

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<sup>1</sup> for an Independent Study travel course<sup>2</sup>. 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<sup>3</sup>

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 is 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:

Paid by Seminary	Paid by Student	Grant	Bal Due to Seminary or to students	Taxable Income to Student?	Net cost to Student (not including tuition)
1000	500	1000	0	N	500
1000	0	1000	0	N	0
900	500	1000	100 to student	Yes	400
900	0	1000	0	N	0
2000	0	1000	1000 to Sem	N	1000
1500	500	1000	500 to Sem	N	1000
(IS) 0	400	400	400	Yes	0
(IS) 0	1500	500	500	Yes	1000

<sup>1</sup> 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.

<sup>2</sup> For Independent Study courses, a budget must be submitted along with the IS request form.

<sup>3</sup> 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**

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**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