

## FACULTY-LED STUDY ABROAD PROGRAM TRAVEL GRANT APPLICATION

Faculty-Led Study Abroad Program Travel Grants are designed to help defray the cost of participating in a BC-sponsored Faculty Led Study Abroad Program that are offered during the Spring Break or Summer Term. Grant amounts range from \$250 - \$ 1,000.

### ELIGIBILITY

To be considered for this travel grant, a student must:

- Be a degree-seeking student at Broward College.
- Show proof of a 2.5 cumulative GPA or higher and have successfully completed (12) credit hours at Broward College at the time of travel.
- Not be on academic or disciplinary probation.
- Be currently enrolled in or have completed ENC 1101 with a grade of C or better.
- Be in possession of or applying for a passport valid for at least six months after the cited return date for the faculty-led study abroad program. If the student is not a U.S. citizen, it is the student's responsibility to verify their legal status to be able to travel outside of the United States. Broward College does not verify, obtain, nor guarantee applicants permission to travel outside the U.S., nor guarantee entry into the host country when participating in BC-sponsored study abroad programs.
- Not be the recipient of the "Honors Grant for Study Abroad - HGSA". Honors College students are encouraged to apply for both awards. However, both grants will not be awarded to the same student.
- **Know that students who are currently receiving or are eligible to receive federal or state financial aid should plan to apply this aid toward the study abroad expenses first, knowing that the federal or state aid they receive can only be used for academic expenses.**

*NOTE: There is no residency requirement for applying for this grant. Residents and non-residents of the state and country are invited to apply if they meet eligibility requirements.*

### APPLICATION MATERIALS

A complete application includes the following:

- 1.) Signed Faculty-Led Study Abroad Program Travel Grant Application (pages 3 -5 of this document)
- 2.) One letter of recommendation from a full-time faculty or adjunct professor typed and signed. (*Students cannot obtain a letter of recommendation from the faculty leader overseeing their selected study abroad program, nor from staff at the Greene International Education Institute*).
- 3.) Unofficial Broward College transcript.
- 4.) A 500-word essay about how participation in a study abroad program would benefit the student's academic, professional, and/or personal goals. Please include in the essay the rationale for the program choice and

discuss aspirations, and any other pertinent information to be considered.

#### DATES & DEADLINES

##### **Summer 2025 Programs**

Applications Due: Friday, April 5, 2025

All students will be contacted via email to confirm the status of their application once it is received. Funds are limited, students are encouraged to apply early. Once funds for an application cycle have been exhausted, students will be waitlisted and considered for additional funding should it become available.

#### WHERE TO SUBMIT APPLICATIONS

**Complete application packets should be submitted by 5:00 pm of the established deadline to the Study Abroad**

**Office at:** [abroad@broward.edu](mailto:abroad@broward.edu) (Application form and all pertinent attachments must be on the same email titled: *"Faculty-Led Travel Grant Application – [your name]"*)

\*Incomplete or late application packages will NOT be taken into consideration

#### TRAVEL GRANT ACCEPTANCE PROCESS

Students who are offered an award will be contacted via email. To accept the award, the student must complete the Acceptance of Offer Form provided to them, which includes showing evidence of having been accepted to the program by the grant acceptance deadline (in the form of a copy of the program application and deposit receipt). If students fail to submit materials by the required deadline, the award will be canceled and reallocated.

Students who are offered and accept an award must complete a *minimum* of three (3) study abroad-related presentations, activities, or volunteering during the subsequent term of their program. The office of Study Abroad will keep an activity log to track the completion of all activities.

## FACULTY-LED STUDY ABROAD PROGRAM TRAVEL GRANT APPLICATION

### I. PROGRAM INFORMATION

Name of Program: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

### II. STUDENT CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### III. ACADEMIC INFORMATION

BC Student ID#: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Program of Study at Broward: \_\_\_\_\_

Student Status: ☐ FRESHMAN ☐ SOPHOMORE ☐ JUNIOR ☐ SENIOR ☐ OTHER

Total Credit Hours Completed at BC: \_\_\_\_\_

Are you eligible for, enrolled in, or have completed ENC 1101? ☐ YES ☐ NO

Please list any foreign languages studied and proficiency of each language: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### IV. RESIDENCY INFORMATION

Country of Citizenship: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Are you a Florida Resident? (Check one) ☐ YES ☐ NO If yes, length of Florida residency: \_\_\_\_\_

Are you an international student in F-1 or M-1 status? (Check one) ☐ YES ☐ NO

## V. ADDITIONAL INFORMATION

1.) Have you ever participated in a study abroad program? (Check one) ☐ YES ☐ NO

If yes, where and when? \_\_\_\_\_

2.) Have you ever received a BC-sponsored study abroad scholarship or grant? ☐ YES ☐ NO

If yes, which scholarship and when? \_\_\_\_\_

3.) Are you currently receiving Federal Financial Aid through BC? (Check one) ☐ YES ☐ NO

4.) Please list any academic achievements, student involvements, leadership positions, or volunteer service.

Attach an additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6.) Please list any special circumstances to be considered in evaluating your application. (Attach an additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VII. ESTIMATED PROGRAM COST		
A.) Program Cost (travel fee as listed on program webpage)	\$	
B.) Meals (not included in program cost)	\$	
C.) Passport cost (if you do not have a passport already or must renew)	\$	
D.) Tipping (if not included in the program cost)	\$	
F.) Other (Please Specify):	\$	
<b>TOTAL TRAVEL COST ESTIMATE</b>	<b>\$</b>	

\_\_\_\_\_

VII. ESTIMATED FINANCIAL RESOURCES		
A. Student savings	\$	
B. Funds from parents/relatives	\$	
D. Educational loans	\$	
E. Grants/scholarships ( <i>include state or federal financial aid</i> )	\$	
F. Any other resources	\$	
<b>TOTAL ESTIMATED FINANCIAL RESOURCES</b>	<b>\$</b>	

#### VIII. AMOUNT REQUESTED

Students may apply for up to \$1,000. Travel Grant funds will be applied to the final payment of the program. Students are responsible for making any previous payments in time associated with their programs.

I would like to request \$\_\_\_\_\_

#### IX. AGREEMENT & SIGNATURE

By signing below, I affirm that I have read the Faculty-Led Study Abroad Program Travel Grant Criteria, Application and agree to all terms and conditions. If selected as a recipient of this funding, I agree to promote study abroad opportunities at Broward College by taking part of an Info Session Meeting and/or create a video, write a testimonial, to be used in publications, website or social media after my return to campus. If I withdraw from the program, am expelled from the program, or fail to meet the aforementioned obligations, the Greene International Education Institute reserves the right to cancel the award or seek repayment of funds disbursed.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
BC ID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date