

OFFICE OF FIELD INSTRUCTION

Field Instruction Transportation Assistance Policy & Guidelines

In order to complete the requirements for the MSW degree, students are required to complete a 912 hour field placement. A majority of the fieldwork sites utilized by the Office of Field Instruction are located outside the local Ann Arbor geographic area. As a result, this could pose a financial hardship on particular students who have to travel longer distances in order to participate in their field experience.

The School of Social Work has delegated funds to assist eligible students with the costs of transportation to and from their fieldwork site. The intent of this policy is to assist individual students who are making regular, weekly commutes to fieldwork sites that are a minimum of 45 miles one-way from the School of Social Work. All mileage will be calculated utilizing the School of Social Work's address as the departure point, and documented utilizing a MapQuest locator. Students who live in the same city as their fieldwork assignment are not eligible, even if the site is 45 miles one-way from the School of Social Work. Students must meet specific requirements and submit an application for review and approval. This request can only be submitted once the student has completed 30 days (1 calendar month) of placement and has submitted their Placement Verification Form. Requests must be submitted each term the student is in placement. If the field placement is terminated, a refund may be required and a new application initiated if the student is eligible. All requests will be reviewed and verified by the Director of Field Instruction, who will determine the student's eligibility. Applications will be processed through the Office of Student Services.

Please note: Students who are fully funded will need to have their financial aid budget expanded by UM Office of Financial Aid (OFA) or the funds granted for transportation assistance will reduce their loan eligibility.

These funds will be distributed to the student under the following conditions:

- Funds can be applied for regardless of the student's financial status. Students will need to take their copy of the letter documenting approval for transportation assistance from the Office of Field Instruction to the UM OFA and complete an application to increase their financial aid budget; otherwise the increase in aid will only reduce their loan amount. This is the student's responsibility.
- Student eligibility will be based on the geographic location of the assigned fieldwork site.
- The fieldwork site must be a minimum of 45 miles one-way from the School of Social Work in order to qualify for assistance.
- A computer generated MapQuest locator documenting the mileage must be attached to the application.
- Student reimbursement will be based on the number of days officially assigned to the fieldwork site per term.
- Funds must be applied for each term after the student has logged 30 days (1 calendar month) of attendance and submitted their Placement Verification Form.
- Refunds are required for terminated field placements. Balances due may be applied to the student's account.
- Students who have a replacement during the same term must re-qualify for funds based on the geographic location of the new placement site.
- All requests are subject to review and approval. Additional proof may be requested on a case-by-case basis.
- The application form for transportation assistance must be submitted in order to process the request.

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REQUEST FOR FIELD RELATED TRANSPORTATION ASSISTANCE APPLICATION

Student Information

Name: _____ Student ID: _____

Cell Phone: _____ E-mail: _____

Curriculum Schedule: _____ Major Method: _____ Practice Area: _____

Term: Fall Winter Spring/Summer

Agency Information

Fieldwork Site: _____

Address of Site: _____

- Total Miles One-Way from the School of Social Work to the Fieldwork Site: _____
(Attach a **MAPQUEST** locator to document miles)
- Number of Days per Week in Field Placement this term (will be validated utilizing the Placement Verification Form): _____
- Additional Comments:

My signature verifies that the information contained in this request meets the criteria and is accurate.

Student Signature

Date

OFFICE USE ONLY:

Date letter completed by OFI: _____ Date letter sent to SSW Office of Student Services: _____

Date copy of letter sent to student's SSW mailbox: _____