

**Office of Adult Student Affairs
Adult Student Professional Development Fund**

About the Fund

The Office of Adult Student Affairs welcomes applications from adult students (any undergrad student 24+ years of age or older, all military veterans, graduate and professional students) to be considered as a recipient of the 2014-2015 Professional Development Fund. This fund is intended to encourage student professional development and networking through attendance or active participation at academic or professional meetings or conferences by helping adult students defray the costs associated with these activities. Awards are allocated on a rolling basis until all funds are distributed.

Eligibility

You must be a current student in good academic standing and an active and committed member of the Professional Adult Student Society (P.A.S.S.) or another student organization on campus to be eligible for this fund. Membership is determined by your participation in meetings, events and in social networks.

The Fund will support student participation in a meeting or conference of a professional association related to his/her career objective. Participation can include presentation of scholarly work, or active participation in a poster session, annual conference, or career expo.

Covered Expenses

Expenses that may be covered by the fund include:

- Association membership at the student rate
- Conference fees at the early bird rate
- Presentation materials

Participant Expectations

Grantees will be expected to adhere to the following guidelines:

- Timeliness with application and reimbursements. Conference fees, association memberships and materials will be pre-paid by the Office of Adult Student Affairs whenever possible. Original receipts must be presented within two weeks after the event in order to be eligible for reimbursement.
- Grantees will provide proof of participation at the conference or event. For the purposes of this process, "proof" includes conference badge, hotel receipts, etc.
- Grantees will complete a short survey after the event on the impact your participation had on your professional development.

**Office of Adult Student Affairs
Student Professional Development Fund**

APPLICATION FORM

Return completed form to the Office of Adult Student Affairs at least 30 days prior to participation in the proposed professional development event. Incomplete forms will not be considered. Allow two weeks for processing and response.

DePaul University
Office of Adult Student Affairs
1 E Jackson Blvd. Suite 11017
Chicago, IL 60604
adultstudents@depaul.edu
Fax: 312-362-7213

Name:	
Mailing Address:	
Email Address:	
Phone:	
DePaul Student ID#:	
College (i.e. LAS, SNL):	
Major/Program:	
GPA:	

Professional Association

Conference/Event

Event dates:

Association Membership Fee (at student rate)

Registration Fee (at early bird rate)

Presentation Materials (itemize on separate page)

Please provide brief descriptions of the following:

(ATTACH QUESTION RESPONSE AS ANOTHER DOCUMENT)

1. Your participation in the Professional Adult Student Society (PASS), Student Veteran Union or other Student Life activities on campus.
2. Your post-graduation career goals
3. Your activity with this event (provide a presentation summary, list of conference sessions you will attend, list of participating career expo employers you will engage., etc.)

Supplemental Documents

Please include the following supplemental information with your application:

- Description of the Association and conference/meeting including the conference program and/or exhibitor list
- Completed membership application and/or registration form