



## May 2017 Commencement Regalia Application for Assistance

### Purpose:

Each year regalia is sold to students through the Barnes & Noble@VCU campus bookstores. Because we know this expense can be a challenge for some students, a fund has been established to provide relief for those needing financial assistance purchasing regalia. This fund will be administered by the Division of Student Affairs. Students may request an application for Regalia Assistance from Reuban Rodriguez, Associate Vice Provost and Dean of Student Affairs: [rbrodriguez@vcu.edu](mailto:rbrodriguez@vcu.edu)

### Eligibility:

Undergraduate, graduate, professional students who will participate in the May 2017 Commencement may apply for assistance. Funds are limited and will be awarded on a first-come, first-served basis. Assistance will be for ONE SET of regalia (cap, gown and hood).

### Applying for Assistance:

Students must complete the application form and are required to write a 12-point font, double-spaced essay of not more than two pages, reflecting on their experiences as a VCU student and the significance of Commencement for the student, their friends and their family.

### Administration of the Award:

Regalia Assistance will be administered through the Division of Student Affairs with the assistance of VCU Business Services. Names of students receiving financial assistance will be provided to Barnes & Noble@VCU and students will retrieve their regalia from Barnes & Noble@VCU store on either campus. Reimbursement will not be made to students that have previously purchased regalia; assistance is not applicable to on-line purchases.

### Timetable:

**Applications Accepted: March 13 through May 1, 2017.**

**Review Process and Notification: rolling April 20 through May 1, 2017;**

**Retrieve Regalia at Barnes & Noble @ VCU: starting March 1, 2017 with approval notice.**

### Return Applications to:

Reuban Rodriguez, Associate Vice Provost and Dean of Students

In person: Sitterding House, 901 Floyd Avenue

Via E-Mail: [rbrodriguez@vcu.edu](mailto:rbrodriguez@vcu.edu)

**May 2017 Commencement  
Regalia Assistance**

**Name (Last, First, Middle Initial, Title):**

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**V Number:** \_\_\_\_\_ **School/College:** \_\_\_\_\_

**Title of Degree:**

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I am requesting (Check the appropriate box):

- Bachelor Cap and Gown (\$55.98 plus tax)
- Master Cap, Gown, and Hood (\$76.98 plus tax)
- Professional Doctoral Set (\$59.98 plus tax)
- Doctoral Cap, Gown and Hood (\$91.98 plus tax)

I utilize the following (check all that apply):

- Financial Aid
- Work Study
- Student Employment on Campus
- Grants
- Scholarships
- Loans
- I work part-time in addition to attending school
- I work full-time in addition to attending school

**Extracurricular Activities** (Itemize leadership roles or involvement with offices of the Division of Student Affairs):

Volunteer/Community Activities:

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Student Groups/Intramural Sport Activities:

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Other extracurricular pursuits of importance to you:

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Honors or Awards:

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Other information of interest:

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**Essay:**

Please attach a 12-point font, double-spaced essay of not more than two pages, reflecting on your experiences as a VCU student and the significance of the Commencement Ceremony for you, your friends and family. You may reflect on how you have evolved during your time at VCU, your significant moments, important lessons learned, or your most treasured memories. What most excites you about graduating and your future plans? Also, indicate if you be willing to have your essays or contact info shared with Public Relations to showcase on VCU's website.

**I certify that the provided information is correct to the best of my knowledge.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**To be considered for this assistance you must:**

Submit a completed form with essay attached **NO LATER THAN May 1, 2017.**

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Return Applications to:  
Reuban Rodriguez, Associate Vice Provost and Dean of Student  
Affairs In person: Sitterding House  
901 Floyd Avenue  
Via E-Mail: [rbrodriguez@vcu.edu](mailto:rbrodriguez@vcu.edu)

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*For Administrative Use Only:*

Request Number: \_\_\_\_\_ Approved: " Yes "No with Reason: (i.e. no grad app on file) \_\_\_\_\_