EARLHAM SCHOOL OF RELIGION
ARTHUR VINING DAVIS CROSS CULTURAL TRAVEL GRANT PROGRAM
FOR ESR STUDENTS
January 16, 2013

For students fulfilling their cross cultural requirement by taking an ESR-or Bethany-sponsored travel course, ESR’s AVD Grant will cover expenses up to $1,000, or $500\(^1\) for an Independent Study travel course\(^2\). Expenses for additional travel courses must be paid in full by the student. Tuition is not covered by the grant.

Expenses that may be covered by the grant are:
- Program fees during the course such as instruction costs, entrance fees
- Room, board and travel during the course
- Travel to/from the course destination\(^3\)

Expenses paid directly by ESR or Bethany that are covered by the grant are not taxable income to the student.

If the student pays for his/her own travel to/from the destination, and the final total expense per person paid by ESR or Bethany is less than the grant amount, ESR will credit the difference to the student's account as a taxable grant. The student may choose to use the credit to pay for tuition and fees at ESR or to receive a refund check if their account is paid in full.

For Independent Study courses, the amount is credited to the student’s account as a taxable grant, and refunded to the student to cover expenses.

If ESR or Bethany pays for all expenses, including travel to/from the destination, and the final total expense per person is less than the grant amount, the difference in not provided to the student.

If the expense per person paid by ESR or Bethany is greater than the grant amount:
- For ESR-sponsored courses: students must pay the balance to ESR no later than 10 days before the departure date. Any expenses incurred by ESR after that date will be absorbed by ESR.
- For Bethany Sponsored courses: Students must pay Bethany for any balance due according to Bethany policies.

The various financial scenarios above in a table:

<table>
<thead>
<tr>
<th>Paid by Seminary</th>
<th>Paid by Student</th>
<th>Grant</th>
<th>Bal Due to Seminary or to students</th>
<th>Taxable Income to Student(^2)</th>
<th>Net cost to Student (not including tuition)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>500</td>
<td>1000</td>
<td>0</td>
<td>N</td>
<td>500</td>
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<td>500</td>
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<td>100 to student</td>
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<td>1000 to Sem</td>
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<td>(IS) 0</td>
<td>1500</td>
<td>500</td>
<td>500</td>
<td>Yes</td>
<td>1000</td>
</tr>
</tbody>
</table>

\(^1\) Amount is subject to change at the Dean’s discretion, and will be determined for each class no later than 90 days prior to departure date.

\(^2\) For Independent Study courses, a budget must be submitted along with the IS request form.

\(^3\) Travel to/from the destination may be arranged and paid for by Seminary in the case of “package deals”, but usually is arranged and paid for the each student individually.
Earlham School of Religion

Arthur Vining Davis Student Travel and Research Scholarship/Grant Award Request

Name: ___________________________________ ID#:_________________  Amount: $______________

✓ Check one:

_____ Scholarship from ESR

_____ Grant from: _________________________________ (foundation or group)

Attached copy of grant application and award notice

✓ Check one, and write in semester and course number, or other details:

Note: Student must be registered for class before payment or transfer will be made

_____ ESR or Bethany Cross-Cultural travel course: ________________________________

_____ ESR or Bethany Independent Study: ________________________________

_____ Other, write detailed description: ____________________________________________

___________________________________________  ____________________________________________

Student Signature and Date  Instructor Signature and Date

___________________________________________

Dean's Approval and Date

***************************************************************************************************************

BUSINESS OFFICE USE:

Method of payment or transfer:

_____ Check payable to: ______________________________________________________________

GL#: ______________ _______________________________

_____ Internal transfer of funds:           Debit: ______________  Credit: ______________

_____ Transfer funds to/from Bethany: Debit: ______________  Credit: ______________

Notes: _______________________________________________________

Completed: ___________________________________________________

Business Manager and Date