



Travel Assistance Application 2019-20

The CIM Office of the Dean of the Conservatory makes recommendations for financial assistance for travel expenses related **to professional development and/or employment opportunities.**

Financial assistance is available **to full-time students in the last year of their studies at CIM and to all CIM alumni.** Students can apply for travel assistance for professional job interviews, auditions, competitions and festivals. Alumni can apply for travel assistance for professional job interviews, auditions, and competitions, professional seminars and workshops.

Travel assistance funding is not available for any opportunity where the student/alumnus is paid to attend, regardless of the size of the payment.

Decisions will be based on merit and suitability of the event. Final decisions based on the eligibility criteria will be made by the Dean's Office in consult with the Alumni Engagement Office. Student applicants—and alumni applicants who are also current students—require approval from the applicant's primary CIM teacher and the Dean's Office. Alumni applicants will not be required to submit a teacher recommendation, but will require confirmation of alumni status. Requests for assistance can cover travel and/or lodging expenses. **Each award is limited to \$300.** Each person may receive the award only once.

Obtain application from Matthew Arnold in the Dean's Office, complete fully and return with resume attached. Each member of a chamber ensemble must submit a separate application. Available funds are limited.

I have read the eligibility requirements above and confirm that the opportunity for which I am applying meets those requirements. This is to confirm that I am not receiving any payment to attend this event. If I receive a travel assistance grant, I understand that I am required to send a note to the Alumni Engagement Office to inform them of the results of my travel.

Signature of Applicant

Date



Student/Alumni Travel Assistance Application

**Instructions: Please complete this form as soon as possible and attach a bio/resume.
Turn in to Matthew Arnold in the Dean's Office or email matthew.arnold@cim.edu.
Students and alumni are eligible to receive travel assistance from this fund only once.
Current students should be in the last year of their studies at CIM.**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred phone: _____ Email: _____

Major instrument : _____ Class level: _____

If graduate, please list undergraduate degree(s):

_____	_____	_____
(Degree)	(Year)	(School)

_____	_____	_____
(Degree)	(Year)	(School)

Most recent CIM teacher: _____

Date of event: (audition/competition/job interview, etc.) _____

Location: _____

Position applying for: _____

Airline: _____ Cost: _____

Total estimated transportation cost: \$ _____

Total estimated other expenses (attach list) \$ _____

Total amount you are applying for: (maximum award, \$300) \$ _____



Please write a short paragraph stating why you are applying:

Signature: _____ Date: _____

Please attach a resume or bio and return this form to Matthew Arnold in the Dean's Office.

FOR OFFICE USE

Major teacher approval can be obtained by email verification.

Note to major teacher: This student/graduate has applied for a grant from the Alumni Relations Student Assistance Fund. Do you recommend considering him/her as a worthwhile candidate for this grant?

Teacher's signature: _____

Teacher's comments: _____

Dean's Office: Please confirm that the applicant is a student in good standing OR a CIM alumnus. Please confirm your recommendation for this student/alumnus to receive a travel assistance grant.

_____ Student in good standing _____ CIM alumnus _____ (Year of graduation)

Recommendation:

(Associate Dean's signature)

(Date)

_____ Approved

_____ Not approved

(Dean's office representative)

(Date)