **after** incurring the expense, include receipts for the expenses incurred for which you are seeking reimbursement.
- After obtaining program approval, submit the following to CDes Student Services in 12 McNeal or 107 Rapson:
  - CDes Undergraduate Professional Development Funding Application with completed program approval
  - Receipts
  - W-9 Form (Necessary only if you are not currently employed by the U of M. See: irs.gov/pub/irs-pdf/fw9.pdf)

Program Approvers:

Apparel Design: Lucy Dunne, ldunne@umn.edu
Architecture (BS): John Comazzi, jcomazzi@umn.edu
Architecture (Pre-Architecture & BDA): Sharon Roe, roexx007@umn.edu
Graphic Design: Sue Chu, schu@umn.edu
Housing Studies: Becky Yust, byust@umn.edu
Interior Design: Stephanie Zollinger, szolling@umn.edu
Landscape Design and Planning: Brad Agee, ageex004@umn.edu
Retail Merchandising: Juanjuan Wu, jjwu@umn.edu

COLLEGE OF DESIGN
UNIVERSITY OF MINNESOTA

2013-14 Undergraduate Professional Development Funding

PERSONAL INFORMATION

Name _____ Student ID _____
Last First

Address _____
Street City State Zip

Phone _____ U of M E-mail _____@umn.edu

Major(s) _____

Amount Requested: $_____
I am currently employed by the University of Minnesota. ☐ yes ☐ no (See below.)
If you are not currently employed by the U of M, you must fill out a W-9 to receive your reimbursement. Visit: wwwirs.gov/pub/irs-pdf/fw9.pdf

EXPLANATION OF EXPENSES

Provide a brief explanation of the expenses for which you are seeking reimbursement and how this opportunity applies to your major. Include who, what, when, where and why. If attending an event/conference, please indicate the name, date, and location of the event.

Student Signature:_____ Date Submitted to Program Contact: _____

PROGRAM APPROVAL

Approved by (please print): _____ Amount Approved: $_____

Signature: _____ Date: _____

The University of Minnesota is an equal opportunity educator and employer.
Direct requests to the College of Design, 12 McNeal Hall, 612-624-1717
© 2012 by the Regents of the University of Minnesota. All rights reserved.