PURPOSE

The M. Louise Fitzpatrick College of Nursing is committed to student knowledge acquisition, development of leadership skills, and the importance of interacting with scholars in one’s field. The allocation of funds to support student experiences will be determined based upon a number of factors, including relevance to student learning and professional development, financial need, and past funding.

GUIDELINES FOR STUDENT REQUESTS FOR EDUCATIONAL ENRICHMENT:

1. Requests should be made on the form Student Request for Educational Enrichment. Requests should be submitted as soon as possible, but at least three weeks in advance of the conference/experience. Requests for Fall semester experiences must be submitted by October 1 and requests for Spring semester experiences must be submitted by March 1. Priority will be given to the students who have not been previously funded.

2. Students who are on academic probation and/or are currently at risk for failing any courses are not eligible to participate in the various College or University special experiences designed to enhance your learning experiences and your professional development.

3. Brochures, descriptive material, nature of the experience, and the intended audience for the experience must be provided.
   a. Information from the organization who is offering the experience should be included.
   b. If this is an experience for which you have been selected to participate, attach the letter or similar evidence of acceptance to the application.

4. Provide an estimate of the costs, including transportation, accommodations, fees, parking, etc.
   a. Cost estimates should be based on the lowest possible costs. For example, if staying over on Saturday night reduces the cost of air travel despite the additional night of lodging, the applicant is expected to do so. The applicant should seek moderately priced restaurants. To guide travelers to reasonable daily room and meal rates for various geographic locations, the U.S. General Services Administration website provides information at: [www.gsa.gov/diem](http://www.gsa.gov/diem).
   b. If a ticket is purchased for an amount greater than the lowest fare, the applicant will be required to give a written explanation as to why the lower rate was not selected.
   c. Mileage will be reimbursed at the rate that is set annually by the Internal Revenue Service (IRS). The University and College will NOT pay for gas when a personal car is used, nor will it pay for violations such as parking tickets, fines, and vehicle towing charges.
   d. Villanova University will not reimburse the applicant for personal expenses incurred during any hotel stay (movies, mini-bar, health club fees, etc.).
   e. Receipts will need to be provided for all expenses.

5. After the event, the student will be required to disseminate what has been learned to fellow classmates, faculty, and/or the college through a program, demonstration, project, article, or report. The student will also be required to provide several photos at the event, preferably in front of a sign, presentation board, etc.

PROCEDURE:
1. The student submits the “Student Request for Educational Enrichment” and supporting documentation to the Undergraduate or Graduate Program Director who will review the requests and forward the application materials to the Student Professional Experience Review Committee. This committee, composed of two faculty members and one undergraduate student and one graduate student, will convene to review the request and make a recommendation to the Dean.

2. Amounts awarded will be determined based upon budget allocation and number of requests in any given year.

3. Following the committee meeting, the Dean will determine if the requests will be funded and in what amounts.

4. The Chair of the Committee will notify applicants of the outcome, dollar amounts awarded, and specific requirements for documenting expenditures.

Approved Spring 2019
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