

# Weingast Family Fund for Study in Israel

## Application Guidelines

The Frankel Center awards funding to U-M students who wish to study abroad in Israel. The information below has been compiled to assist with the application. The following should be submitted to the Student Service Coordinator at the Frankel Center by the below dates:

- SP/SU/FA Programs – January 10
- WN Programs – October 1

Applications should include the following:

- Application
- Itemized Budget
- Budget Justification
- A transcript (an unofficial printout from M-Pathways is acceptable)
- A letter of recommendation, submitted directly to the Frankel Center, from a U-M faculty member with whom the student has studied

### ITEMIZED BUDGET AND JUSTIFICATION

When submitting the budget justification, please **explain as clearly as possible** the way in which the requested funds will be spent. The application must include an **itemized budget of expenses** and the exact (if possible) dates of travel.

For example, if the proposed study abroad program is to study at Hebrew University in Israel, then the itemized budget spreadsheet should minimally include:

1. Departure and return dates
2. An approximate price for the airfare
  - Attach a price quote and sample itinerary from an online company (e.g. Travelocity or Expedia) or a travel agent.
3. Pricing information for tuition
  - Attach a printout from the University/School, listing tuition prices and associated fees.
4. Pricing information for lodging at the university
  - The list below is not exclusive, but rather a sample listing to help with managing your travel budget.

### Allowable Expenses

- Expenses **must** have a legitimate connection with study abroad
- Airfare cost estimate must be for a round-trip, advanced purchase, coach class ticket between either your hometown or Detroit and Tel Aviv, without any stopovers in connecting cities (i.e., connecting flights are permitted however elongated stopovers in connecting cities are not allowed). University of Michigan policy requires that your flight be booked at least 14 days in advance in order to be reimbursed.
- Ground transportation, including trains, buses, trams, subways, and taxis
- Lodging in university-owned housing

- Tuition, program fees, entrance fees, photocopies, scanning, digital reproduction, limited supplies (excluding books), visa fees, travel insurance, and other related expenses

### **Non-Covered Expenses**

- Food, beverages (including liquor) or any daily living expenses
- Reimbursement for frequent flyer miles or any other type of travel-points program
- First-class seating in any mode of transportation
- Utilities when renting/subletting an apartment or home
- Rent and related expenses for living in Ann Arbor
- Cell phone purchases, monthly charges, or calling cards
- The purchase of audio/video recording devices
- Health insurance
- Haircuts, dry cleaning, toiletries, prescriptions and any other incidentals
- Postage for any personal mailings
- Personal photos, film development
- Books
- Any items NOT related to study abroad

Before incurring the costs, consider the way in which the expense might pertain to the program. Expenses must have a legitimate connection to study abroad. If there is a question as to whether something may or may not be covered, be sure to ask beforehand. If the item is something typically used whether or not study abroad is taking place, then the expense would not be considered legitimate.

### **THE AWARD LETTER**

The Frankel Center will respond to **all** study abroad funding requests. A congratulatory letter will be sent to those who have been selected as award recipients. The letter will include the dollar amount of the award, based on the proposed budget. Please understand that, despite the generous contributions of our donor, the Frankel Center may not be able to fully-fund the requested proposal.

Following the disbursement of award letters, those receiving funding will be required to attend a brief meeting with the Student Services Coordinator, during which they will receive a copy of the Frankel Center's Award Guidelines. This meeting will also provide the recipients with the opportunity to ask questions about their award.

All award recipients will be expected to provide two pieces of correspondence to the donor:

1. A thank you note when you receive notification of the award
2. A brief, post-trip "Experience Summary" in which you provide your perspectives from your experience in Israel

Thank you for applying and Good Luck!