May 2018 Commencement Regalia
Application for Assistance

A fund has been established to provide relief for those who need financial assistance in purchasing regalia. This fund is administered by the Division of Student Affairs. Students may access the application for regalia assistance online at www.students.vcu.edu.

Eligibility: Undergraduate, graduate and professional students who will participate in May 2018 Commencement activities 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 the Commencement ceremony for the student, their friends and their family. Students can also indicate whether they want their personal stories considered for feature on the VCU website.

Administration of the Award: Regalia assistance will be administered through the Division of Student Affairs with the assistance of VCU Business Services. Financial need will be considered as part of the process. Students will retrieve their regalia from Barnes & Noble @ VCU store on either campus per the timeline below. Reimbursement will not be made to students who have previously purchased regalia; assistance is not applicable for on-line purchases.

Timetable:
Applications Accepted and Reviewed: March 12 through May 1, 2018.
Notification: March 12 through May 1, 2018.
Retrieve Regalia at Barnes & Noble @ VCU starting March 19, 2018, with approval notice.
Name (Last, First, Middle Initial, Title):

________________________________________________________________________________________________________________________

V Number: ____________________________ School/College: ________________________________

Title of Degree: _____________________________________________________________________________________________________

I am requesting (Check the appropriate box):

☐ Bachelor Cap and Gown ($56.98 plus tax)
☐ Master Cap, Gown, and Hood ($73.98 plus tax)
☐ Doctoral Cap, Gown and Hood ($108.98 plus tax)
☐ Professional Doctor Cap, Gown, and Hood ($59.98 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 or others):

Volunteer/Community Activities:

________________________________________________________________________________________________________________________

Student Groups/Intramural Sport Activities:

________________________________________________________________________________________________________________________

Other extracurricular pursuits of importance to you:

________________________________________________________________________________________________________________________

Honors or Awards:

________________________________________________________________________________________________________________________

Other information of interest:

________________________________________________________________________________________________________________________
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?

☐ Yes, I would be willing to share.

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, 2018.

For Administrative Use Only:

Request Number: _______ Approved: ☐ Yes ☐ No with Reason: (i.e. no grad app on file) ________________________________

Notice of decision sent (date): ________________ Signature: ________________________________