VILLANOVA UNIVERSITY
M. LOUISE FITZPATRICK COLLEGE OF NURSING
STUDENT EDUCATIONAL ENRICHMENT FUNDING POLICY

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. Currently enrolled students in the FCON often have the opportunity to participate in educational enrichment experiences and may require financial assistance. These experiences may include activities such as Villanova in the Valley, Villanova on the Hill, the opportunity to present research or other projects at regional, national, and international conferences, or other experiences. The FCON has developed a process for currently enrolled students to request funds to partially support some of the associated expenses such as registration fees, travel, accommodations, and cost of printing posters. Allocation of funds to support these costs will be based upon a number of factors, including relevance to student learning and professional development, financial need, and past funding. Priority will be given to students who have not been previously funded through the FCON.

Committee Membership, Format, and Procedures: The Student Educational Enrichment Committee is comprised of two full time faculty members, one undergraduate student representative, and one graduate student representative. The Committee reports to the Vice Dean for Academic Affairs and to the Dean of FCON.

APPLICATION PROCESS

1) Application Deadlines: September 15, November 15, February 15, April 15.

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2) **Missed Deadline:** If an application is submitted past any of the above deadlines the application will be retained and reviewed at the next earliest review date.

3) **Documents Required:** Instructions for submission process will be provided in the application site

   a) Completion of [Student Educational Enrichment Funding Application](#).

   b) Descriptive copies or links to material that identify the organization sponsoring the experience, dates, location, registration fees, nature of the experience and the intended audience. This information can be submitted in the form of a URL, inserting copied text, or uploading an attachment into the application site.

   c) Estimate of costs: transportation, accommodations, fees, parking, tolls, meals. 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. The University will not reimburse for any alcoholic beverages. To guide travelers to reasonable daily room and meal rates for various geographic locations, the U.S. General Services Administration web site provides information at: [www.gsa.gov/diem](http://www.gsa.gov/diem). 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. Mileage will be reimbursed at the rate that is set annually by the Internal Revenue Service (IRS).

   Villanova University and the FCON will NOT pay or reimburse for gas when a personal car is used, nor will it pay for violations such as parking tickets, fines, and vehicle towing...

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charges. Villanova University and the FCON will not reimburse for personal expenses incurred during any hotel stay (movies, mini-bar, health club fees, etc.)

c) Applicants who have been officially selected by the FCON to represent the FCON at an event submit the official notification letter or similar evidence by copying and pasting or uploading the document into the application site.

5) **Review Process:** The Student Educational Enrichment Committee reviews the applications and submits its recommendations to the Vice Dean and Dean of FCON within 10 days following each of the application deadlines.

6) **Approval and Notification Process:** The final approval of funding will be at the discretion of the Dean of FCON. Once a decision has been reached by the Dean, the FCON will notify the applicant regarding the decision for funding and specific requirements, deadlines, and process for submitting proof of expenditures.

7) **Reimbursement Process:** Submit receipts for all expenses by due date noted in award notification.

8) **Expectation of Award Recipient:** Following 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.