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 ______________
(INDEX CAR, PLANE, ETC.)

LODGING:
TYPE ______________________________ AMOUNT ______________
(INDEX 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 ______________

PLEASE EXPLAIN __________________ AMOUNT ______________

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.