

Hutton Honors College
Hutton International Experiences Program
Disbursement Information & Award Requirements

Grant Disbursement Information

- Your HIEP grant will be appear in your OneStart account (*via the SIS Financial Aid/Award Entry system*) as follows:
 - Winter break awards will be entered in early December.
 - The full amount of academic year grants will be entered under fall semester.
 - Spring and spring break awards will be entered under spring semester.
 - Summer awards will be entered under summer term.
- Your grant funds will then pass into your Bursar account by the first week of the respective semester, and will either be applied to your outstanding balance (if there is one), or mailed to your current local address if you are enrolled. If you have a direct deposit arrangement with IU, then your refund will be direct deposited into your checking account.
- **Important!!!** You are responsible for paying your Bursar bill in a timely manner. Please note that the HIEP funds will not disburse until at least the beginning of the semester. If you are not enrolled or are enrolled in five or less credits, you must notify Mark Zacharias (contact info below) to ensure an expeditious payment of your award. Likewise, if you are receiving a lot of financial aid, then we recommend that you contact the Office of Student Financial Assistance (OSFA) to see how your HIEP grant may impact your aid.
- **Change of Plans:** To receive your HIEP grant, you must participate in your described program. It is your responsibility to notify the HIEP manager IF you have a change in plans, cancel your trip, reschedule for a different term, etc. If you are unable to participate in the program, notification of the HIEP manager must occur prior to the planned departure date.

Return Essay & Photo Requirements

- **Essays & Photos:** We require all grant recipients to write an essay (750-1000 words) discussing your overseas experience. We also require at least one photograph of you taken during your trip. Your photo can be of you at a landmark, or with friends you are traveling with or whom you've met during your travels. For details, please refer to: <http://www.indiana.edu/~iubhonor/hds/essayinfo.php>
- **Deadlines for Essay & Photos:** Your award will be cancelled if you do not submit your essay & photo(s) by these dates:
 - Winter Break awards: February 15
 - Fall awards: March 15
 - Spring Break awards: April 1st
 - Spring awards: June 15
 - Academic Year awards: October 15
 - Summer awards: November 15
- **Optional Stuff:** There are several ways you can help HIEP during your trip! You might want to allow us to place a link to your travel-blog on our Web site. Also, Mr. Hutton's family loves receiving letters and postcards, so consider sending one while overseas. We also appreciate any articles you would like to submit while abroad.

Whom to Contact with Questions:

J.R. Nolasco, HIEP Manager

Ph#:856-1016 hiep@indiana.edu

- HIEP grant application & questions
- application process, deadlines
- final decisions, amount of awards
- change of plans

Mark Zacharias, HHC Scholarship Coordinator

Ph#:855-5275 mazachar@indiana.edu

- disbursement and timing of grant funds
- how it will impact your bursar account and/or financial aid
- other questions relating to fund disbursement

By signing below, you understand that the Hutton Honors College Hutton International Experiences Program (HIEP) Grant is a one-time only award*, that the information on your application remains correct to the best of your knowledge, and that you understand and will make every effort to complete the return requirements. You also understand that the HIEP grant may only be used for expenses related to your described program as stated in your application. If you do not go on your trip, then you must contact the HIEP manager prior to your intended departure date. If you do not go on your trip, you must return the HIEP grant monies you have received. You should also be aware that any materials or information you provide before, during or after your time abroad may be used on IU's Web site, for printed material, or other publicity purposes, and in limited use by the IU Foundation. However, you can request that your information not be used or remain anonymous at any time and, in addition, efforts will be made to notify you when information about your HIEP award is being used.

Printed Name: _____ **Destination Country:** _____

Signature: _____ **Date:** _____

*Exemption: Are you in BUS-G 256 or BUS-P 255? (circle one) YES / NO