Departmental Rebate Form - 2012

Department:______________________________________________________________

Brown University Acct # (including sub code if known):__________________________

Grad Student Petitioning:_____________________________________________________

Email: ________________________________ Phone:_______________________________

Financial Manager of the department:___________________________________________

Financial Manager’s Email: ________________________________

Phone:_____________________________ Box:__________

Financial Manager’s signature:__________________________________________________

TO RECEIVE YOUR REBATE, PLEASE RETURN THIS FORM TO THE
GRADUATE STUDENT COUNCIL, C/O David A. Stout,
TREASURER, BOX D, BROWN UNIVERSITY
Procedure:

1. Fill out form and submit it to David A. Stout
2. Treasurer will calculate amount of money allowed and see if department is eligible
3. If eligible, then treasurer will approve, notify department rep., and transfer money to department. If department does not want money transfer, then they can opt for a reimbursement check (this takes more time and more paperwork).

NOTICE:

All departments at Brown University are entitled to a yearly rebate of the Student Activity Fee through the Graduate Student Council for events or activities involving graduate students. Each calendar year (Jan-Dec), each department can request a maximum of $5 per graduate student currently enrolled in the department. Please print out a departmental rebate request form (below), fill it out, and then return it to the GSC Treasurer.

The departmental rebate can only be issued to each department once each calendar year (Jan-Dec).

Please also note that the GSC reserves the right to retract support at any time if the applicant is ineligible for funding in any way. An initial approval or Certificate of Funding does not guarantee funding; if the applicant fails to meet the criteria above, support will be retracted.