

STUDENT PROFESSIONAL DEVELOPMENT FUND Mount St. Joseph University

The Student Professional Development Fund assists eligible students with expenses associated with participation in career-related opportunities such as co-ops and internships. Grants may be used to supplement a student's income while participating in unpaid or under-paid experiences or to provide additional resources for other professional development expenses. For example, expenses include, but are not limited to, purchasing professional attire, transportation, parking, childcare, fees for professional licensure. Students may receive funds once every semester; applications are accepted on a rolling basis.

Grants up to \$1,000 per student will be awarded according to the grant deadline. Applications will be reviewed by the Director of the Career and Experiential Education Center, who will award the grants based on the number of applicants and availability of funds. Decisions will be finalized within 30 days of receipt of the application. Students using the grant will be required to submit a written report regarding the experience to the Director of the Career and Experiential Education Center.

Student Eligibility and Application Requirements:

- Open to Mount undergraduate and graduate students
- Write a 300- to 400-word essay describing why you are requesting funds now and your financial needs, details about the experience you're seeking and how it fits in with your career plans
- Provide a detailed budget on how the grant will be used (see example below)
- Submit a copy of your resume
- Faculty or staff reference (please ask this person's permission before listing them below)

APPLICATION FORM – STUDENT PROFESSIONAL DEVELOPMENT FUND

Student Name _____

Student ID _____ Student GPA _____

Professional Experience _____

Grant amount requested \$ _____

- I have attached a 300-400 word essay and budget
- I have attached a copy of my resume
- MSJ faculty/staff reference: _____

Student agreement: I agree to use the funds exactly as described and maintain receipts, as much as possible, in case documentation is requested by the Career Center.

_____ Date of Agreement

Office Use Only

Date Received _____

Sample Budgets

Professional Attire Item	Cost
Two pairs of dress pants	\$80
Suit jacket	\$50
Five dress shirts/blouses	\$100
Two cardigans	\$50
Dress shoes	\$50
Total	\$330

Transportation – Summer Co-op	Cost
Parking in 3CDC Garage (2 months)	\$400
Gas (driving downtown 5 days/week)	\$200
Total	\$600