

TO: BUSS COORDINATORS/BRANCH SCHOLARSHIP CHAIRS
FROM: ALICE UHL, INTERNATIONAL PROGRAMS MANAGER
DATE: NOVEMBER 2009
RE: BUSS 2010 APPLICATION PROCEDURE REMINDERS

Following are some BUSS Application Procedure Reminders:

- Selection Procedure: Depending on the number of schools in your area, and in order to alleviate the task of examining a large number of applications, you may decide to ask each school to nominate only two or three candidates. The finalists should then be interviewed by your Scholarship Committee.
- Once you have selected your BUSS recipient(s), please have them complete the application of the program they wish to attend. Send completed application, **plus one copy** of the entire application package to the ESU Education Department, ***not the British institution, on or before Thursday, March 4, 2010.*** Placement cannot be guaranteed for applicants whose papers arrive after the deadline, but we will do our best to place those applicants.
- Acceptance: Notification of acceptance is ***emailed directly from the British institutions to the applicant in mid-April.*** Please make certain the applicant provides an email address they check on a regular basis and is printed legibly on their application form. The institutions will also email ESU National Headquarters copies of the acceptances of all candidates.
- Payment of Fees: Bills for tuition and school fees (usually in pounds sterling) will be sent directly from the British school to the participant, unless the Branch requests direct billing as indicated on your Branch Participation form. *Payments for Oxford, SUISS, and Shakespeare's Globe must be made directly to those institutions as indicated before the program begins.*
- Treadwell Challenge Grant: The Treadwell Memorial Challenge Grant of \$1000 is available to Branches offering fellowships covering full tuition, room and board for teachers that have not offered a fellowship in the past two years (2008 and 2009) or to currently participating Branches wishing to offer an additional fellowship. If you checked off a Treadwell Challenge Grant on the BUSS 2010. Participation form and qualify, the check will be made out to your Branch in early June and sent to the contact listed on your form.
- International Travel Requirements: All teachers are required to hold a valid passport for travel to the United Kingdom. It is the responsibility of the teacher to check with their local consulate the requirements for entrance to study in the UK for 2-3 weeks.
- Withdrawal: In the event that a fellow is unable to attend the program, he/she must notify the Branch and the Education Department in writing. Fees paid to the institution will be returned according to the individual schools' regulations, as specified in their materials. Branches should make it clear that the recipients will be personally liable for the fees in the event of a withdrawal. You should have your candidates sign a statement to that effect.

Please don't hesitate to contact me at (212) 818-1200, ext. 212 or auhl@esuus.org with any questions.