



VILLANOVA  
BUSINESS

# DAVIS FUND FOR STUDENT EXPERIENCES

STUDENT HANDBOOK  
GUIDELINES, POLICIES, AND PROCEDURES  
2022 - 2023

## Table of Contents

Program Description	2
Student Eligibility	2
How to Obtain Funding	3
Academic Integrity	4
Application Process	4
Appeals Process	4
Anticipated Expenses	4
Cancellation	4
Case Competitions and Conferences	4
Certifications and Exams	5
Dean of Students Office	5
Direct Deposit Process	5
Education Abroad	6
Emergencies	6
Financial Need	6
Individual vs. Group Request	6
Internships	7
Liability	7
Meals	7
Receipts	8
Reimbursement	8
Review Committee	8
Student-Athletes	8
Stewardship Report	9
Thank You Notes	9
Travel	10
University Vehicles	10
Waivers	10

## **Program Description**

The Davis Fund provides financial support to students (VSB undergraduate and graduate students or students earning a business minor) pursuing worthwhile causes that will enhance their academic and professional development. Students must apply for funds through a formal application process. Examples of such initiatives could include but are not limited to:

- Attending and/or presenting at conferences and lectures
- Business Societies' projects
- Education Abroad Programs (*financial need is considered as part of review process*)
- Immersion Programs
- Internships - paid & unpaid (*financial need is considered as part of review process*)
- Non-profit work/service
- Participation in case competitions
- Travel expenses for any of the above
- Virtual experiences to enhance industry skill set

## **Student Eligibility**

Students must meet the following guidelines in order to have their application reviewed by the committee consisting of VSB administrators:

- Active, full-time student in VSB or student earning a business minor
  - Undergraduate students must be enrolled in at least 12 credits, full-time status during the fall/spring semester
  - Graduate students must be enrolled in at least 3 credits, full-time status during fall, spring, or summer semester
- Minimum overall and technical 3.0 GPA
- Applications must be submitted prior to experience and may not be submitted retroactively for past experiences.
- Students who have an F-1 visa are encouraged to apply. The associate director will reach out to the assistant director, SEVIS/Immigration Specialist to confirm there are no concerns/violations with the visa policies.
- International students may be assessed a fee of 14% of their request in taxes based on IRS regulations.
- Students on a leave of absence are not eligible to receive funding during the leave.

## How to Obtain Funding

Students will need to complete the following steps in order to seek out available funding.

- Attend an info session (strongly encouraged; not required). Session dates and times are posted in Handshake. Students are encouraged to register in advance.
- Submit application accessible via the webpage: [business.villanova.edu/davisfund](http://business.villanova.edu/davisfund)
- Application requires the following documents to be uploaded:
  - Professional resume
  - Short essay question: Explain how this funding will enable you to carry out the mission and values of the Villanova School of Business.
- Students will need to provide an itemized list of anticipated expenses and must include all sources of requests for funding on application.
- As part of the application process, the associate director will consult with the following offices: Dean of Students Office, Office for Financial Assistance, Office for International Students and University Athletics to confirm a student's current standing.
- Applications are reviewed within two weeks of being submitted.
- If awarded partial or full funding, students will need to meet with the associate director.
- Students will need to complete all necessary waivers during the meeting (either in person or virtually).
- Funding is typically awarded to students via direct deposit within two weeks of waivers being signed and returned. Refer to direct deposit section for details.
- Once the Experience concludes, students have two weeks to submit a required thank you note. Refer to Thank You Note section for details.
- Students may be asked to participate in future marketing events for the Davis Fund such as, but not limited to information sessions, student panels, VSB events, and the annual Davis event.
- There is no limit to the number of times a student can apply.
- There is no limit to the dollar amount for a request. Students are expected to provide all necessary details relating to the request to give the review committee a full understanding of the Experience when their application is being reviewed.

## **Academic Integrity**

If a student is involved in an active academic integrity violation, the student's application will not be reviewed and funding will not be granted until violation has been resolved.

## **Application Process**

Completed applications are reviewed by the review committee on a rolling basis throughout the calendar year. Once a completed application is submitted, the student will receive notification via their Villanova email account within two weeks. Applications must be submitted four weeks prior to the experience/opportunity commencing to allow adequate time for funding to be processed and transferred accordingly.

## **Appeals Process**

At this time, the review committee will not be able to review appeals. Students are encouraged to seek out other campus resources to request additional funding.

## **Anticipated Expenses**

As part of the application, students must include anticipated expenses for the experience. Approximate funding (example: cost of an airline ticket that may fluctuate) is acceptable.

## **Cancellation**

If a student is unable to participate in the Experience after funding has been awarded, the student must provide documentation for reason as to why he/she was not able to follow through with participation. Required documentation will be requested on a case by case basis based on reason for cancellation. If the Experience is canceled, students will need to forward documentation to the associate director within 48 hours of cancellation notice. The associate director will work with the student to determine how and when the funding will be returned to the University.

## **Case Competitions and Conferences**

Funding for a case competition or conference may include the registration fee, travel, and food/meals. Spending money for additional excursions not related to the experience will not be covered.

## **Certifications and Exams**

Applications for certifications, exams (including prep/sitting for the exam), memberships and professional licenses will be declined.

## **Dean of Students Office**

The associate director will consult with the Dean of Students Office to confirm that a student is in good standing with the University when reviewing a student's application. If a student is not in good standing, the issue will be addressed on an individual basis. Depending on the situation the student is involved in, the application to the Davis Fund for Student Experiences may be declined.

## **Direct Deposit Process for Awarding of Funds**

Students will receive funding electronically, deposited in the bank account of the student's choice (e.g., a financial account belonging to the student or a parent/guardian). It is highly recommended that students sign up for "Direct Deposit of Refunds" via the Bursar Dashboard in MyNova so that their office can electronically send the funds directly to the student's bank account. The setup and verification process take approximately one week. A direct deposit consent remains in effect as long as the student is enrolled in classes. If the checking or savings account information changes, the student must sign up again with the new information. Direct deposit can go to any financial institution within the United States. If a student does not submit their direct deposit information, a check will be issued in the student's name and mailed to the permanent home address on file.

Student funding may be considered taxable income. Please refer to Internal Revenue Service (IRS) guidelines regarding scholarships and fellowships to learn if the award, or a portion of your award, should be noted on the income tax return.

## Education Abroad

Applications submitted for abroad programs will not be reviewed until the student has been accepted into the program. If requesting funding for an education abroad program including travel, students must have demonstrated financial need confirmed by the Office for Financial Assistance (OFA). The Review Committee will confirm a student's need status with OFA. Application requests for semester programs can include any non-program fees. Awards cannot fund tuition, credits, or course materials. Completed applications must be submitted by:

- Fall semester - due by June 15<sup>th</sup>
- Spring semester - due by October 15<sup>th</sup>
- Summer & Maymester - due by March 15<sup>th</sup>

*Only **full-time VSB students** are eligible to submit applications to request funding for abroad opportunities.*

## Emergencies

If planned travel becomes impossible or unsafe, Villanova will be responsible for additional night accommodations. This situation must be documented and approved.

If a trip needs to be canceled, the University will be responsible for any additional charges associated with using the ticket for a future trip, provided it is a true emergency. All canceled trips and/or unused tickets must be reported and be reimbursed to the University.

## Financial Need

The Davis Fund is open to all VSB students and is not limited to only students requesting funds due to financial restraints. The Office of Financial Assistance may be consulted when determining if the Experience will be awarded. For example, applications requesting funding for study abroad will be awarded based on financial need.

## Individual vs. Group Request

Each VSB student requesting funds will need to submit a completed application. Each application will be reviewed individually. Funding will be awarded to the individual based on quality of application.

## Internships

Paid - Students can request funding to put toward living expenses (housing, meals, transportation) while participating in paid internships. Students must include the firm's offer letter in their application. *Applications must be submitted by **May 1<sup>st</sup>** for a summer opportunities or three weeks in advance of position starting, whichever happens first.* Demonstrated financial need confirmed by the Office for Financial Assistance (OFA) will be taken into consideration as part of application review. The Review Committee will confirm a student's need status with OFA.

Unpaid - Students can request funding to put toward living expenses (housing, meals, transportation) while participating in unpaid internships. Students must be earning academic credit or submit documentation that their future employer acknowledges and will abide by the US [Department of Labor's](#) criteria for internship experiences. Students must include the firm's offer letter in their application. *Applications must be submitted by **May 1<sup>st</sup>** for a summer opportunities or three weeks in advance of position starting, whichever happens first.* Demonstrated financial need confirmed by the Office for Financial Assistance (OFA) will be taken into consideration as part of application review. The Review Committee will confirm a student's need status with OFA.

*Only **full-time VSB students** are eligible to submit applications to request funding for expenses related to internships.*

## Liability

As directed by the University General Counsel, once a student is awarded funding, the student will need to sign the liability waiver and return to the associate director prior to receiving the funding.

## Meals

It is expected that the students be reasonable and to seek moderately priced restaurants. A guideline has been provided for convenience: breakfast - \$10, lunch - \$15, dinner - \$35. It is understood that certain regions are more expensive than others and that this only a guideline. Per Diems are not permitted. (Guidelines provided by University Procurement Office.)



## **Receipts**

Once the Experience concludes, if applicable, students have 10 days to submit receipts to the associate director via email. Receipts should total the amount awarded from application. If receipts total less than the amount awarded, the Bursar's Office will bill the student's account so that the unspent funding can be returned to the University.

## **Reimbursement**

If a student is seeking reimbursement after the Experience concludes, all original receipts must be turned into the associate director via email. All receipts must be clearly visible and not marked up. Students will receive reimbursement via their Wildcard or direct deposit. There will be no cash exchanges permitted. Students will not be reimbursed for alcoholic beverages (regardless of age). If receipts are not submitted in a timely manner, the student may be liable for returning funding that is not documented with an original receipt.

## **Review Committee**

The review committee is a small group of VSB administrators who meet regularly (typically on a weekly basis) to review all completed applications in a fair and consistent manner that aligns with the intent of the Fund.

## **Student-Athletes**

Student-Athletes in VSB or in a business minor program are welcomed to apply to the Davis Fund for Student Experiences. Requests will be shared with the Compliance Office in University Athletics to confirm that all NCAA regulations are being followed accordingly. The Office of Academic Support for Student Athletes will also be notified so that students can make arrangements with their coaches and professors if the Experience will impact class time and practice/game schedules.

## Stewardship Report

Mr. Jim C. Davis '81 VSB and Kim Davis will receive an annual stewardship report including thank you notes and photos submitted by students who received funding throughout the academic year. University Advancement coordinates the report and may request additional information from a student when proofreading/editing all thank you notes for the report. Students are expected to comply with all requests from University Advancement.

## Thank You Note

Students must submit a thank you note addressed to Mr. and Mrs. Davis via the application portal in Slate within two weeks of the Experience concluding. Thank you notes should be approximately 250-300 words and must include:

- An expression of gratitude
- A reflection of how the student grew as a leader incorporating the VSB mission and values
- An explanation of how the experience helped connect theory to practice as well as achieve personal and/or professional goals.

The Davis Fund committee will approve all thank you notes. If a student's thank you note is not submitted and approved within the allotted timeframe, the **student will be required to return 50% of all funding**. If students apply for group funding, each student within the group will be required to submit a thank you note. If there are any questions/concerns about the thank you note, the student should not hesitate to reach out to the associate director. The associate director will be able to provide guidance and suggestions for the note.

In addition to the thank you note, students are strongly encouraged to submit a photograph documenting experience that will be shared with Mr. and Mrs. Davis. Please note: the photograph does not need to be of each individual student. For example, if 4 VSB students are participating in a case competition, only one photo is requested including all VSB students who participated. The group will need to designate one person to submit the photo on behalf of group.

## Travel

Students are not permitted to travel to countries with a country-wide travel warning on the U.S. State Department's travel warning list set forth at [www.travel.state.gov](http://www.travel.state.gov).

All travel outside of the United States must be reported to the University's Manager of Insurance and Risk Management so the trip can be covered under the University's International Insurance and Emergency Assistance Policy.

## University Vehicles

If a student needs to utilize a University vehicle as part of the Experience, the details of utilizing the vehicle must be clearly noted in the application. Students must comply with all policies and procedures as determined by University Public Safety.

## Waivers

Students will be required to complete all necessary waivers prior to receiving funds. All waivers must be submitted in hard copy to associate director and will be kept on file. If submitting a hard copy is not possible, a scanned PDF email attachment will be acceptable. *According to the University's Insurance and Risk Management, students must sign all documents in **INK**. Electronic signatures are not acceptable.*