

2024 Bursary Application Form – Student Members

Student members should submit the following materials to apply for a travel bursary to attend the CAA 2024 Conference in Auckland:

- A completed application form (pgs. 1-3 below). *Please note: Non-students should download and complete the Concessionary Application form rather than this one*
- A current CV
- Confirmation of student status for this academic year. Please provide a brief overview of your current programme or research as well as information about academic funding sources, if applicable. Students must also provide proof of enrollment, which can be a photocopy of a student ID with a valid expiration date or a letter confirming student status from your university or advisor, preferably on university letterhead. All information submitted will be kept confidential.

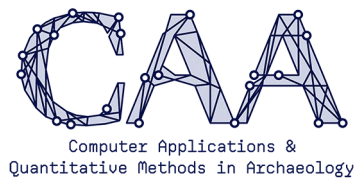
Submitting Your Completed Bursary Application

1. Please rename this form with the filename “LastFirst_SBA.pdf” replacing Last & First with your names
2. Attach your supporting documents in the order shown above to your bursary application form and save everything as a single PDF. If you are unable to merge your supporting materials with the application form, they may be uploaded separately as .pdf or .doc(x) files. Please name the supporting files “LastFirst_CV” and “LastFirst_Status” and indicate below that the materials were uploaded separately
3. Complete the simple online form and upload your application file(s) on the submission page: <https://caa-international.org/conference/bursaries/apply/>

All applications must be received by the deadline, and we will not be able to consider incomplete or late applications. If you have questions about the bursary application process or run into problems uploading your materials, please email the Bursary & Student/Low Income Officer at bursaries@caa-international.org

Bursary Amounts

Please select a requested bursary amount from a pre-set list of funding options. The maximum recommended amount for which you may apply is based upon your membership status and location (i.e. how far you live from Auckland). Please find the

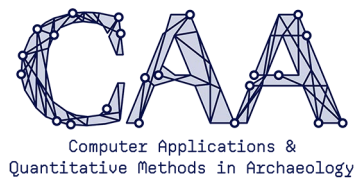


recommended amounts in the table below. Your completed travel budget on pg. 3 must show that you expect to spend at least the amount requested, and applicants may request a lower bursary amount if they do not need the maximum funding for their category. If you have questions about the amount you should apply for, please email the Bursary & Student/Low Income Officer at bursaries@caa-international.org.

Amounts	Concessionary Group B	Regular Group B	Concessionary Group A
€175			Greater Auckland
€500		Oceania	Oceania
€1000	Oceania	Africa, Asia, Europe	Africa, Asia, Europe
€1500	Africa, Asia, Europe	Southern and Central America	Northern, Central, and Southern America
€2000	Southern and Central America		

Group B: Members not residing in any of the countries listed below.

Group A: Members residing in any of these countries: *Andorra; Australia; Austria; Belgium; Bermuda; British Virgin Islands; Brunei Darussalam; Canada; Cayman Islands; Cyprus; Denmark; Finland; France; Germany; Greenland; Hong Kong SAR (China); Iceland; Ireland; Israel; Italy; Japan; Korea, Republic of; Kuwait; Liechtenstein; Luxembourg; Macao SAR (China); Malta; Monaco; Netherlands; New Caledonia; New Zealand; Norway; Puerto Rico; Qatar; San Marino; Singapore; Spain; Sweden; Switzerland; United Arab Emirates; United Kingdom; United States of America*



2024 Bursary Application Form – Student Members

First name:

Last name:

Email address:

Country of residence:

University name:

Level

Undergraduate

Postgraduate/Doctorate

Status

Full-time

Part-time

Academic funding

Yes

No

Anticipated degree completion date (month, year):

Have you attended a CAA International Conference previously?

Yes

No

Are you organising a session/workshop or have you submitted an abstract?

Paper

Poster

Workshop

Round table speaker

Session chair

If you are uploading any of your supporting documentation as files separate from this application form, please list the full file names for each one below.

For which bursary amount are you applying?

€175

€500

€1000

€1500

€2000

Bursary Request Statement

Please describe why you are requesting a travel bursary as well as how attending the CAA conference will benefit your research and personal or professional advancement. In addition, please briefly describe any other potential or confirmed funding sources to help with your travel expenses. This statement should not exceed 500 words.

Travel Budget

Please estimate your travel expenses below. Additional information on how to complete the budget can be found on page 4. **Please note that CAA is rarely able to award funds that will fully cover an individual’s expenses, so attendees are expected to seek out other funding to help defray the costs of travel.**

Number of Days (Please see item 2 of the instructions below for information on how to complete this field)	
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	Comments:	Original Currency:	Euros:
Conf. Registration Fee			
Travel to Auckland			
Travel w/in Auckland			
Accommodation			
Meals	1 day = 35 €		
Further Costs (Please Specify)			
Total costs			
Further Funding			
Difference			

Any additional information that you would like to provide about your budget, funding, and expenses:

Instructions for Completing the Budget Form

1. Please estimate the travel expenses that you would like to be considered when evaluating your bursary application. Totals for each category may be rounded to whole amounts, if preferred. If your primary currency is euros, please enter all of your costs in the right column. If you will pay for some expenses, such as flights, in a currency besides the euro, please enter those in the column labelled Original Currency column, and **then convert them to euros in the right hand column**. Please also indicate what the original currency is in the column heading.
2. **Number of Days:** Please indicate the number of days you will be at the conference in order to estimate the cost of meals, which will be calculated at a rate of €35 per day. Each full day away from home may be counted as 1 day. A travel day that begins or ends at your home may be counted as a ½ day. Each applicant may include a maximum of 6 days of meal expenses in their budget.
3. **Conference Registration Fee:** Please enter the conference registration fee shown below (in euros) corresponding to your anticipated 2024 membership level in the right-hand column. If you are unsure of your 2024 membership level, please visit the CAA 2024 Membership page for further information: <https://members.caa-international.org/membership/new-fee-structure/>.

Early-Bird Concessionary Group A: €168

Early-Bird Regular Group B: €168

Early-Bird Concessionary Group B: €67

Please note that you must be a 2024 CAA member in order to register and attend the conference. The 2024 membership period will open on 1 December 2023.

4. **Further Funding:** Please include the total amount for all confirmed or potential funding from other sources that will help support your travel expenses. Please explain in your statement the sources of all potential funding as well as what is guaranteed. Bursaries rarely cover all travel expenses, so applicants are strongly encouraged to seek out other funding to help with costs.
5. **Difference:** Please note that the anticipated expenses need to be equal to or greater than the bursary amount requested.
6. **Comments and Additional Information:** Please feel free to provide any additional information that you think will help us to understand your budget in the comments column or in the field below the budget table. If you have listed an amount for Further Costs, such as a visa fee, please briefly these additional expenses.

Any questions not answered here? Please email the Bursary & Student/Low -Income Officer at bursaries@caa-international.org.