

Summer Reimbursement Memorandum of Understanding

All students seeking reimbursement of summer session expenses must meet ALL of the following criteria in order to be considered for reimbursement:

- Funding preference will be given to those students who meet regularly with office staff, participate in office sponsored activities, meetings, and workshops, and who continually and consistently show commitment to the Office for Student Development.
- You must submit your application for reimbursement by the date and time indicated on the application. Any applications received after the deadline will not be accepted.
- Your request for funding must be approved and signed by your assigned counselor. Therefore, you must schedule a meeting with your counselor prior to submission of an application. Your counselor will determine if a.) you are eligible to apply for reimbursement and b.) if the courses you plan to take are acceptable. Only courses taken for the purposes of completing the requirements of the Pharmacy curriculum will be considered for reimbursement.
- You must adhere to all the terms listed in your EOF Contract. If you have not signed an EOF Contract please contact your assigned counselor to request a contract. You must have a signed EOF Contract on file prior to submission of your summer reimbursement application.
- To all first year students: You must be presently attending Study Hall sessions twice a week and continue to adhere to the Study Hall policy for the remainder of the academic year. Failure to do so may result of in the rejection of your application and forfeit of funds.
- You must be in satisfactory academic standing in order to be considered for funding unless there is a situation that warrants an exception, such as having an action taken on your file by the Scholastic Standing Committee.
- If you are in the process of transfer to another unit in the University then you must meet with your assigned counselor to determine your eligibility for reimbursement.
- You must inform the staff immediately of any changes in your request, such as adding or dropping a course.
- You must attain grades of C+ or better in the courses taken during the summer session. Therefore, you must submit a copy of summer course grades. Records displaying temporary grades, incomplete grades or missing grades are not acceptable.
- You must submit a copy of your paid term bill for the summer session in which you are seeking reimbursement. Your term bill receipt must indicate that you have paid your term bill in entirety and show a \$0 balance.
- You must submit all supporting documentation to the Office for Student Development before the first day of the Fall semester. Any materials received after this date will not be accepted and your request for funding may be forfeited.
- You understand that you may not receive a full reimbursement of funds requested.
- Reimbursement funds will be released only after the Office for Student Development has received all documentation from all applicants.
- If you were offered a loan from the Office of Financial Aid to assist you in payment of your summer term bill, then you must use your reimbursement to repay your loan.

My signature below confirms that I have read, understood, and will adhere to the terms outlined in this document.

Student Signature _____

Date _____

Staff Signature _____

Date _____