

## Student Educational Fund Policy

Each year, Graduate School of Biomedical Sciences (GSBS) students are provided with a \$500 Student Educational Fund. This Fund is for expenses related to educational support as allowable under the Internal Revenue Service Student Scholarship and Fellowship Grants Law Topic #421.

Students must be in good academic standing to use funds. Students graduating between July 1 and the end of the Fall quarter may only use their funds to cover thesis binding expenses, and students graduating in other quarters may only use any remaining funds to cover thesis binding expenses up to the cost of binding through the GSBS-approved process. Students are required to submit their reimbursement requests no later than June 1. Funds that remain unused after June 1 do not roll over to the next year. Upon graduation, any unused funds expire.

Students must submit the **Reimbursement Approval Form** and all related documentation and receipts to the GSBS Office to obtain reimbursement. If an item is not listed in the Eligible Items category below, please check with the GSBS Office for the eligibility of the purchase prior to incurring any expenses. The GSBS Office will approve reimbursement towards one computer or one personal device/tablet per student while enrolled at GSBS. Special needs and/or extenuating circumstances will be evaluated on a case-by-case basis.

Examples of eligible items:

- Computer and related hardware (allowable only for Fall 2022 cohorts and earlier)
- Educational software
- Poster printing
- Expenses associated with attendance at scientific meeting, conferences, courses or other educational programs not covered by the student's faculty mentor (e.g. abstract submission, tuition/fees/registration, transportation, parking, lodging, etc.)
- Books and course supplies
- Scientific memberships (journals, associations, etc.)
- Business cards
- Thesis binding

Examples of Commonly Requested Items Not Allowed:

- Lab supplies
- Gym Membership
- Recreation Activities
- Tax preparation
- Cell Phones
- Cameras
- Printers
- Office Furniture

Students may purchase pre-approved items and receive reimbursement by submitting original receipts to the GSBS Office. Please submit original receipts as soon as possible after a purchase is made. Receipts must include the date, vendor name, description of the item(s), full purchase amount, payment made, and method of payment to include the last 4 numbers of any credit card used.

*Note: Failure to provide the appropriate receipt(s) can delay, or entirely void, the reimbursement.*

## Student Educational Fund Reimbursement Approval Form

Student Name:  
Faculty Mentor:  
Student SBP Email:

### ***Educational Purpose***

The funds provided by the Student Educational Fund are for educational purposes and are meant to support your academic training. The Graduate Office must be able to demonstrate and justify financially that these funds are provided based on the educational needs of its students.

| Item for Reimbursement | Vendor | Total Cost | Amount to be Reimbursed |
|------------------------|--------|------------|-------------------------|
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Please describe the educational purpose of your purchase(s) below. If you are purchasing an item that is similar to one purchased in previous years, please describe how this purchase is distinctive and necessary for educational reasons.

Educational Purpose:

*To the Faculty Mentor:* By signing below, you are indicating that you have discussed these expenses with the student and approve the above-listed use(s) of the student educational fund.

Faculty Mentor Signature: \_\_\_\_\_