**Please save this form, type your responses, save it as a PDF and then upload when you submit your online application.**  *\*Students completing experiences during the academic year are only eligible to apply for internship expenses "over and above" what they would have incurred if they were taking a “regular” course.*

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| --- | --- |
| **FIRST & LAST NAME** |  |

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| **LOCATION INFORMATION** | **City + State (include country if outside of the U.S.)** |
| Location of your experience (or “remote”) |  |
| Location of your housing during the experience |  |
| Your location BEFORE the experience starts |  |
| Your location AFTER the experience ends |  |

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| **EXPENSES**  *\*Please include your total expenses, regardless of the maximum award you may receive.* | **BUDGET AMOUNT** |
| **Housing**  *\*Please include your housing expenses if you will be paying rent. Do not include if you will be living with a parent/guardian or at your home address.*  Dates of your internship/experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Estimated expense per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Total housing expense (list in budget amount):**  **Additional info:**  *If you are submitting a housing expense for an academic year or J-Term internship, please describe where you will be living and why this is an addition expense that you would not have incurred if you were taking regular courses on campus.* | **$\_\_\_\_\_\_\_\_** |
| **Daily transportation (daily commuting)**  Estimated # of miles from your housing to your internship (each way): \_\_\_\_\_\_\_  If you will be driving: Estimated # of miles driven throughout the internship: \_\_\_\_\_\_\_\_\_  Driving expense ($0.655 per mile for driving): $\_\_\_\_\_\_\_\_\_\_\_\_  If other commuting expense (e.g., bus pass):  *Description of other commuting expense:*  Other commuting expense $\_\_\_\_\_\_\_\_\_\_\_\_  **Total commuting expense (may be limited to maximum of $600):** | **$\_\_\_\_\_\_\_\_** |
| **Transportation to and from internship location**  Airfare expense: $\_\_\_\_\_\_\_\_\_\_\_\_  *Please upload an electronic copy (PDF or document) of purchased airfare or current ticket price with your application.*  Driving expense ($0.655/mile if driving): $\_\_\_\_\_\_\_\_\_\_\_\_  Other transportation expense (explain): ­$\_\_\_\_\_\_\_\_\_\_\_\_  **Total travel expense:** | **$\_\_\_\_\_\_\_\_** |
| **Food/groceries** *\*If budgeting more than $80/week, please include a brief explanation.*  Estimated expense for food/groceries per week (typically limited to $80/week) | **$\_\_\_\_\_\_\_\_** |
| **Other expenses (please describe):**  *NOT ELIGIBLE: materials for your internship/project, passport, visa fees, cell phone plan, toiletries, computer, software, camera, auto insurance, etc.*  *\*Students who are JFOF eligible can receive one award for Professional Attire during their time at St. Olaf (max of $200). See <stolaf.edu/pipercenter/funding-resources/professional-attire-application/> for details.* | **$\_\_\_\_\_\_\_\_** |
| **TOTAL EXPENSES (A)** | **$\_\_\_\_\_\_ (A)** |

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| --- | --- |
| **SOURCES OF SUPPORT** | **$ AMOUNT** |
| **Total employer-provided compensation (before taxes are withheld):**  *If you will receive an hourly wage:* what is the wage and how many hours will you work?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *If you will receive a stipend:* what is the stipend and how many hours will you work?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **$\_\_\_\_\_\_\_\_** |
| **Other scholarships/grants**  *Have you received or do you plan to apply for any other scholarships/grants to support your internship/experience? If your application is still being reviewed, when will you have more information?* | **$\_\_\_\_\_\_\_\_** |
| **Other support (please describe):** | **$\_\_\_\_\_\_\_\_** |
| **TOTAL FINANCIAL SUPPORT (B)** | **$\_\_\_\_\_\_\_\_ (B)** |

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| **CALCULATION OF TOTAL NEED: EXPENSES (A) – SUPPORT (B) = (C) FINANCIAL NEED** | | |
| **EXPENSES (A)** | **SOURCES OF SUPPORT (B)** | **FINANCIAL NEED (C)** |
| **$\_\_\_\_\_\_\_\_\_\_\_ (A)** | **$\_\_\_\_\_\_\_\_\_\_\_ (B)** | **$\_\_\_\_\_\_\_\_\_\_ (C)  (A – B = C)** |

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| **JFOF SUMMER STIPEND ELIGIBILITY (must be eligible for JFOF to qualify)** *If you are applying for Johnson Family Opportunity Fund and will participate in the experience described in your application for at least 240 hours and at least 8 weeks, you are eligible for an additional stipend of $1500- 2000 (beyond the difference between “expenses” and “sources of support”).* | **Summer Stipend** |
| Number of hours required by the experience: \_\_\_\_\_\_\_\_\_\_\_\_  Duration of your experience in weeks: \_\_\_\_\_\_\_\_\_\_\_\_  If you meet the requirements, add a $2000 stipend. | **$\_\_\_\_\_\_\_\_ (D)** |

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| **(SUMMER) TOTAL REQUEST: FINANCIAL NEED (C) + SUMMER STIPEND (D) = YOUR FUNDING REQUEST (E)** | | |
| **FINANCIAL NEED (C)** | **STIPEND (D)** | **YOUR FUNDING REQUEST (E)** |
| **$\_\_\_\_\_\_\_\_\_\_\_ (C)** | **$\_\_\_\_\_\_\_\_\_\_\_ (D)** | **$\_\_\_\_\_\_\_\_\_\_\_ (E)** **(C+D=E)** |