



President's Leadership Program

Study Abroad Reimbursement Stipend Application

Student Eligibility Requirements and Statement of Understanding

Please review the eligibility requirements below. Return this signed "Statement of Understanding" with your completed application and W-9 to the PLP Office.

Students in the President's Leadership Program are eligible for a \$1,000 - \$2,000 scholarship, to be applied toward a CNU credited, foreign, academic experience. The stipend amount is based upon the student's scholarship level.

Eligibility for the study abroad stipend is determined by meeting the following criteria:

- Student must be at least a second semester freshman
- Status as a full time student in good academic and social standing, within both the University and the President's Leadership Program
- CNU academic credit must be awarded for the experience, either directly or through transfer credit from another institution.
- The experience must involve travel to a foreign country.
- The applicant must reside on campus at CNU to claim the stipend through the President's Leadership Program.
- Students who do not participate in the approved program or fail to return to PLP the semester following the study abroad experience will be billed for the full scholarship amount.

Statement of Understanding

I satisfy the above criteria and am eligible for a PLP stipend to travel abroad. I understand I will be expected to re-pay the full stipend amount to Christopher Newport University if I do not participate in the approved program or do not return the semester following the experience as an active member in good standing with the President's Leadership Program.

Printed Name

Signature

Date

Stipend Reimbursement Process & Application

- **Step 1: Review the CNU Study Abroad Website – studyabroad.cnu.edu**
- **Step 2: Contact Amanda Work**, Coordinator for Study Abroad and International Programs (McMurran Hall Room 108, amanda.work@cnu.edu) for assistance in planning your experience and completing paperwork.
- **Step 3: Receive Signed Approval from the Study Abroad Office.** Once your trip is confirmed and you have been approved for academic credit please receive signed authorization from Amanda Work to request your stipend reimbursement.

Approved by Amanda Work

Date

- **Step 4: Complete the application**

Student Information

Full Name _____ Gender M F
Last First M

Student ID # _____ CNU Class of 20 SR JR SOPH FRESH

DSU Mailbox # _____ Cell# _____

Home Mailing Address: _____

Funds requested for: Fall 20 _____ Winter 20 _____ Spring 20 _____ Summer 20 _____

Scholarship Type: PLP (\$1,000) Smithfield / Goodwin (\$2,000)

Foreign Study Experience

Country of Study: _____

Trip Dates: _____

Will you be abroad for an entire academic semester? _____

Estimated Cost of Experience

TOTAL: _____ Include fees for program, tuition, required books, passport fees, meals, lodging, flights and other transportation costs.

- **Step 5: Complete a W-9 Tax Form (available on scholar/preslead sites)**
*Payments will be made directly to the student -- the name and social security number provided should be for the student – not a parent. **Print and turn in only page 1 of this 4-page document.***

- **Step 6: Turn in completed form to the PLP Office; DSU Room #3127**
You will receive an e-mail from the President's Leadership Program once all your materials have been approved, and reimbursement funds have been requested.

- **Please allow 3-6 weeks for check processing.**
Checks are made payable to the student, are taxable, and are to be used for study abroad purposes. PLP Scholarship stipend checks will be delivered to your DSU mailbox. In the case of Smithfield/Goodwin Scholars, a second check will be sent to your home mailing address.