



CLEVELAND  
INSTITUTE OF MUSIC

## Travel Assistance Application 2018-19

The Alumni Engagement Office 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 and auditions. Alumni can apply for travel assistance for professional job interviews, auditions, and competitions.

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 one representative of the previous year's Alumni Association board, in consult with Alumni Engagement. Student applicants -- and alumni applicants who are also current students -- require a recommendation 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 Alisa Andrews in the Dean's Office, complete fully and return, with resume' attached. Each member of a chamber ensemble must submit a separate application. Requests may be retroactive to the event. Recipients are required to write a thank you note to the Alumni Engagement Office indicating the outcome of the event. Available funds are limited.

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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.

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Signature of Applicant

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Date



# CLEVELAND INSTITUTE OF MUSIC

## Cleveland Institute of Music Alumni Engagement Office Student/Alumni Travel Assistance Application

**Instructions: Please complete this form as soon as possible and attach a bio and résumé.  
Turn in to Alisa Andrews in the Dean's Office or email at [alisa.andrews@cim.edu](mailto:alisa.andrews@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 résumé or bio and return this form to Alisa Andrews in the Dean's Office (N112).***

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### FOR OFFICE USE

**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

\_\_\_\_\_  
(Alumni Representative)

\_\_\_\_\_  
(Date)