

2011-12 Undergraduate Professional Development Funding

ELIGIBILITY

- You must be a current College of Design undergraduate student enrolled in one of the following majors: (pre-)apparel design, architecture (pre-, BS or BDA), (pre-)graphic design, housing studies, (pre-)interior design, landscape design and planning, or retail merchandising.
- The meeting, function, seminar, conference, membership fee or event must be related to your major. Funds may be used for professional or student membership fees.
- Each program has limited funds to distribute on an annual basis, thus priority is given by date of submission.
- ***This scholarship may affect your financial aid package.*** We recommend you contact One Stop Student Services at 612-624-1111 or onestop@umn.edu to find out how this funding may affect your overall financial aid before accepting the award.

INSTRUCTIONS

- Submit your application form to your program director (PD)/director of undergraduate studies (DUS) for approval. If approved, you will be reimbursed up to the approved amount upon submission of receipts.
- Payment will be made only after expenses have been incurred. If you submit your request ***prior*** to incurring the expense, include an estimate of the expenses for which you are seeking reimbursement. If you submit your request ***after*** incurring the expense, include receipts for the expenses incurred for which you are seeking reimbursement.
- After obtaining approval, submit the following to CDes Student Services in 12 McNeal or 107 Rapson:
 - CDes Undergraduate Professional Development Funding Application with your PD/DUS signature
 - Attach receipts
 - If you are not currently employed by the U of M, you must fill out a W-9 form to receive your reimbursement. See: irs.gov/pub/irs-pdf/fw9.pdf

You will receive your reimbursement 2-3 weeks after you have submitted your paperwork to Student Services.

PROGRAM APPROVER CONTACT INFORMATION

APPAREL DESIGN: Lucy Dunne, ldunne@umn.edu

ARCHITECTURE: Julia Robinson, robin003@umn.edu

GRAPHIC DESIGN: Sue Chu, schu@umn.edu

HOUSING STUDIES: Ann Ziebarth, aziebart@umn.edu

INTERIOR DESIGN: Tasoulla Hadjiyanni, thadjiya@umn.edu

LANDSCAPE DESIGN AND PLANNING: Brad Agee, ageex004@umn.edu

RETAIL MERCHANDISING: Juanjuan Wu, jjwu@umn.edu

2011-12 Undergraduate Professional Development Funding Application

APPLICATION DEADLINE: May 1, 2012*

* If you are graduating fall term 2011, you must submit your application by December 1, 2011.

APPLICANT INFORMATION

Student Name: _____ Student ID: _____

Address: _____

Phone: _____ U of M Email _____@umn.edu Major: _____

Amount Requested: \$_____ I am currently employed by the University of Minnesota. yes no

If you are not currently employed by the U of M, you must fill out a W-9 to receive your reimbursement. Visit:

www.irs.gov/pub/irs-pdf/fw9.pdf

Please provide a brief explanation of how this opportunity applies to your major and the expenses for which you are seeking reimbursement. Include who, what, when, where and why. If attending an event or conference, please indicate the event name, date, and location.

Student Signature: _____ Date Submitted to Program Contact: _____

PROGRAM APPROVAL

Approved by (please print): _____

Amount Approved: \$_____

Signature: _____

Date: _____