

EXHIBIT A

Sturgis Fellowships Account Spending Guidelines

Fall 2022

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 send questions about allowable expenses to Mary Ellen Hartford (mhartfo@uark.edu) in the Fulbright Honors.

Some Fellows with significant outside scholarship support, including the Distinguished Governor's scholarship recipients, may receive an optional stipend up to \$1000 from their Fellowship accounts, if their fund balance permits and they are 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. Fellows with sufficient funds from ADHE Distinguished Governor's do not need to request the stipend. It will be released automatically.

The rules and policies that apply to releasing fellowship funds will apply to other awards that the fellow brings to campus.

Fellows are responsible for all charges billed to their student account that are non-allowable or are over the allowed limit.

All requests, reimbursement requests (requisitions) and justifications for accessing fellowship funds must be made through written email to Mrs. Hartford. Be sure to read and follow the instructions carefully before submitting.

Fellowship funds can only be used when students are enrolled full-time. If any student drops below full-time status without prior approval, the fellowship funds provided for that semester may be withdrawn, and the student will be responsible for reimbursing the tuition, fees and other charges paid by the fellowship. There is one exception for full-time enrollment status: seniors in their last semester of eligibility who will complete degree requirements by the end of that semester and have applied for graduation for that semester, only need enroll in the number of hours required for graduation at the end of that semester.

A Fellow is expected to abide by the University's Academic Integrity Policy. Fulbright Honors withholds the right to terminate the fellowship of any student who has been sanctioned with a Level Two, Level Three, or Level Four violation from the Office of Academic Integrity and Initiatives. These types of violations result in an "XF" grade for the course along with possible further sanctions from the university, up to and including expulsion. The Honors College also withholds the right to terminate the fellowship of any student who has accumulated 1.0 or more sanction points from the Office of Academic Integrity and Initiatives over the course of the undergraduate career. In either situation, the determination of the Fellow's scholarship status will be made by the Director of Fulbright Honors.

	ALLOWABLE EXPENDITURES	FUND ACCESS	NON-ALLOWABLE EXPENDITURES	NOTES
TUITION AND FEES				
1	UA tuition for fall and spring semesters for the Fellowship term.	Automatic	Tuition at other universities not involving a study abroad experience. Graduate school or other post-baccalaureate tuition or expenses.	<p>Must maintain full-time enrollment status.</p> <p>Consult with Jill Wheeler, Sturgis Fellowship Academic Advisor before dropping a course.</p> <p>Fellowship term is 8 semesters for most fellows (Bachelor of Music in Music Education is 9 semesters and includes 9 semesters of funding at current fellowship rate.)</p> <p>Funding for online courses is allowed, with restrictions. Must be pre-approved by academic advisor and be relevant to academic/career goals. Funds for subsequent semesters will not be disbursed until all courses from the previous semester are completed, including online courses. Online independent study courses do not count towards full-time status relative to housing and meals allowance eligibility or relative to attaining full-time status when studying abroad. You must be enrolled in a minimum of 9 hours of face-to-face/in—person courses for fall or spring semesters or at least 3 hours of face-to-face/in-person courses for summer sessions to qualify for housing and meals allowances in conjunction with your online hours to meet full-time/scholarship requirements.</p>
2	UA tuition for summer and intersession terms.	Pre-approval required	Summer or intersession stipends.	Must maintain full-time enrollment (Minimum of 3 hours for intersession, 6 hours per summer session) throughout the duration of the enrollment term or funding may be cancelled. Must receive approval prior to

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				<p>registration through the Course and Study Abroad form.</p> <p>Consult with Jill Wheeler, Sturgis Fellowship Academic Advisor before dropping a course.</p> <p>Online courses during intersession terms do not qualify for housing and meals allowances unless enrollment is abroad.</p> <p>Housing and meals allowances for summer session enrollments require 3 hours of face-to-face/in-person courses with your online hours to meet full-time/scholarship enrollment requirements.</p>
3	Mandatory Fees associated with tuition are covered, unless stated otherwise.	Automatic	Health insurance, health center expenses, doctor and hospital costs.	

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4	Accredited study abroad program tuition and fees with prior approvals. All fellowship funded international travel must be approved by the Honors College, followed by registration and approval through the Office of Study Abroad.	Pre-approval required	Vacations or Internship in U.S., non-academic programs and mission trips. Immunizations. Travel to countries on the US Department of State Travel Warning list will not be approved for funding.	<p>Multiple study abroad experiences are allowed.</p> <p>Program does not have to be a UA led study abroad program.</p> <p>Approval requests must be submitted through the Honors College's and Office of Study Abroad's appropriate online forms.</p>

5	New Student Orientation and ID fees.	Automatic	Orientation Guest Fee. ROCK Camp fees. Replacement ID fees. Athletic Access pass.	
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HOUSING

6	On-campus: Housing up to the cost of a double occupancy room in Hotz Honors Hall as long as Federal Cost of Attendance allows.	Automatic	Housing for periods of non-enrollment or part-time enrollment, including time between semesters.	Fellowship covers housing equivalent to the cost of a double occupancy room in Hotz Honors Hall. Exceptions must receive prior approval.
7	Off-campus: Housing up to the cost of off-campus housing as determined by Financial Aid for Federal Cost of Attendance.	Invoice/Lease	Rent at property owned by a relative. Rent when living with a parent, relative or guardian. House down payment or mortgage payment. Housing for periods of non-enrollment or part-time enrollment, including time between semesters.	Funds must be used to cover only the Fellow's share of rent and utilities.
8	Sorority and fraternity: Housing up to the cost of a double occupancy room in Hotz Honors Hall as long as Federal Cost of Attendance allows.	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.
9	UA Housing Contract Fee and prepayment.	Automatic		

MEALS

10	On-campus students: UA Meal Plan or a UA meal plan combined with a meal allowance up to the cost of the Unlimited Meals Plus plan as long as Federal Cost of Attendance allows	Automatic and/or Invoice		Covers only food and beverage items. Automatic for purchase of a UA meal plan. By request for allowance funds.
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11	Off-campus students: Meal allowance, UA Meal Plan or a combination, up to the cost of the UA Unlimited Meals Plus plan as long as Federal Cost of Attendance allows.	Invoice		Covers only food and beverage items. Automatic for purchase of a UA meal plan. By request for allowance funds.

12	Sorority and fraternity students: Meals provided by the sorority/fraternity, plus a meal allowance or UA Meal Plan up to the cost of the UA Unlimited Meals Plus Plan as long as Federal Cost of Attendance allows.	Requisition Form + Invoice		By request for fraternity/sorority house meals. Automatic for purchase of a UA meal plan. By request for allowance funds.
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BOOKS AND ELECTRONICS

13	Fellows may purchase or rent all required textbooks and purchase modest supplies.	Automatic or Reimburse	Books not purchased from a book vendor, such as other students.	Automatic for the UA Bookstore. Reimburse for other vendors. Reimburse for purchases exceeding UA Bookstore charges and for supplies.
14	Personal research library, up to \$500 over the Fellowship term, if Federal Cost of Attendance allows.	Reimburse		Must relate directly to Fellow's honors research activities or have prior approval.
15	<p>Computer allowance can be used for purchase of any of the following, but only one of each type, with total amount up to the 2020 federal cost of attendance (COA)</p> <p>1). Computer (desktop, laptop, or tablet, i.e. iPad Pro) with typical computer peripherals and modest accessories, and an extended care plan/warranty. You may build your computer. Your computer should have a camera for remote learning.</p> <p>2). E-Reader</p> <ul style="list-style-type: none"> • Less functioning iPad with an extended care plan/warranty and an approved cover or case • Nook, Kindle, etc. <p>3). Calculator (can be counted with books rather than electronics).</p> <p>Computer software, upgrades and repairs.</p> <p>Maximum allowance over fellowship term is \$3000.</p>	Automatic or Reimburse	Electronics not purchased from a vendor. Accessories not typically used for academic purposes.	<p>Educational discounts are available when purchasing personal computers through the UA Computer Store. A computer care plan/extended warranty is highly recommended.</p> <p>Email receipts for UA Computer Store charges. Reimburse for other vendors. The Honors College Technical Director is available to help configure computers according to academic needs.</p> <p>Repairs must be pre-approved by the Fulbright Honors. Diagnostic report is required. iPad Pro electronics count at tablets, not as eReaders.</p>
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TRAVEL				
16	Travel costs to a conference for the Fellow to present his or her undergraduate research, and/or travel costs necessary for the Fellow's research activity, up to \$4000 over the Fellowship term.	Reimburse	Travel to countries with Level 3 and Level 4 US Department of State Travel Advisories will not be funded.	Travel must be pre-approved by the faculty research mentor and the Honors College. UA Student Travel Policies apply. Unpaid international internships may qualify for funding with qualifying enrollment and research project.
PARKING PERMIT				
17	UA Parking Permits. Limit one per year.	Automatic		
GRADUATION AND POST-GRADUATION PREPARATION				
18	UA Undergraduate Graduation Fee as long as Federal Cost of Attendance allows.	Automatic or Reimburse		Charge to UA Connect account. Maximum of two undergraduate degrees.
19	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, as long as Federal Cost of Attendance allows.	Reimburse		
20	Preparation materials for graduate or professional school entrance exams, up to \$500 over the Fellowship term, as long as Federal Cost of Attendance allows.	Reimburse		
21	Graduate application fees, up to \$300 over the Fellowship term as long as Federal Cost of Attendance allows.	Reimburse	Travel to visit graduate or professional schools.	
OTHER ALLOWABLE ITEMS				
22	One musical instrument for music <i>performance</i> majors, up to \$5000.	Reimburse	Musical instruments for students not in music performance majors.	Instrument must be Fellow's primary performance instrument. Endorsement/verification from the faculty mentor required.
23	Honors society dues, up to \$300 over the Fellowship term as long as Federal Cost of Attendance allows.	Reimburse		

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OTHER NON-ALLOWABLE EXPENDITURES				
Non-allowable Expenses			Expenses for paid or unpaid domestic internships or mission/volunteer trips.	Tuition and fees for UA internship hours can be covered if qualified as full-time enrollment but expenses (room/board, transportation, etc.) will not be covered.
			Fines.	Includes library, traffic and parking fines, late fees.
			Clothing items and backpacks.	Nursing uniforms/scrubs, concert attire, etc. does not qualify
			Furniture.	
			Phones and phone bills.	
			Internet equipment and services.	Unless provided by landlord/housing at no increase in rent.
			Televisions or video accessories.	
			Cable TV or satellite services.	Unless provided by landlord/housing at no increase in rent.
			Personal electronic items.	Includes cameras, MP3 players, recorders, stereo equipment, and related accessories.
			Immunizations.	
		Sports equipment for purchase, even if required for a class	Rental is allowed. Syllabus is required documentation for equipment rental.	

IMPORTANT NOTES:

- Special requests must be submitted to Fulbright Honors using the appropriate forms. Honors
- Changes to these guidelines can be made with 60-day notice. Spending guidelines must always remain compliant with governmental regulations and/or University of Arkansas and Honors College policies.
- Academic and financial information is covered by FERPA student information confidentiality laws once a student has arrived on campus.
- Students are responsible for personally submitting their forms and personally asking any questions about their fellowship accounts.
- Students must maintain full-time enrollment status to be eligible for fellowship payment.

Last updated 07/27/2022