

Program Guidelines

As a manner of supporting the efforts of our faculty and staff, SUNY Canton and the Canton College Foundation have designed this program to provide financial assistance to support those faculty and staff members who are in the process of obtaining their advanced degrees (PhD/terminal). Funds may be used to cover tuition and fees, transportation costs, or other degree-related expenses.

Eligible Program Funding

- One third must be provided by the faculty or staff member's own resources. Copies of receipts should be included with application. Expenses up to \$10,000 allowable.
- One third of the total cost will be eligible to be funded through an award from the Canton College Foundation. The cap is \$10,000.
- One third of the total cost is then eligible for a 0% interest free loan from the Canton College Foundation which can be paid off through installment payments via payroll deduction or may be timed to coincide with payments from additional teaching loads. Payment terms are flexible but must be agreed upon with the signing of the loan. The cap is \$10,000.

Priority

Employees whose education would accommodate shifting program and College needs is the ultimate priority.

Preference is given to:

- Full-time employees - Employees on a tenure track will be considered a high priority.
- Employees with attainable and feasible goals. Information to be provided includes:
 - An outline of an organized course of study by semester or quarter, including the division, department, or program; the degree to be completed, and the name and address of an accredited institution.
 - A detailed timeline for completion of the proposed project or activity.

Please keep in mind that an applicant's donor status to the Canton College Foundation (not amount) may be considered in proposal review.

Application Process

A completed **application**, with attachments, can be submitted by email at foundation@canton.edu by the following deadline dates: October 30, February 15, or April 15. Funds may be awarded retroactively for completed work, but prior to degree completion.

Attachments

- An official letter of acceptance or pending acceptance into an organized course of study at an accredited institution.
- A brief curriculum vitae.
- A proposed plan as described under the Eligibility section. **Copies of receipts for all payments made by the applicant must be included with application.**
- Budget Summary. Provide expenditures to be incurred based on the following maximum amounts for each category, including but not limited to the following:
 - Tuition and fees, a copy of the bill is required before fund disbursement.
 - Relocation, when required temporarily to complete retraining, including truck rental and/or mileage, tolls, and airfare - maximum \$1,500 per year.
 - Travel, between home and the institution, including public transportation, automobile mileage exceeding 35 miles from both their official station and their home, tolls, and airfare, with sufficient justification - maximum \$1,500 per year.
 - Books and supplies, including course related textbooks and expendable supplies, as well as software purchases when required by the instructor as part of the course materials - maximum \$1,000 per year.
 - Extraordinary circumstances, when required, for expenses incurred directly related to training, and not for reimbursement of expenses that are otherwise provided, such as travel, relocation, etc., with sufficient justification - maximum \$7,500 per year.
 - Additional information you deem necessary to complete your application.

Canton College Foundation *Thirds Program – Supporting Terminal Degrees*

The following signatures are required for all applications, but awards will not be granted without the President's approval:

Dept. Head/Immediate Supervisor/Director

Date

Division Vice President or Dean of Students/Designee

Date

Please list all attachments being submitted, as required by the guidelines to which you are applying.
(Use additional sheets if necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

These signatures are not needed for your submission but are a part of the approval process and will be required for disbursement of funds by the Canton College Foundation.

Foundation Faculty/Staff Committee Recommendation

Date

Campus President/Designee Approval

Date

Budget Summary for Applications

Prior to completing this form, review the guidelines for the program to which you are applying. Complete only those sections that are applicable and specify the type of expenditure for each item. A separate budget summary must be completed for each semester or quarter for which funding is being requested. All expenditures exceeding \$250 must be itemized and justified.

Applicant's Name: _____

Institution and Degree: _____

Expenditures	Applicant Share	Requested CCF Award \$10,000 Cap	Requested CCF 0% Loan \$10,000 Cap
1. Travel and Related Expenses			
a.) Lodging @ /day X ___ days			
b.) Meals @ /day X ___ days			
c.) Transportation - Specify			
d.) Other Expenses - Specify			
2. Non-consumables (supplies, materials, books) Specify			
3. Consumables (paper, pens, postage) Specify			
4. Tuition for coursework or internship (include a copy of your bill)			
5. Equipment (lease or purchase)			
6. Software			
7. Registration fees for conference, seminar, workshops			
8. Replacement Salary			
9. Professional Development			
a.) Research support (computers, network access, clerical support)			
10. Other Expenses - Specify			
TOTAL REQUESTED			

Signature: _____

Date: _____

Loan Agreement

On this date of _____, 20_ in return for valuable consideration received, the undersigned borrower (“BORROWER”) promises to pay the Canton College Foundation, Inc. (“LENDER”), the sum of \$ _____ dollars.

Terms

This loan shall be repaid under the following terms:

1. Equal bi-weekly payroll deduction payments in the amount of \$ _____, due and payable at the Canton College Foundation Office, French Hall, for a term of _____ deductions.
2. The entire unpaid balance of this note, if any, shall become immediately due and payable on demand by the Lender upon separation of the Borrower from SUNY Canton. Borrower hereby agrees that the entire outstanding amount may be deducted from the Borrower’s final salary upon resignation or termination of employment with SUNY Canton.
3. In the event that a payment due under this note is not made within (10) days of the time set forth herein, the Borrower shall incur an additional fee in the form of 5% interest of said late payment.
4. This loan may be prepaid in whole or in part at any time without penalty.
5. In the event of default, the Borrower agrees to pay all costs and expenses incurred by the Lender, including all reasonable collection, court, and attorney fees incurred by the Lender as a result of the default.
6. No modification or waiver of any of the terms of the Agreement shall be allowed unless by written agreement signed by both parties.
7. All terms and conditions of this Agreement shall be interpreted under the laws of New York State.

Signed on this _____ day of _____, 20_____.

BY _____
Borrower

Print Borrower Name

Executive Director/CEO

Canton College Foundation, Inc.

Acknowledgement To Be Completed by a Notary Public

State of _____ County of _____

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to within the instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individuals(s) acted, executed the instrument.

NOTARY PUBLIC (Please sign and affix stamp)