

Cincinnatus Excellence Scholarship

■ Guidelines for Use of \$1,500 Award

All Excellence Scholars are eligible for a one-time award of up to \$1,500 to support the purchase of a computer, study abroad experience, or undergraduate research opportunity. Students may only submit one proposal for use of these funds, and if a proposal of less than \$1,500 is submitted and approved, remaining funds are forfeited. This award primarily functions on a reimbursement basis, processed through three steps:

1. Proposal

Proposals must be submitted using this form and should be submitted via e-mail (ideally), fax, or in person to the Excellence Scholarship Coordinator listed below. Guidelines for proposals follow, based on how the student plans to use the \$1,500 allowance.

Computer Purchase*

A completed proposal must include make, model, itemized expected costs, and vendor. Total costs can include peripherals such as a printer and ink cartridge, hardware needs, extended warranty, etc. if pricing allows.

*Computer software will not be covered by the award

Study Abroad Experience

A completed proposal must include a brief rationale, dates of travel, location(s), organization or agency responsible for planning (including contact information), itemized list of expected costs, and approval from a representative of University of Cincinnati's International Programs office indicating that the student will receive university credit for their travels.

Undergraduate Research

A completed proposal must include a description of the research, dates and location of involvement, the name and contact information of an associated faculty member, the amount of university credit a student will receive for their involvement (if applicable), and an itemized list of expected costs.

2. Approval and Use

Upon approval of the proposal, the student may proceed with the intended purchase or use. As soon as they are available, itemized receipts for verification of incurred costs are to be submitted so a reimbursement can be processed.

3. Reimbursement

Reimbursements or further processing will take place once final costs have been verified with an itemized receipt(s) (not a price quote/estimate). Copies of receipts are acceptable. All reimbursements will be issued as a credit on a student's university billing statement. Reimbursements will be equal to the total amount of purchase as listed in the approved proposal, up to \$1,500 maximum. Assuming the student's university bill is paid in full, any credit balance will be issued as a refund check/direct deposit to the student's account within approximately two weeks.

To submit your proposal, please **type or clearly write** all required information as listed on the following pages.

■ Benedetta Khoury, Admissions Counselor

University of Cincinnati / PO Box 210091 / Cincinnati, OH 45221

benedetta.khoury@uc.edu / (phone) 513-556-6359/ (fax) 513-556-1105

NOTE: The University is unable to issue any reimbursements to incoming Excellence Scholars until after the start of their first semester and the point at which a student matriculates into a degree program. Incoming students are welcome to submit the proposal for pre-approval but will receive reimbursement only after the start of their first semester as a University of Cincinnati student.

Office Use Only

Approval Date _____ Approved By _____

Sent to Fin. Aid _____ Approved Amount _____

Section 1 – Student Information

Full Name	
UC ID Number	
Email Address	
Phone Number	
Date of Submission	

Section 2 – Fund Use (Select only ONE)

- Computer Purchase** → Proceed to Section 3
- Study Abroad Experience** → Proceed to Section 4
- Undergraduate Research** → Proceed to Section 5

Section 3 – Computer Purchase

Please provide the following information to have your proposal to apply the one-time Cincinnatus Excellence \$1,500 Award to a computer purchase, reviewed.

1. Make, model, and estimated cost of computer and/or accessories

2. Vendor/place of purchase

3. Proceed to Section 6 for approval
 - a. If additional documentation is needed for approval (price quotes, receipts, etc.) you will be notified
4. Upon notification that your proposal has been approved, you may purchase those items listed in your proposal.

5. After all items listed on your proposal have been purchased, submit itemized receipts to initiate the reimbursement process. Receipts must list cost for each item purchased in addition to tax (if applicable), shipping (if applicable), and total cost. See Section 7 for additional reimbursement details.

Section 4 – Study Abroad Experience

Please provide the following information to have your proposal to apply the one-time Cincinnati Excellence \$1,500 Award to a study abroad experience, reviewed.

1. Brief description/rationale of travel

2. Dates of travel

3. Location(s) of travel

4. Organization, agency, or person responsible for planning trip

- a. Name

- b. Email

- c. Phone

5. Itemized list of ALL expected costs

- a. For payments already made, please provide copy/copies of receipt(s)

6. Funds already raised (grants, scholarships, donations, etc., if applicable)

7. Provide verification from University of Cincinnati International representative indicating university approval of trip and the class credit(s) to be earned

8. Proceed to Section 6 for approval

- a. If additional documentation is needed for approval (price quotes, receipts, itineraries, contact information, travel approval documentation, etc.) you will be notified

9. Upon notification that your proposal has been approved, you may purchase those items listed in your proposal

10. After all items listed on your proposal have been purchased, submit itemized receipts to initiate the reimbursement process. Receipts must list cost for each item purchased in addition to tax (if applicable), shipping (if applicable), and total cost. See Section 7 for additional reimbursement details.

Section 5 – Undergraduate Research

Please provide the following information to have your proposal to apply the one-time Cincinnati Excellence \$1,500 Award to undergraduate research, reviewed.

1. Brief description of research

2. Date(s) of research

3. Location(s) of research

4. Faculty member's(s) information

- a. Name

- b. Email

- c. Phone

5. University credit awarded (if applicable)

6. Itemized list of ALL expected costs

- a. For payments already made, please provide copy/copies of receipt(s)

7. Funds already raised (grants, scholarships, donations, etc., if applicable)

11. Proceed to Section 6 for approval

- a. If additional documentation is needed for approval (price quotes, receipts, contact information, etc.) you will be notified

12. Upon notification that your proposal has been approved, you may purchase those items listed in your proposal

13. After all items listed on your proposal have been purchased, submit itemized receipts to initiate the reimbursement process. Receipts must list cost for each item purchased in addition to tax (if applicable), shipping (if applicable), and total cost. See Section 7 for additional reimbursement details.

Section 6 – Submission

Once all required information has been provided and all necessary documents are attached (price estimates/quotes, copy of receipt(s), itinerary, UC International verification, contact information, etc.) please submit your proposal for approval to:

Benedetta Khoury, Admissions Counselor

Email: benedetta.khoury@uc.edu

Fax: 513-556-1105 (Attention: Benedetta Khoury)

In Person: University Pavilion, Room 340

Section 7 – Reimbursement

Reimbursements or further processing will take place once final costs have been verified with an itemized receipt(s) (not a price quote/estimate). Copies of receipts are acceptable. All reimbursements will be issued as a credit on the student's university billing statement. Reimbursements will be in the total amount of purchase as stated on an itemized receipt(s), up to \$1,500 maximum. If a student uses less than the maximum \$1,500 award, the remaining funds are forfeited. Assuming the student's university bill is paid in full, any credit balance will be issued as a refund check/direct deposit to the student's account within approximately 2-4 weeks.

Questions

If you have questions, please contact the Excellence Scholarship Coordinator:

Benedetta Khoury, Admissions Counselor

Email: benedetta.khoury@uc.edu

Phone: 513-556-6359

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Sent to Financial Aid: _____ Approved Amount: _____