



Music Summer Study Application Memorandum of Understanding

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

- Funding will only be given to those students who are enrolled full-time, meet regularly with faculty, participate in Music activities, meetings, and who continually and consistently show commitment to their Music studies.
- Your request for funding must be submitted on a Summer Study Application form and signed by your Music instructor and advisor. Your Music advisor will determine if a.) you are eligible to apply for reimbursement and b.) if the conference or event is acceptable.
- You must be in satisfactory academic standing in order to be considered for funding.
- College credits which may be awarded at a conference or event will not be applied to your credits at Willamette University and there will be no change to your grade point average.
- Willamette University does not assume any liability or provide insurance or accident coverage for your Summer Study activities. If you want Traveler’s or other insurance you must obtain it outside of the college.
- You must inform your advisor and the Department Chair immediately of any changes to the stated activities and dates in your request. Changes may result in a re-evaluation of the application and/or change in funding to receive reimbursement.
- You must submit a copy of your paid conference/event registration, the summary conference/event program including the contact information and location, detailed lodging invoice, and detailed transportation receipts (airfare, mileage, parking, etc.) for the summer session in which you are seeking reimbursement. Meals are not reimbursable. **All receipts must show proof of payment and what the payment is for.** NOTE: International receipts must include currency converter printouts showing the conversion to USD on the date of the transaction.
- You must submit all supporting documentation to the Music Office within 30 days of the event, unless an alternate arrangement is confirmed in writing. Any materials received after this date may not be accepted and your request for funding may be forfeited.
- You understand that you may not receive authorization for a full reimbursement of funds requested. Music Summer Study funds are limited to the amount awarded in the notification letter, and any excess cost is the responsibility of the student.
- Reimbursement funds will be released only after the Music Office has received all documentation from the applicant.
- You must write a one-page summary of your summer study experience and turn it in to the Music office with your reimbursement materials.
- The faculty decision regarding the disposition of your application will be communicated to you in a contract and notification letter from the Department Chair.

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

Student Signature: _____ Date _____

Advisor Signature: _____ Date _____

Department Chair Signature: _____ Date _____

cc: Student file, Advisor, Dept. Chair, Student