



## GRADUATE STUDENT DISTANCE EDUCATION TRAVEL AWARD APPLICATION

### Eligibility

The Graduate Students' Society has established a Graduate Student Distance Education Travel Award to support students registered in a graduate distance program who may be experiencing a financial barrier to attend either the on-campus residency required in a distance education program or travel to participate in a mandatory off-campus practicum. The award is only available for graduate distance programs with program-required travel.

To be considered for a Graduate Student Travel Award, you must:

- Be registered full-time (minimum 3.0 units) in the term in which you will be travelling to attend either an on-campus residential workshop or an off-campus practicum.
- Not owe any monies (outstanding tuition and fees or parking, etc.) to UVic or have holds on your UVic accounts.
- Have not yet received a FGS travel award for the current fiscal year (March 31 to April 01)

More information about student eligibility and eligible expenses that can be claimed can be reviewed on the [travel award](#) website.

### Processing times:

- Applications are processed on a first-come, first-serve basis; however, priority is given to **first-time** recipients if their application is received at least two months before the month of travel and meets all eligibility requirements.
- You can only receive **one** travel award per fiscal year (April 01 to March 31).
- Applications must be approved **prior** to your travel start date. Applications received **after** travel has occurred will not be eligible and will not be accepted.

### Application submission:

Students must submit their **completed** application to the Scholarship Assistant in the Faculty of Graduate Studies via email at [fgsschol@uvic.ca](mailto:fgsschol@uvic.ca).

### Payment

If approved, you will receive your travel award funds approximately **one month** prior to the start date of your travel. Payment will be made in one of two ways: direct deposit or mailed cheque. Please note, if you are receiving a mailed cheque, delivery may take longer. You must have a Canadian address/Canadian bank account to receive funds.

If you are unable to use the travel award, once approved, please inform FGS as soon as possible by emailing [fgsschol@uvic.ca](mailto:fgsschol@uvic.ca) and we will cancel your application. If your travel is cancelled and payment has already been made, you may have to reimburse the Faculty of Graduate Studies for funds already paid.



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Incomplete applications and applications received **after** the travel date will not be considered.

Student name:	Student ID:
Department/Faculty:	Email:
Full address:	

**Please check off all boxes that apply:**

- I have received a UVic Graduate Travel Award previously  
\*If you marked yes, indicate the month and year you received it \_\_\_\_/\_\_\_\_
- I am/will be registered as a full-time UVic graduate student during the time of travel
- I will be attending a mandatory on-campus residency
- I will be participating in a mandatory program practicum

Graduate Secretary or Program Coordinator:	
Program Name:	
Location of residency program or practicum:	
Start date:	
End date:	

**Estimated Expenses:**

Transportation:	
Accommodation:	
Meals:	
Estimated total (CAD):	

**Where are you travelling from:**

- On Vancouver island
- Within BC
- Outside BC

Student Signature: (ink or digital signatures accepted)	
Date:	