

**THOMAS CRITCHETT FUND  
STUDENT REIMBURSEMENT FORM**

Students applying to graduate programs in English Literature, Creative Writing, or Education are eligible for reimbursement up to \$300 from the English Department's Critchett Fund for certain expenses incurred in the application process. Such expenses would normally include, but are not limited to, application fees, Graduate Record Exam fees, copying and mailing costs. Travel expenses for campus visits or for interviews are not eligible.

To apply for reimbursement, complete the form below and obtain the signature of your faculty advisor if you are a current student, or the Department Chair if you have graduated; attach all your receipts and four copies of a brief written statement about your proposed course of graduate study. Please submit all materials to the Department Coordinator.

You may submit an application for reimbursement up to two years after graduation, but all expenses must be incurred during the academic year in which you are applying. You may not apply for reimbursement if you have already received a Critchett Fund reimbursement in previous years.

*The Thomas Critchett Fund was established by a bequest from Macalester alumnus Thomas A. Critchett to support "programs and students in the areas of English and encourage students to pursue careers in education."*

GRADUATION YEAR: \_\_\_\_\_ STUDENT ID (current students): \_\_\_\_\_

SS # (alumni): \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CURRENT TELEPHONE: \_\_\_\_\_

**ALL APPLICANTS MUST COMPLETE THIS SECTION:**

List programs (PhD, MFA, MA), universities applied to, itemize and total expenses. TOTAL: \_\_\_\_\_

- 1.
- 2.
- 3.
- 4.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor/Department Chair: \_\_\_\_\_

(Please let the department know of any acceptances you receive and of your decision to attend graduate school.)