



2019/2020 Student Educational Enhancement Fund (SEEF)

Indicate which term you are applying for. Applicants must be registered in the semester in which the activity occurs and exact dates must be provided in your statement.

Fall 2019 term	Sept – Dec	Deadline: October 24, 2019	
Spring 2020 term	Jan – Apr	Deadline: February 20, 2020	
Summer 2020 term	May – Aug	Deadline: June 19, 2020	

Applications submitted without supporting documentation will be considered incomplete.

The Student Educational Enhancement Fund provides current KPU students with up to \$500 to help support learning experiences outside of the classroom which are directly related to their program of study and educational goals. This award fund is intended to offset costs above and beyond tuition (*where the course is not available at KPU*), student fees, books and mandatory supplies which could include, but are not limited to, such things as travel (excluding *lower mainland travel), conference registration, and research materials/supplies. Students are limited to a maximum of \$500 in support from the Student Educational Enhancement Fund each academic year. If receiving funding for the claimed expenses from any other source (scholarship/grant etc.), **the name and amount must be provided in the submitted student statement**. Approval is subject to availability of funding each semester, and number of eligible applications received.

Personal Information: (All fields and applicant's signature on Page 2, are mandatory)

Last Name:	First Name:
KPU Student Number:	Social Insurance Number:
Daytime Contact Number (& area code):	KPU email address:
Program:	Current year of study:

Ensure you attach all supporting documentation to this application form and hand deliver it to Student Awards and Financial Assistance on any KPU campus before the deadline. Applicants must also attach a statement (minimum 200 words) explaining the nature of the Expense, how it's related to their program and the start and end dates of the activity.

A letter from a faculty member may also be included, but is not required, if you feel it will provide additional support for this application.

Please indicate one or more of the following reasons for applying for this funding and the amount: *(applications submitted without official receipts will not be considered) All documents must show specific date of purchase and clearly identify the purchaser.*

- *It is the responsibility of the applicant to indicate the appropriate CAD conversion, at the time of purchase, for any expenses paid in anything other than Canadian currency.*

Travel related expenses (submit official receipts/invoices and a summary of expenses and the expected date range for travel i.e. specific start and end dates) <i>*lower mainland travel costs cannot be considered since the introduction of the KSA multi-pass</i>	\$
Conference/Workshop registration fees (submit official receipts/invoices)	\$
Research materials/supplies (submit official receipts)	\$
Other directly related costs (provide details in your statement & include official receipts/invoices and a summary of expenses)	\$

DECLARATION AND CHECKLIST:

I have attached the following supporting documentation as required:

- _____ Student statement (minimum 200 words) explaining nature of expense and the expected dates of travel, and any other related details that the selections committee should be aware of, *including the amount of any expenses being covered by other sources (scholarships/grants etc.)*
- _____ Official receipts/invoices
- _____ Faculty letter (optional)

I hereby declare that the information on this application and the attached forms are, to the best of my knowledge, correct and complete. If I am the successful recipient of funding assistance, Kwantlen Polytechnic University may publish my photograph and name for promotional purposes. In signing this application for financial assistance, I understand that this information, along with subsequent information placed in my student records will be used for the purposes of determining eligibility for Student Educational Enhancement funds and other purposes consistent with the mandate of the institution. The use of this information will be protected and used in compliance with the Freedom of Information and Protection of Privacy Act. I understand that my signature certifies and confirms all information on all documents I have submitted as part of this application package.

_____ **Applicant's Signature**

_____ **Date dd/mm/yyyy**