FINANCIAL AID DISCLOSURE FORM

The Department of Theater is committed to providing educational opportunities for students of all economic backgrounds. To that end, the department has allocated funds for students with demonstrated financial need to help with additional expenses related to their pursuit of a major or minor (or other sustained interest) in theater. Examples include internships, extra costs associated with class field trips, or attending symposia or conferences.

In addition to formally declared majors and minors, first-year and sophomore students who have demonstrated active involvement in the department (through classwork and/or productions) are eligible to apply for these funds.

Please note that all declared majors (regardless of need) may apply for Kingsdale funding to support creative and research projects; please contact the Department Administrator for the proposal form. Majors with demonstrated financial need may be eligible for additional funds; however, they should apply to Kingsdale as a first step.

Students should also attach a proposal as explained on the following page. Students who have already submitted a Kingsdale proposal should simply attach a signed copy to this form.

PERMISSION STATEMENT
By applying for these funds, __________________________ gives permission for the Financial Aid Office staff to release my need level as high, medium, or low to the Theater Department for the sole purpose of determining eligibility of the Theater Department’s need-based funding.

Please submit this signed form to either the Chair or the Director of Theater, who will submit it to the Office of Financial Aid. Your level of financial need will be kept strictly confidential.

_______________________________________  __________________________
Signature of Student  Date

____________________________
NetID
Use this format for your proposal and submit well in advance!

**Need-Based Funding Proposal**

Your name  
Today’s date

**Event(s):** Production? Research trip? Internship? (Give specifics, including date(s) of event.)

**Purpose:** A paragraph explaining why you are requesting the funds. Why is this important to you – personally and pedagogically? What will you gain from it? Why now?

**Budget:** Be as specific as possible. Itemize your expenses and then total them. For internships, itemize travel costs, housing, per diem, and local transportation expenses. Also note any additional funding sources, both confirmed and unconfirmed.

- Show or event: If it’s a show, itemize the ticket cost (include processing fee, if any).
- Travel: Include cost of bus or train ticket; if you are requesting mileage reimbursement give us the total miles of your trip (use mapquest), then multiply by the current mileage rate (53.5 cents/mile for 2017).

*Note that you will need to supply backup for all of these expenses – proof that you paid for them, such as e-receipts, statements, etc. – so keep that paperwork!*