



Faculty CVE/Practicum/Internship Support Funding Request

Funded requests will provide financial assistance to students participating in **non-paid** CVE/Practicum/Internship placements that provide program curriculum-specific practical work experience. Funds shall be used but not limited to costs associated with participation in an experiential learning faculty placement.

Requester's (HawaiiCC Employee) Contact Information

Please complete all areas, so we may reach you promptly.

Last Name: _____

First Name: _____

Email Address: _____

Phone Number: _____

Title (e.g. Faculty, Lecturer, Dean, etc.): _____

Department: _____

Course/Program associated with request: _____

YES NO Are you the facilitator of the placement for evaluation and payment processing?

If not, please provide facilitator information below:

Last Name: _____

First Name: _____

Email Address: _____

Phone Number: _____

Title (e.g. Faculty, Lecturer, Dean, etc.): _____

YES NO Does the request fit the funding guidelines?

See Guidelines

YES NO Is intended recipient a registered HawaiiCC student in a declared certificate or degree program?

YES NO The facilitator is responsible to notify the Financial Aid office as soon as they are aware that the recipient has stopped participating in the experiential learning placement, to stop future funding disbursements. **Will you accept this responsibility?**

Responsible Facilitator

Printed Name

Date

Recipient's Information

Last Name: _____

First Name: _____

Email Address: _____

Phone Number: _____

UH ID#: _____

Funds Requested for Program specific practical experience in which semester?

Fall

Spring

Summer

Year: _____

Funding request is for?

1 credit award at \$200 to complete required practical experience hours. Paid in three disbursements of \$50/\$50/\$100. Enter required hours for one credit:

2 credits award at \$400 to complete required practical experience hours. Paid in three disbursements of \$100/\$100/\$200. Enter required hours for two credits:

3 credits award at \$600 to complete required practical experience hours. Paid in three equal disbursements of \$200 each. Enter required hours for Three credits:

Facilitator please upload a copy of the Internship Learning Contract or CVE/Practicum Training Agreement.

Funding will be awarded/paid via Banner Financial Aid portal, and if receiving a Pell Grant, the award may affect the student's unmet need. Students should check with their Financial Aid Advisor prior to accepting an award.

Funds will be disbursed according to the below timeline:

- First disbursement immediately upon receipt of approved funding request
- Second disbursement at midterm
- Final disbursement paid two weeks to the end of the semester

APPROVALS: (only one required)

_____	_____	_____
Division or Department Chair	Printed Name	Date

_____	_____	_____
Dean	Printed Name	Date

_____	_____	_____
Vice Chancellor for Learning	Printed Name	Date

_____	_____	_____
Chancellor	Printed Name	Date

Funded Date: _____
Notification emailed to _____
Faculty Facilitator Date: _____

_____	_____	_____
Designee	Printed Name	Date

Email this approved form to Financial Aid for processing.

Emailed Date: _____
Total Award Amount to be disbursed according to _____
above information: _____

Processed by Financial Aid

_____	_____	_____
Financial Aid Advisor	Printed Name	DateProcessed

*** FA representative - Please email fully executed form back to designee that submitted form to Financial Aid for processing in Banner.**