

F.U.S.E. Frequently Asked Questions

Who is eligible for F.U.S.E. funding?

To be eligible, undergraduate students currently enrolled in any degree program must have secured an unpaid or underfunded internship that is at least four weeks long and comprises a minimum of 100 hours during the fall, winter, or spring terms, and 160 hours for the summer term. Applicants must be enrolled as undergraduate students through William & Mary's main campus, St. Andrews, or study abroad programs for the following fall semester. They must be in good academic, financial, and disciplinary standing at the time of application and maintain this standing throughout the internship. If the cumulative GPA falls below 2.5 during the semester immediately preceding the internship, the award will be subject to review.

Can international students receive F.U.S.E. funding?

Yes. International students with questions about work authorization are advised to consult the [Reves Center](#). Additionally, students classified as non-resident aliens may need to complete additional forms through the Tax Analysis Office.

What qualifies as underfunded?

An internship or applied learning experience is considered underfunded if it provides below the current minimum wage in the location where the experience takes place. If you are being paid a stipend, divide the amount you will be paid by the number of hours you are working to determine if the experience is underfunded.

Are there internships or situations that don't qualify?

The following criteria will result in automatic disqualification from the F.U.S.E. funding process:

- Independent or unsupervised internships
- Internships supervised by other undergraduate students
- Internship sites owned or managed by a member of the intern's family
- Experiences that don't meet the minimum hour requirement in one term
- Inaccurate representation of internship or employer information
- Honor code, academic or disciplinary conduct violations
- Transferring or withdrawing from the university before, during, or after the internship

Can I participate in an international internship?

For any international internship, it is essential to consult William & Mary's [international travel policy](#). Students seeking to intern abroad while receiving funding should review the university's [travel alerts](#) page for the country of interest. If the country is listed on the university's travel advisory list, students must complete a [petition](#) which will be reviewed by the W&M International Travel Review Committee. Undergraduate students are prohibited from traveling to countries on the Restricted Destinations list.

Students traveling to any other country for their F.U.S.E. experience must secure CISI international travel insurance, attend a pre-departure orientation through the Reves Center, and provide emergency contact information to the university.

Why was I not awarded F.U.S.E. funding or why was the amount I was awarded less than I requested?

Here are common reasons that students are awarded less than they requested or aren't awarded:

- Incomplete applications
- Insufficient details or explanations for budget requests (e.g., requesting money for clothing without providing an itemized list)
- Requests for budget items that are not eligible (e.g., hardware, software, car insurance, gym memberships, toiletries, etc.)
- Lack of required details in the offer letter (e.g., employer's name and contact information, proof of offer, start and end dates, total number of hours to be worked, modality with a schedule of on-site and remote days if it's hybrid, and whether it's unpaid or underfunded)

How is funding distributed?

Our office will collaborate with students receiving awards to ensure all requirements are met. Whenever possible, awards will be distributed prior to the start of the experience. The funding will be disbursed as a refund through the Bursar's Office.

What are the funding requirements?

- Prior to accepting F.U.S.E. funding managed through the Office of Career Development & Professional Engagement, you must complete one of the following prerequisites: My Active Career Exploration (MACE) (all 6 sessions), Career Readiness Foundations (all 4 modules), or SCHEV Developing Career Readiness Skills modules (Course Foundations and at least 3 modules).
- Awardees are required to enroll in a 0-credit internship course during the term they are receiving funding. Information about registration will be shared after award notification.
- The internship supervisor must submit an evaluation of the intern's performance including verification that the required hours were completed during the award summer or semester. If the supervisor evaluation form is not returned at the conclusion of the experience, the internship is considered incomplete, and students will be expected to repay all funds awarded.
- Student must complete an evaluation reflecting on the internship's impact on their academic and career goals.
- Recipients are expected to write thank you notes to donors and be available as requested for activities such as information sessions and donor-recognition events.
- Awardees must produce a PowerPoint slide and participate in an internship showcase.

If an intern does not complete the full internship or any of the requirements for any reason, they will be responsible for repaying the full award amount.

Inclusion in Publicity Materials & Donor Events

Acceptance of an award by a student implies their agreement that William & Mary may use the student's name and likeness in materials related to the internship funds. Recipients may request an exemption from this by writing to [the Internships & Applied Learning Team](#).