



Retention Summer Schedule

EMAIL COMPLETED FORM TO:
smart@nps.edu

Summer Schedule: During the summer, Retention Participants (RT) generally return to full-time employment with their Sponsoring Facility (SF). If the summer employment period is not required, the RT participant must indicate their summer school plans on this form and submit supporting documentation. If summer courses will be taken, the RT Participant will also need to submit the Additional Tuition Request form. These forms are available on the SMART website and must be received by the SPO between 1 February and 1 April of each year. Please refer to SMART Participant Handbook for further information on RT Participant requirements.

SECTION 1 – Participant Information

Name (LAST, First, MI):	Cohort Year:
Phone:	Email:
Sponsoring Service:	Sponsoring Facility:
Facility POC Name:	Facility POC Email:

SECTION 2 – Scholarship Award Information

Current Academic Institution:	City/State:
Degree Level Funded by SMART: <input type="checkbox"/> BS <input type="checkbox"/> BS/MS <input type="checkbox"/> MS <input type="checkbox"/> MS/PhD <input type="checkbox"/> PhD	Field of Study:
Degree Completion Date:	Degree Conferral Date:

SECTION 3 – Attending School

If attending school during the summer you must attach a statement of support from your Sponsoring Facility confirming your waiver is required.	
Attending Additional Courses? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, you <u>must</u> submit an Additional Tuition Request.
Will this schedule impact your Graduation Date? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, you <u>must</u> submit an Award Length Change Request.
Conducting Required Research? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, you <u>must</u> submit a signed letter from your research advisor confirming the research requirement. You <u>must</u> also submit an Additional Tuition Request, if applicable.
Summer Study Abroad? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, you must submit a Study Abroad Request and Foreign Travel Request.

SECTION 4 – Working

Returning to Full Time Employment at SF? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no, and not attending school, please attach explanation.
Working for SF at alternative location: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, please state the location:

SECTION 5 – Summer Schedule Information

Last Day of Academic term (Spring):	First Day of Academic term After Summer (Fall):
Currently Co-located? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no, what is your departure date to SF? Fund Cite Needed?
First Day of Work (if applicable):	Last Day of Work (if applicable):
First Day of Summer School (if applicable):	Last Day of Summer School (if applicable):
Do You Anticipate Work Related Travel Within Your Summer Period [*] : <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please list the dates and destinations.	

Note: ^{*} – Travel during the summer must be approved by the SPO and is the financial responsibility of the Sponsoring Facility.

SECTION 6 – Statement of Understanding

By signing below, I agree that all information provided is true and accurate to the best of my knowledge. I have attached/completed additional Request forms and/or supporting documentation, if applicable.	
Participant Signature:	Date:

-----DO NOT WRITE BELOW THIS DOTTED LINE / SMART PROGRAM OFFICE USE ONLY-----

SECTION 7 – SMART Program Office Review

<input type="checkbox"/> Confirmed Service Liaison Verification. <input type="checkbox"/> Documentation is Complete and Reviewed.		
Cohort Administrator Name:	Cohort Administrator Signature:	Date: