



GSA Travel Award Application

Award Terms of Reference (Abridged):

Value: Up to \$500. A maximum of 24 awards will be given throughout the year: 12 in summer semester, and 6 per semester in Fall/Spring with a minimum of 3 per year. The award amount is not to exceed travel, accommodation costs and registration fees.

Masters students may access this award a maximum of TWICE within their degree at the U of L; PhD students can access the award a maximum of THREE times.

Eligibility: Students enrolled in part-time or full-time in any graduate degree program at the University of Lethbridge.

Criteria: This award can be applied for to subsidize either the costs associated with **1)** attending an internationally recognized conference, or **2)** attending a workshop, course or professional seminar that supports the student's current academic endeavors. Financial need and current program year are taken into consideration.

Application: Applications **MUST** be submitted before the following semester deadlines: November 1, March 1 and August 1 and **MUST** be submitted *prior to travelling for the event in question*. The application must include this completed application form and the documents listed on the next page.

Selection: Selection will be determined by the GSA Awards Committee based on the deadlines noted above. Priority may be given to applicants who haven't received the award previously and/or to those who are nearing the end of their degree. In the event that more applications are received than there are awards available, preference may be given to full-time students.

Payment: This award is paid out through the cash office and will be applied to the applicant's student account. There are no exceptions for this.

For any questions or concerns regarding this award application, or for the full terms of reference, please email: gsa@uleth.ca, or contact the GSA office at 403-329-2132.

Travel Award Checklist:

Use the below checklist to ensure that you have included all required documentation.

Incomplete applications will be rejected.

Applicant Use	Office Use	Checklist
		Completed application form - ensure ALL sections and documents are attached.
		Proof of enrollment for semester in which the conference takes place (or current semester if conference is in future)
		For conferences : proof of registration For workshops/seminars etc.: registration receipt
		Clear and brief statement explaining how the conference or workshop connects to a current academic project, and how it will support the student's academic career.
		A detailed statement of funding currently available (applied for or held) to you for your program. Include all scholarships, travel awards, bursaries, grants, research/teaching assistantships, etc.
		An estimated conference budget. This would include registration, travel, accommodations, etc.

OFFICE Use Only

Date received:	
Received by:	
Date reviewed:	
Reviewed by:	
Amount approved:	
Date of award distribution:	



Applicant Information:

Please Note: the GSA Awards Committee may request supporting documentation for any items.

Today's Date:		
Last Name:	Given Name:	Student ID #:
Street Address:	City:	Postal Code:
Cell Number:	Other Contact Number:	Email Address:
Current Degree (circle/highlight): MASTERS / PHD	Full-Time or Part-Time?	
Faculty:	Department:	Major:
Program Start Date:	Expected Completion Date:	
Citizenship (circle/highlight):	Canadian Citizen	Permanent Resident International Student
Have you received this award during your current degree (circle/highlight):	YES	NO

Conference/Workshop Information:

Name of conference/workshop:	
Location of event:	
Date(s) of event:	
Event website:	
Are you currently registered for this event?	YES NO
Are you presenting at this event?	YES NO
Total amount of funding requested:	\$

Declaration

I understand that if this declaration is not signed, my Travel Award application cannot be considered for funding.

Please read before signing.

I declare:

- That the information provided in this application, all attachments and supplemental documents are true. I understand that all the information provided is subject to verification.
- If I will be travelling internationally for this conference, I will review and follow the University's [International Travel Policy](#)

I agree to:

- Notify the GSA Office in writing if I change my address, financial or academic status or study period.
- I understand that I may be denied financial assistance if:
 - I am not currently a registered University of Lethbridge graduate student
 - I make a false or misleading statement in this application
 - I do not comply with a request from the GSA to provide information or documents to verify information in this application
 - I have already been awarded the maximum number of travel awards allowable for my degree level.
- Abide by the Award Committee's decision
- I understand that I must wait for the Award Committee to adjudicate the award which can take **up to four weeks after the application deadline.**

Student Name (printed)

Student Signature

Date

Supervisor Name (printed)

Supervisor Signature

Date