



## GRADUATE STUDENT TRAVEL GRANT APPLICATION

### Eligibility

The Graduate Students' Society (GSS) has established a Graduate Student Distance Education Travel Grant Fund. The objective of the fund is to support students in financial need to attend on-campus residential workshops or off-campus practica that are the requirement of many distant graduate programs. The grant is only available for assistance with program-required travel.

In order to determine if you are eligible, please review the following requirements:

- You must be registered in the term in which you will be travelling to attend the conference
- You must not owe any monies to UVic or have holds on their UVic accounts
- You have not yet received a FGS travel grant for the current fiscal year (March 31 to April 01)

More information about student eligibility and eligible expenses that can be claimed can be reviewed on the [travel grant](#) website.

### Processing times:

- Applications are processed on a first-come, first-serve basis however, priority is given to **first-time** recipients as long as their application is received at least two months before the month of travel and meets all eligibility requirements.
- You can only receive **one** travel grant per fiscal year (April 01 to March 31)
- Applications received **after** travel has occurred will not be eligible.

### Application submission:

Students must submit their **completed** application to the Scholarship Assistant in the Faculty of Graduate Studies via email at [fgsschol@uvic.ca](mailto:fgsschol@uvic.ca).

### Payment

If approved, you will receive your travel grant funds **one-month** prior to start date of your travel to your conference. Payment will be made in one of two ways, direct deposit or mailed check. Please note, if you are receiving a mailed check delivery may take longer. You must have a Canadian address/Canadian bank account to receive funds.

If you are unable to use the travel grant, once approved, please inform FGS as soon as possible by emailing [fgsschol@uvic.ca](mailto:fgsschol@uvic.ca) and we will cancel your application. If your travel is cancelled and payment has already been made, you may have to reimburse the Faculty of Graduate Studies for funds already paid.



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Incomplete applications and applications received **after** travel/conference date will not be considered.

The Distance Graduate Student Travel Grant is intended to help ensure financial hardship does not present a barrier a graduate student’s ability to attend the on-campus residency required in a distance education program.

Student name:	Student ID:
Dept/School:	Email:
Address:	Phone:

Please check off all boxes that apply:

- I have received a UVic Graduate Travel Grant previously  
\*If you marked yes, indicate the month and year you received it (month and year)\_\_\_\_\_
- I am/will be registered as a full-time UVic graduate student during the time of travel/conference

Graduate Secretary or Program Coordinator:	
Dates of program residency:	
Start date:	
End date:	

Estimated Expenses:

Transportation:	
Accommodation:	
Meals:	
Estimated total:	

**Where are you travelling from:**

- Travelling from on Vancouver Island
- Traveling from within BC
- Travelling from outside BC

By signing this form you certify this grant is needed to over the costs outlined in your travel budget.

Student Signature:	
Date:	