

2019-2020 STUDENT TRAVEL FUND APPLICATION

THROUGH THE GENEROSITY OF THE OFFICE OF THE DEAN AND CCMPOWER THE COLLEGE-CONSERVATORY OF MUSIC IS ABLE TO PROVIDE MONETARY ASSISTANCE IN SUPPORT OF INDIVIDUAL STUDENT TRAVEL FOR A VARIETY OF SPECIAL PURPOSES.

INSTRUCTIONS – PLEASE READ THOROUGHLY BEFORE SUBMITTING APPLICATION

- Applications should be submitted to CCM Admissions via email (ccmadmis@ucmail.uc.edu).
- Applications for travel must be submitted at least two weeks prior to travel date.
- You will be notified of the status of your application within two weeks of submission.
- You must be registered as a full-time student in the term of your travel.
- A completed application includes the signatures of your faculty advisor and your appropriate division head.
 - o Division Heads:
 - Performance Studies** – Dr. James Bunte
 - Keyboard Studies** – Dr. Michelle Conda
 - Composition/Musicology/Theory** – Dr. Jonathan Kregor
 - TAPAA** – Denton Yockey
 - Music Education** – Dr. Ann Porter
 - Electronic Media** – Kevin Burke
 - Ensembles & Conducting** – Dr. Scott Belck
- Cancelled or postponed trips must be reported to CCM Admissions Office via email immediately (ccmadmis@ucmail.uc.edu).
- There is a limit of two (2) applications per academic year for each student. The total amount awarded is capped at \$1,000 per student per academic year.
- Upon return, itemized receipts and a thank you letter to Dean Romanstein must be emailed to ccmadmis@ucmail.uc.edu within two weeks. Failure to do so will result in forfeiting of funds.
- Travel funds will be applied towards your student bill upon return from your trip and after submission of necessary documents. There can be no exceptions.
- Appropriate usage of funding:
 - o Audition/Interviews
 - o Competitions
 - o Professional conferences
 - o Scholarly pursuits

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APPLICATION – SUBMIT VIA EMAIL TO CCM ADMISSIONS (ccmadmis@ucmail.uc.edu)

APPLICANT NAME _____ DATE OF BIRTH _____

EMAIL ADDRESS _____ UC M# _____

DEGREE _____ MAJOR _____ ADVISOR _____

CURRENT
ADDRESS _____

BRIEF DESCRIPTION OF
EVENT _____

LOCATION OF EVENT _____

DATES OF EVENT/TRAVEL DATES _____

APPROVAL PROCESS

SIGNATURE FROM FACULTY ADVISOR _____
(FOR APPROVAL)

SIGNATURE FROM DIVISION HEAD _____
(FOR APPROVAL)

SIGNATURE FROM DEAN _____
(ONCE APPROVED)

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APPLICATION – BREAKDOWN OF EXPENSES

ALL EXPENSES ARE ESTIMATED. PLEASE INCLUDE DOCUMENTATION WHEN NECESSARY.

TRANSPORTATION:

TYPE _____ AMOUNT _____
(INDICATE CAR, PLANE, ETC.)

LODGING:

TYPE _____ AMOUNT _____
(INDICATE HOTEL, ETC.)

PER DIEM:

NUMBER OF DAYS TRAVELING _____ AMOUNT _____
(YOU WILL RECEIVE \$10 PER DAY FOR FOOD) (# OF DAYS X \$10)

OTHER:

PLEASE EXPLAIN _____ AMOUNT _____

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TOTAL COST OF THE TRIP _____

FUNDS SUPPORTING THE TRAVEL FROM OTHER SOURCES* _____

AMOUNT YOU ARE PLANNING TO CONTRIBUTE _____

AMOUNT REQUESTED FROM THE DEAN'S TRAVEL FUND

(THIS IS THE TOTAL AMOUNT LESS YOUR CONTRIBUTION& OUTSIDE FUNDING)

*IF YOU ARE RECEIVING FUNDS FROM ANY ENTITY WITHIN CCM OR OUTSIDE OF CCM (INCLUDING PAYMENT FOR SERVICES) OTHER THAN THE DEAN'S TRAVEL FUND, YOU ARE REQUIRED TO REPORT IT HERE. FAILURE TO DO SO COULD RESULT IN A CANCELLATION OF YOUR TRAVEL ALLOTMENT.