

Submitted By: _____ On Date: _____

Differential Tuition Allocation Request**NOTE: Continue descriptions on the back of page 4 or attach additional pages**I. *Main item:* _____a. *Please select a purpose for the request:*

- Conference Travel General Supplies
 Equipment Special Purpose

b. *For emergency purposes:* For fairness, normal allocation voting occurs only at the middle and end of each semester. If funds are needed immediately, mark this circle and the Differential Tuition Committee will expedite the request.

II. *Primary Sponsor Contact:* Unless otherwise stated, neither student nor faculty sponsor is responsible for anything other than submission of the request. Contact information will only be used for clarification purposes as needed by the Differential Tuition Committee.

a. Name (student sponsor): _____

Signature: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

b. Name (faculty sponsor): _____

Signature: _____

Phone: _____ Email: _____

For Department Chair: Greg Thomas, Department Chair

Signature of receipt: _____ Date: _____

III. *Differential Tuition Mission:* The Differential Tuition Committee of the Department of Design is a student-initiated group with a mandate to enhance the resources of the Department with distribution of funds raised from differential tuition. Through interdisciplinary cooperation, the Committee seeks to ensure the responsible allocation of differential tuition funding, promoting the educational mission and fostering innovation throughout the Department. This document is to be completed by Design Students who wish to request funding from the Differential Committee. Requests should outline the benefits of the proposed item (s) to the student's Area and the Department of Design. All submitted requests will be reviewed by the Differential Tuition Committee, and awarded as deemed appropriate. Denial of a request will be justified by the committee.

IV. *Request Summary:* Enter a brief description for the overall purpose of the request

V. a. *Address only one project per form.* Describe the main components of the request in detail here. List costs, including those of the main components, below and under the "Associated Costs" section.

i. Item Requested: _____

ii. Description of proposed item

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Differential Tuition Allocation Request—Detailed Line Items

NOTE: Continue descriptions on the back of page 4 or attach additional pages

iii. How will this benefit your area/the Department of Design as a whole?

iv. Outline a plan for the item’s lifecycle, implementation and safekeeping:

b. *Address only one project per form.* Describe the main components of the request in detail here. List costs, including those of the main components, below and under the “Associated Costs” section.

i. Item Requested: _____

ii. Description of proposed item

iii. How will this benefit your area/the Department of Design as a whole?

iv. Outline a plan for the item’s lifecycle, implementation and safekeeping:

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Differential Tuition Allocation Request—Detailed Line Items, Continued

VI. *Supporting Documentation:* You are encouraged to attach a hard copy of any supporting documents that validate the legitimacy of this request. This could include original student support signatures*, confirmation from supplier/visitor, professional recommendations, etc.
 *Must be a document with original signatures and with the item stated at the top.

List attached supporting documents here:

VII. *Associated Costs:* This is to include all costs associated with proposed items. The department cannot be held responsible for items unaccounted for, even if they are a necessity to the operation/ownership of the proposed item. You must have the foresight and planning to account for all associated costs such as:

- | | | |
|-----------------------|--------------------|---------------------|
| • Conference fees | • Conference hotel | • Conference travel |
| • Installation | • Licenses | • Maintenance |
| • Materials | • Memberships | • Repairs |
| • Shipping & handling | • Training | • Visitor stipends |
| • Warranties | | |

a. Associated cost: _____

b. Description:

c. Associated cost: _____

d. Description:

e. Associated cost: _____

f. Description:

Total anticipated costs of item and its associated costs: _____

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Differential Tuition Allocation Request—Continued

VIII. *Instructions for Submission:* Consideration of a Differential Tuition Allocation Request requires a hard copy submission. Differential Committee Representatives are available to review applications prior to submission. Applicant is responsible to protect a backup copy.

- g. When you are satisfied with your request, sign and deliver a hard copy to the Administrative Office (Room 300 A&D), to the attention of the Chair of Design.
- h. Accompany the hard copy proposal with any other hard copy documentation as needed. Please number pages and paper clip together—DO NOT staple.
- i. Place each individual proposal in its own folder or large format envelope and label with your design area and the proposal title.

Continue description(s) here or attach a separate page: