

(Date)

Dear Student,

To help you cover your expenses related to your summer Harvard Business School Online (HBS Online) Credential for Readiness (CORE) 2023 participation, we are pleased to offer you \$500 to support your CORE program fees.

By accepting this funding, you agree to:

- Provide written confirmation of your acceptance by signing below and returning this letter to me via email **no later than May 26**. Please retain a copy for your files. We will process the disbursement of funds upon receipt of the signed letter.
- Provide an electronic copy of a reflection paper describing your experience, including your professional and/or personal learnings to me by **Friday, September 22, 2023**.
- Serve as an ambassador for the Career Center by making yourself available to answer inquiries from fellow Lawrentians about the CORE program.
- Adhere to professional conduct in all external-facing CORE interactions and perform your required activities with integrity, thereby demonstrating values including antiracism, inclusivity, and a growth mindset.

Please note the following:

- If unforeseen circumstances prevent you from completing the funded experience, you are required to notify the Career Center immediately and you may be asked to return the funds.
- Per IRS regulations on payments to Nonresident Aliens, the award may be taxed upfront. If so, it will either be included on your Form 1042-S or W-2 form. If you have any questions regarding this tax treatment and/or form, please contact Financial Services, Financial_Services@lawrence.edu.

I hope the support you receive will help you pursue your passions as well as to bring back valuable, real-world awareness to the campus community in many meaningful ways!
Enjoy your experience!

Michelle Buchinger
Coordinator of Career Center & Center for Community Engagement & Social Change

I agree to the terms outlined above.

Signature: _____ Date: _____