

Name
Student ID
College Major

Internship Details

Internship Organization
Start Date
End Date
Virtual, In Person or Hybrid
Number of weeks

Compensation up to \$2,400 for unpaid or underpaid internship

If you are not getting paid, or are getting paid less than \$20/hr you are eligible for Highlander Works to make up the difference, but only up to \$20/hr.

Example If making \$15/hour, you are eligible to apply for \$5/hour to equal \$20. (\$15 in wages - \$20 = \$5/hour through the Grant Program).

Travel up to \$1000 (Higher amounts for airfare will be considered on a case by case basis.)

Airfare
Personal Vehicle Mileage- Multiply the number of TOTAL miles x \$0.655 per mile =
Travel exceeding 250 miles per day will still be reimbursed at a decreased rate of \$0.246 per mile.
Travel Medical Insurance
Passport
Visa
Immunizations

Housing (Up to \$400 per week for off-campus housing only. Deposits are not reimbursable.)

Professional Attire/Uniforms (up to \$300)

Internship Specific Supplies (up to \$100)

Supplies/Technology/Equipment

Total Internship Experience Cost

0.00

Students must submit receipts for expenditures prior to release of funds.

Financial Aid

Students who receive funding from Highlander Works to support their participation in an internship must be reviewed ; counted as a part of their financial aid.

Signatures

To the best of my knowledge, the information provided on this form represents a realistic estimate of the costs associated with my internship.

Student's Name Print
Student's Signature
Faculty Member
Faculty Signature

Date

Date