

## **General Guidelines and Background**

The Student Professional Development Fund is designed to assist students to attend extracurricular industry events, conferences, and other academic events that will enhance students' learning and/or career opportunities. The fund is open to all students enrolled in a Horticulture Degree or Diploma program and will cover up to a *maximum of 50%* of the costs of the event, *with a cap at \$200 per applicant per academic year*. There is a fixed amount in the fund (determined annually) and monies will be allocated on a first-come first-served basis up to the maximum funds available for that year. The fund will be allocated equally between each program.

All applications should be made on the "Student Professional Development Fund" application form (available at [www.kwantlen.ca/hort/students/enrolled](http://www.kwantlen.ca/hort/students/enrolled)) and can be applied for at any time during the academic year (September to August). Completed forms are to be submitted to the Department Chair for amount approval and their signature. Signed and completed forms are to be submitted to the Associate Dean's office for approval, room 1685. Once you have attended your event, submit your original receipts and written report to the Associate Dean's office for payment processing (see below 'After the Event').

## **Completing the Application Form**

Only applications made on the appropriate form, and containing all the required information, will be considered.

### *'Event Function (name, description, location, dates)'*

Be sure to include all the required information about the event you wish to attend. For larger conferences, you may be required to book well in advance, especially if you are trying to secure accommodation in the designated conference hotel.

### *'Describe in 150 words why attending this function will enhance your studies/career path'*

In what ways will attending this event benefit your education and/or career opportunities? Be clear and concise in your response, giving specific examples of the benefits where possible.

### *'Estimated Expenses'*

Include expenses in this section. If you have funds from other sponsors, please indicate these in this section.

Completed forms are to be submitted to the Department Chair for signature and approval amount. Signed and completed forms are to be submitted to the Associate Dean's office, room 1685.

## **After the Event (collecting your funding)**

All successful applicants will be required to prepare a 500 word written summary of the event (which may be shared with fellow students and faculty). This document must accompany your original receipts in order for your funding to be released. Finance will mail you a cheque to the address listed on your Student Professional Development Fund application.

**NAME OF APPLICANT:**

Program specialization:

Student Number:

Phone:

Mailing Address:

City:

Postal Code:

E-mail:

**EVENT FUNCTION**

Name of Event:

Date(s):

Description:

Location:

**Describe in no more than 150 words why attending this function will enhance your studies/career path:**

**ESTIMATED EXPENSES**

Registration fee: \$

Accommodation: \$

Travel in excess of 50 km: \$

Funds received from other sponsors: \$

**Total costs:** \$

**AFTER THE EVENT**

You are required to prepare a 500 word written summary of the event (which may be shared with fellow students and faculty). Once you have attended your event, submit your summary document and original receipts to the Associate Dean's office (room 1685) for payment processing.

**COMMITTEE USE ONLY**

Recommendation of Committee: Recommended  Not recommended

Amount approved: \$

Signature of Approval Committee Chair:

Date: