



FOR OFFICE USE ONLY	
Date Received:	_____
Time Received:	_____
Received By:	_____
Amount Approved:	_____

# EXPERIENTIAL LEARNING FUND APPLICATION

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Postal code: \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID NO.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Social Insurance Number (required to process tax information): \_\_\_\_\_

MRU program of study: \_\_\_\_\_

Age (photocopy of government picture ID required): \_\_\_\_\_

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I am applying for funding for the following opportunity:

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Start Date of Event: \_\_\_\_\_ End Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Number of MRU Students Attending: \_\_\_\_\_

I believe this opportunity will benefit me as a student and will enhance my learning experience as a student at Mount Royal University in the following manner:

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## CHECKLIST

Please check that the following documents are included with the application:

- Unofficial MRU transcript
- Event program, schedule, agenda and/or itinerary
- Estimates for travel and accommodation costs
- Photocopy of picture identification showing birth date (*driver's license, passport, etc.*)



students' association  
of mount royal university

## EXPERIENTIAL LEARNING FUND APPLICATION

Company organizing event: \_\_\_\_\_

Your involvement with organizing company:

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Your expectation(s) of the event:

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Student's History with Experiential Learning Fund:

Previous award(s)	Date(s)	Amount(s)

Are you a Representative Executive, Governor, or full-time employee of SAMRU?

Yes

No



# EXPERIENTIAL LEARNING FUND APPLICATION

## BUDGET

EXPENSES			
Travel:	Airfare		\$ _____
	Mileage (50.5 cents/km)	# kms _____ x \$0.505	\$ _____
	Car Rental		\$ _____
	Other (please specify)	_____	\$ _____
		<b>Total Travel</b>	\$ _____
Accommodation:	Cost per Night		\$ _____
	Number of Nights		# _____
		<b>Total Accommodation</b>	\$ _____
Meals:	Breakfast	# days _____ x \$10.60	\$ _____
	Lunch	# days _____ x \$10.35	\$ _____
	Dinner	# days _____ x \$29.05	\$ _____
		<b>Total Meals</b>	\$ _____
Fees:	Registration/Delegate	(Tuition/Faculty Fees not eligible)	\$ _____
		<b>Total Fees</b>	\$ _____
Other:	Other costs (please specify)	_____	\$ _____
	Other costs (please specify)	_____	\$ _____
		<b>Total Other</b>	\$ _____
		<b>TOTAL EXPENSES:</b>	\$ _____
POTENTIAL FUNDING OR DONORS			
	Sponsorship (please specify)	_____	\$ _____
	Parental/Spousal Contribution		\$ _____
	Other (please specify)	_____	\$ _____
		<b>TOTAL FUNDING:</b>	\$ _____
		<b>TOTAL EXPECTED COST</b>	(Total Expenses minus Total Funding): \$ _____



## EXPERIENTIAL LEARNING FUND APPLICATION

### STUDENT AGREEMENT:

If I, \_\_\_\_\_, receive funding through the Experiential Learning Fund, I hereby agree:

- to provide a 1-2 page written report to the Students' Association of Mount Royal University within three (3) weeks of the event;
- to provide a photograph of my experience for publication in the Students' Association print and electronic publications;
- to provide receipts, paid for by me, for transportation, delegate fees, accommodation, meals, and any other eligible expenses incurred equal to or greater than my approved amount;
- that any funds received shall be used solely for the purposes described in the attached application, and that if these funds are used for any purpose other than as described, I shall repay those amounts to the Experiential Learning Fund immediately and in full.

I acknowledge that funds which I am obliged to repay shall form part of my Students' Association fees and can be collected by the Students' Association in the same manner as it collects fees. I recognize and agree that while any funds required to be repaid under this section are outstanding, I will cease to be a member of the Students' Association in good standing for as long as the funds remain unpaid.

I recognize that the Committee has not investigated the safety of the proposed activity described in this application, and I acknowledge that I am solely responsible for my safety while on the activity and release the Students' Association for any liability whatsoever for injury, accident, death or harm suffered by me while participating in the activity described above.

In addition, I recognize and acknowledge that the granting of Experiential Learning Funds are solely and entirely within the discretion of the Experiential Learning Committee, and that I am not entitled to Experiential Learning Funds as a matter of right.

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Witness to signature  
(Mandatory)

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Signature of the applicant

## EXPERIENTIAL LEARNING FUND APPLICATION

### IMPORTANT INFORMATION

- Application forms must be submitted *at least* five (5) business days in advance of the experience start date.
- Students are eligible for up to two (2) ELF applications per academic year or \$1000 total, whichever comes first.
- If an application is withdrawn (due to event cancellation, etc), please notify the ELF Administrator as soon as possible.
- Money for ELF is always distributed after the applicant has returned from the experience and the necessary follow up documents have been submitted. There are no exceptions.
- SAMRU issues T4A's for income tax purposes for scholarship/bursary/grant money in February of each year. These will typically be mailed out to the address on your application form. Please contact the ELF Administer with any questions regarding this or to update your address on file.
- Applications will be accepted according to the following schedule:
  - **May 1 or later** for experiences taking place July to December
  - **November 1 or later** for events taking place January to April
  - **March 1 or later** for events taking place in May or June

*The personal information collected on this form will be used to administer and manage Students' Association's programs and services, and to maintain the Students' Association's records. This information will be protected by the provisions of the Personal Information and Protection Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services you have requested. We treat your personal information with care and respect, and use it to improve our services to you.*

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