



SREB-State Doctoral Scholar Program

Academic Support Reimbursement Guidelines

Not all scholars receive an academic support allocation as part of their fellowship award. Unlike professional development support available to all fellows, academic support is only available with the 1-year dissertation fellowship award, it is not available with the 3 to 5-year doctoral fellowship award. Refer to your individual award letter to determine if this benefit is included in your funding.

- In order to receive academic support, 1-year dissertation award fellows must submit an itemized **Academic Support Reimbursement Request** with **original receipts**, dated during the current academic year (August 1 through July 31), must be received by the SREB- State Doctoral Scholars Program office by the 15th of the month to process reimbursement by the 28th of the month.
- Academic support funds become available for 1-year dissertation fellows on August 1. 1-year dissertation award fellows may submit academic support reimbursement requests at any time during the academic year, and for as many times as necessary, until the maximum limit is reached.
- Unused funds do not carry over into the next academic year. 1-year dissertation award fellows must use their annual allocation during the current academic year.
- Items authorized for academic support reimbursement include*:

Books and general supplies needed for coursework:

Textbooks, binders, copies, paper, writing instruments, book bags, etc.

Computers, printers, software and supplies:

laptop, desktop, printer, software etc.

Medical insurance:

Funds may be used for medical insurance coverage premiums during the academic year.

*Scholars must contact the SREB-State Doctoral Scholars Program office at (404) 879-5565 to obtain pre-authorization for reimbursement of any item not authorized above.

- Examples of non-reimbursable items include, but are not limited to:
 - Magazine or newspaper subscriptions
 - Graduation fees, robes, regalia
 - Electronic equipment, Ipads, tablets, radios, cameras, telephones, etc.
 - Eyeglasses
 - Association dues
 - Parking fees, fines, meal tickets
 - Tuition
 - Travel costs, workshops or conferences