

**Q: What is the PDF?**

A: In short, the PDF is intended to be an award (reimbursement), ranging from 0-100% of your requested amount, depending on how active you are on and/or off campus according to the SCAVMA PDF Guidelines. The PDF also takes into account the \$750 USD cap that is inherent in the award.

**Q: Where can I get the PDF guidelines, application, and SCAVMA Involvement sheet to apply?**

A: They can be downloaded in the Documents links above.

**Q: How many times can I receive funding from the PDF?**

A: You may receive the PDF twice during your academic career (semesters 1-10) at RUSVM.

**Q: Can I submit a PDF application for an event that already occurred?**

A: No, SCAVMA does not honor retroactive applications. All applications should be for events that occur in the future.

**Q: If I apply, is it guaranteed that I will receive an award check?**

A: No, award checks for the PDFs are given out based on available funding. A simplified scenario: if there are 12 people applying for the PDFs asking for \$100 each, and only \$1000 available for PDF awards, that means that 2 people will not receive funding.

**Q: Can I apply for PDF points during my clinical semesters?**

A: Yes! The PDF scholarship is open to students in non-clinical and clinical years.

**Q: Can I apply for PDFs a few semesters in advance for an event?**

A: Students are allowed to apply for PDFs as early as they'd like or when is most convenient for them. The only stipulations placed on this is that on each application students must list the date of the event/trip/conference they plan on attending so the SCAVMA Scholarship Liaison can keep track of when the applicant needs to complete their contract. Also with each application applicants are required to submit some sort of proof of attending (deposit paid, letter of approval from where you will intern, proof of flight purchase, etc.) which may be harder to obtain several semesters/months in advance.

**Q: Can I apply for PDFs twice for one event?**

A: No. Students may apply for PDFs twice throughout their time at Ross, but each application needs to be a for a separate event or professional program they are attending.

**Q: Do my points disappear after I use them once?**

A: Points work on a roll-over system. Points you use for the first application may be used for the second application.

**Q: How are applicants chosen to receive a PDF award check?**

A: After all of the applications are in, and the deadline has passed, the SCAVMA Executive Board reviews each application and ranks them based on how active the student has been in terms of points per semester;

hence, the most active applicant is on top, and the least active applicant is on bottom. Next, working from the top, the student is awarded the amount for which they are eligible, and it goes all the way down the list until the last applicant has been reached. If funding has run out before the last applicant is reached, anyone below the last funded applicant will not receive an award amount. Please read the above question for a further and simplified explanation.

**Q: I received an award check from the PDF, but I still do not have enough to fully pay for my event, what do I do?**

A: This is unfortunate, but the PDFs are not set up to pay for your event. You should be able to fully fund this enriching experience without it. However, if you find yourself in this predicament, you should be allowed to fund raise or ask clubs for financial assistance (as well as family, friends, etc.). For fund raising possibilities, please consult the SCAVMA Activities Directors.

**Q: What am I (not) allowed to request funding from the PDF?**

A: You are allowed to request funds for travel, registration, and accommodations. You are not allowed to request funds for wet labs outside of event registration, food, recreational activities outside of the event, etc.

**Q: If I requested an amount for travel, registration, and accommodation, how come I only received enough to cover one or two of the three?**

A: This is probably because you submitted receipts/quotes for only one or two of the three. Even though you requested for all three, if you do not have any proof to substantiate your claim, it will not be counted towards your requested amount. This statement assumes you are eligible for 100% funding. Basically, for whatever you are asking money for, please provide the proof to support it.

**Q: What is the highest amount I can request from the PDF?**

A: While there is no limit on the amount you are allowed to request, all requested amounts need to be supported with receipts/quotes, and there is a maximum cap of \$750 USD that you are allowed to receive as an award no matter how much you were eligible for or have requested.

**Q: When are the PDF applications due and when are they reviewed?**

A: All applications are due by 4 pm on the Friday of Week 6, and reviewed in Week 8 after mid-semester break. All applicants should receive an award email stating how much, if anything, they will be awarded. If you do not receive this letter by Week 9 of the semester, please email the SCAVMA Scholarship Liaison. It is possible your application was overlooked or was not processed.

**Q: What happens if I received an award check from the PDF, but due to circumstances (financial, scheduling, family emergency, etc.), I was not able to attend?**

A: This is unfortunate, but in this circumstance, you will be asked to return the amount you were awarded back to SCAVMA. Until return payment is received, a hold will be placed on your student account for the amount you were awarded to ensure payback. This hold will prevent you from registering for the next semester, or may interfere with your financial aid disbursement, or if you are in your final semester, it will not allow you to receive your degree.

**Q: What happens if I write down something I didn't actually do?**

A: Claiming to have done something you didn't do is academic dishonesty. The SCAVMA Treasurer and President go over the applications very thoroughly and should they find something you didn't actually do your application will be immediately disregarded and you will have the privilege of applying for PDF revoked for the remainder of your time at RUSVM.

**Q: I have received the PDF award check and had a great experience, what is next?**

A: As an agreement for receiving awarded funds, upon the completion of your event, you will make a presentation to the student body (club or other agreed upon presentation) or submit an article about the event to the Vet Gazette Or Vet Views. You will receive more information about this once you receive your award letter.

**Q: The PDF application process is different than in previous semesters, what happened?**

A: All portions of the PDF are subject to change without notice if agreed upon by the SCAVMA Executive Board. However, SCAVMA will do its best notify all applicants and the rest of the student body of changes via email or this Web site.

**Q: The question I have is not addressed in the FAQs, who do I ask?**

A: Please direct all inquiries to the RUSVM SCAVMA Scholarship Liaison via email at [scavmascholarships@rossvet.edu.kn](mailto:scavmascholarships@rossvet.edu.kn)