

Dear Student,

On behalf of the SGA Academic Scholarship Committee we are so thrilled to be able to grant you the opportunity to represent Catawba College at your chosen conference!

Before your departure, you need to do the following:

- Sign your official award recognition letter.
- Submit the liability form found on the SGA Scholarship portion of the Catawba College website. Liability forms must be submitted no less than one week prior to the conference.

Within one week of returning from the conference, you will need to do the following:

- Gather all receipts detailing expenses from the conference and submit the receipt count form. Students will be held liable for the full amount of their award if the receipt count form is not provided. Additionally, any awarded funds not used must be repaid to the SGA.
- Complete the conference review form.

**All forms are to be submitted to either the SGA Executive Treasurer or an SGA advisor.**

Failure to complete any of the aforementioned steps may result in the cancellation of the student's award or mandate the reimbursement of awarded funds.

Thank you once again! We wish you the best of luck on your journey.

We sincerely hope that it is a fulfilling experience!