

## Sturgis Fellowship Account Spending Guidelines Fall 2014

For Students With Governor's, Distinguished Governor's, Academic Challenge ("Lottery") Scholarships, or Other Similar Scholarships

This table provides examples of allowable and non-allowable uses of Fellowship funds and the method to access these funds. This document is not all-inclusive, so please contact Mary Ellen Hartford ([mhartfo@uark.edu](mailto:mhartfo@uark.edu)) in the Fulbright College Honors Program if you have questions about whether an expense is allowable.

Some Fellows with significant outside scholarship support, including the Distinguished Governor's scholarship recipients, may receive an optional stipend up to \$1,000 from their Fellowship accounts, if his or her fund balance permits and the Fellow is in good Fellowship standing. Stipends must be used for academic and educational purposes only. Stipend funds can be used to pay for academic and educational expenses not completely covered by the Fellowship.

The Fellow is responsible for all charges billed to his or her student account that are non-allowable or over the allowed limit.

All requests, requisitions, and justifications for accessing fellowship funds must be made through the Fellowship Requisition, Requests, and Justifications (RRJ) form. This form can be found at [www.fulbrighthonor.uark.edu](http://www.fulbrighthonor.uark.edu) under Sturgis Fellowships, Current Fellows. Be sure to read and follow the instructions carefully before submitting.

	ALLOWABLE EXPENDITURES	FUND ACCESS	NON-ALLOWABLE EXPENDITURES	NOTES
<b>A. TUITION AND FEES</b>				
1	UA Tuition for the Fellowship Term	Automatic	Tuition at other universities not involving study abroad. Graduate school or other post-baccalaureate tuition or expenses.	
2	UA Summer Tuition	Automatic	Summer stipends, health insurance, health center expenses, doctor and hospital costs.	Must receive approval prior to registration.
3	Mandatory Fees associated with tuition are covered, unless stated otherwise	Automatic	Health insurance, health center expenses, doctor and hospital costs.	
4	Accredited study abroad program tuition and fees with prior approval by the UA Study Abroad Office and the Fulbright College Honors Program	Invoice or Automatic	Vacations, Internships, non-academic programs and mission trips. Travel to countries on the US Department of State Warning List will not be approved for funding.	Multiple study abroad experiences are allowed. Program does not have to be a UA led study abroad program.
5	New Student Orientation and ID Fees	Automatic	Orientation Guest Fee	

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<b>B. Housing</b>				
1	On-campus: Housing up to the cost of a double occupancy room in Hotz Residence Hall	Automatic	Housing for periods of non-enrollment, including time between semesters.	
2	Off-campus: Housing up to the cost of a double occupancy room in Hotz Residence Hall	Invoice/Lease	Rental property owned by a relative. House down payment or mortgage payment. Housing for periods of non-enrollment or part-time enrollment, including time between semesters. Rent when living with a parent.	Signed landlord lease is required. Funds must be used to cover only the Fellow's share of rent and utilities.
3	Sorority and Fraternity: Housing up to the cost of a double occupancy room in Hotz Residence Hall	Invoice or Automatic	Fraternity or Sorority dues and/or fees. Housing for periods of non-enrollment or part-time enrollment, including time between semesters.	Invoice or Automatic, depending on the sorority or fraternity house.
4	UA Housing Contract Fee & prepayment	Automatic		

	<b>ALLOWABLE EXPENDITURES</b>	<b>FUND ACCESS</b>	<b>NON-ALLOWABLE EXPENDITURES</b>	<b>NOTES</b>
<b>C. Meals</b>				
1	On-Campus students: UA Meal Plan, meal allowance or a combination, up to the cost of the Unlimited Meals Plus plan	Automatic		Covers only food and beverage items
2	Off-Campus students: Meal allowance, UA Meal Plan or a combination, up to the cost of the UA Unlimited Meals Plus Plan	Automatic		Covers only food and beverage items
3	Sorority & Fraternity students: Meals provided by the sorority/fraternity, plus a meal allowance or UA Meal Plan up to the cost of the UA Off-Campus I Meal Plan	Invoice and/or Automatic		Invoice for fraternity/sorority house meals. Automatic for purchase of a UA meal plan. Invoice for allowance funds. Sorority and Fraternity houses typically do not provide weekend meals.

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<b>D. Books &amp; Electronics</b>				
1	Course textbooks up to \$700	Automatic or Reimburse	Books not purchased from a book vendor	Automatic for the UA Bookstore, except during summer term. Reimburse for other vendors and all summer book purchases. Reimburse for purchases over the federal cost of attendance and for supplies.
2	Personal research library, up to \$500 over the Fellowship term	Reimburse		Must relate to Fellow's honors research activities or have prior approval
3	Computer allowance can be used for purchase of any of the following, but only one of each type, with total amount up to the 2014 federal cost of attendance limit of \$2500: <ul style="list-style-type: none"> <li>• Computer with typical computer peripherals and accessories, and an extended care plan/warranty</li> <li>• iPad with an extended care plan/warranty and an approved cover or case</li> <li>• E-Reader (Nook, Kindle, etc.)</li> <li>• Calculator</li> </ul>	Automatic or Reimburse	Electronics not purchased from a vendor. Accessories not typically used for academic purposes.	Education discounts are available when purchasing through the UA Computer Store on Apple & Dell computers, but not iPads. A computer care plan/extended warranty is highly recommended. Automatic for UA Computer Store. Reimburse for other vendors.
4	Computer software, upgrades, and repairs; up to \$500 over the Fellowship term	Automatic or Reimburse		Repairs must be pre-approved by the Fulbright College Honors Program. Automatic if repaired by the UA Computer Store. Reimburse if repaired by another vendor.

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<b>E. Travel</b>				
1	Travel costs to a conference for the Fellow to present his or her undergraduate research, and/or travel costs associated with the Fellow's research activity, up to \$3000 over the Fellowship term	Reimburse	Travel to countries on the US Department of State Travel Warning list will not be funded	Travel must be pre-approved by the faculty research mentor and the Fulbright College Honors Program. UA travel authorization paperwork must be completed by your departmental travel representative prior to travel

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<b>F. Parking Permit</b>				
1	UA Parking Permits. Limit one per year	Automatic		

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<b>G. Graduation &amp; Post-Graduation Preparation</b>				
1	UA Undergraduate Graduation Fee	Automatic		
2	Testing fees for graduate or professional school entrance requirements, up to 2 different tests with limit of 2 registrations per test, over the Fellowship term	Reimburse		
3	Preparation materials for graduate or professional school entrance exams	Reimburse		
4	Graduate School application fees	Reimburse	Travel to visit graduate or professional schools	

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<b>H. Other Allowable Items</b>				
1	One musical instrument for music performance majors, up to \$5000	Reimburse	Musical instruments for students not in music performance majors	Instrument must be Fellow's instrument of specialty. Endorsement/verification from faculty mentor required
2	Honors society dues	Reimburse		

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<b>I. Other Non-Allowable Expenditures</b>				
1			Expenses for paid or unpaid internships	
2			Fines	Includes library, traffic, and parking fines
3			Clothing items and backpacks	
4			Furniture	
5			Phones and phone bills	
6			Internet equipment and services	Unless provided by landlord/housing at no increase to rent
7			Televisions or video accessories	
8			Cable TV or satellite services	Unless provided by landlord/housing at no increase in rent
9			Personal electronic items	Includes cameras, MP3 players, recorders, stereo equipment, and related accessories
10			Immunizations	

**Important Notes:**

- Special requests must be submitted to the Fulbright College Honors Program using the RRJ electronic form.
- Changes to the guidelines can be made with 60-day notice. Spending guidelines must always remain compliant with governmental regulations and/or University of Arkansas and Fulbright College Honors Program policies.
- Please remember that once a student has arrived on campus for classes, FERPA student information confidentiality laws cover all academic and financial information.
- Students are responsible for personally submitting their forms and personally asking any questions about their fellowship accounts.

**Updated: August 8, 2014**