

BUSINESS INITIATIVE PROFESSIONAL DEVELOPMENT FUND APPLICATION FORM

ST. LAWRENCE COLLEGE: SCHOOL OF BUSINESS



**SCHOOL OF
BUSINESS**

Thank you for expressing interest towards the Business Initiative Professional Development Fund that is dedicated to providing students with valuable learning experiences.

All applications will be considered fairly and equally and overall approval will be based on the funds available. Students are eligible to apply for funding an unlimited amount of times however, first time around applicants will have precedence in regards to approval of their applications.

In order to be eligible for funding, students must:

- Be enrolled as a fulltime student in a Business Program at St. Lawrence College
- Be in good academic standing

Applications will be evaluated based on the following criteria by the Co-Curricular Advisory Committee (CCAC):

1. Alignment to SLC's values, mission and vision
2. Relation to the applicant's professional development and future career goals
3. The academic standing of the applicant

Student Information To be completed by every student			
STUDENT NAME:		STUDENT #:	
ENROLMENT STATUS:	<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> ONLINE
PROGRAM:		DEPARTMENT/SCHOOL:	
PHONE NUMBER:		EMAIL:	
DETAILS OF THE PROFESSIONAL DEVELOPMENT EVENT:			
TITLE OF EVENT:		NUMBER OF STUDENTS ATTENDING:	
ORGANIZER/SPONSOR OF THE EVENT:			
DATE OF THE EVENT:		LOCATION:	
REGISTRATION FEE OR COST OF THE EVENT: (including taxes and applicable fees)			
ESTIMATED TRAVEL COSTS: (Please show a breakdown of travel and accommodations)			
TOTAL AMOUNT REQUESTED:		IF FULL FUNDING IS NOT APPROVED, HOW MUCH ARE YOU WILLING/ABLE TO CONTRIBUTE?	
WILL YOU BE REQUESTING FUNDING FROM THE STUDENT ASSOCIATION?		HOW MUCH WILL YOU BE REQUESTING?	
We encourage you to request funding from the Student Association. Applications for funding can be found at www.saslc.ca			

DESCRIPTION OF ACTIVITY (required)

1. How does this event prepare you to become a career ready graduate? (Please explain in detail)

2. How will this event contribute to your professional development? (Please explain in detail)

3. How did you hear about this event?

- PLEASE PROVIDE THE FOLLOWING DOCUMENTS
 - A COPY OF THE EVENT OUTLINE, OR
 - A LINK TO THE WEBSITE

IF YOU REQUIRE APPROVAL FOR FUNDING, RECEIPTS FOR REIMBURSEMENT ARE DUE 10 DAYS AFTER THE EVENT OR APPROVAL MAY BE DENIED

Thank you for your application!

FOR COMMITTEE USE ONLY

APPROVED:

YES

NO

AMOUNT APPROVED:

DATE:

IF NOT APPROVED, WHY?

Application Process:

Action Required	Responsibility
<p>1. Interested and eligible students complete the Application Form (electronically or by hand) for funding and forward it to the committee for approval on the 1st of each month. Applicants can forward their applications to ccac@sl.on.ca or drop of their application to the drop box located in the School of Business.</p> <p>* The CCAC understands that events may become available last minute, therefore we may accommodate any applications beyond the 1st of the month for this reason</p>	Student
<p>2. Committee reviews the status of approval for the application within 5 days of submission</p>	Committee
<p>3. Applicant will be informed of application status within 5 business days from the date of submission by email to their SLC email accounts.</p>	Committee
<p>4. Students with approved applications register and attend the learning event. Submit event receipts within 10 days after the event for reimbursement. Receipts can be submitted to Amanda Hulton, Room 12140.</p>	Student

Please note, alternative formatting is available upon request.