

University of Houston System  
Houston Junior Chamber of Commerce Scholarships

## HJCCS Procedures & Guidelines

This document outlines the operating procedures for the University of Houston System (UHS) and the Houston Junior Chamber of Commerce Scholarship (HJCCS). The HJCCS award program was established by the donations to an endowed fund by the Houston Jaycees.

### A. Fund Usage

The HJCCS fund may be used for the following purposes:

#### 1. Undergraduate, Graduate, Postbaccalaureate, and Professional Students at the University of Houston System.

Assistance is provided to UHS students to participate in a study abroad program. The distribution of funds will generally reflect the mix of undergraduate, graduate, postbaccalaureate, and professional students representative of the most recent fall enrollment statistics.

#### 2. International Students at the University of Houston.

Assistance is provided to UH international students to study at the University of Houston System campuses.

### B. Award Guidelines

#### 1. General Eligibility Requirements

- a) All undergraduate, postbaccalaureate (pursuing a second undergraduate degree or certification), graduate, and professional students who are currently enrolled at the University of Houston, who have completed no less than 12 credit hours (9 credit hours for graduate students) at UHS, and who have been accepted into a study abroad program are eligible to apply for support from the fund reserved for this purpose. (Notable exceptions: students engaged in exchange programs with University of Houston or University of Houston students who have a Dean's recommendation.) Any academic work in a country other than the United States that leads to a UH degree can be defined as a study abroad program.
- b) Each applicant is required to engage in a full academic program while abroad as prescribed by the study abroad program in which the student is enrolled.
- c) Each recipient is required to participate in the program described in the scholarship application on the dates proposed in the application. Any changes must be submitted by the deadline.
- d) A student not fully engaged in or who does not successfully complete a study abroad program as described in the application is not entitled to an award even if the Committee has already allocated the award. **The student must return or repay the award previously received.** The Committee can make exceptions to this rule in emergency situations, such as severe health problems when documented by a physician.
- e) The Committee may revoke an award if any part of the information on the scholarship application is found to be untrue or if the student is not accepted into the program for which application was made.
- f) In case of non-compliance with the rules and operating procedures that require repayment of the scholarship award, the Committee may place a bar on the student's records to include withholding grades, transcripts, and/or degrees. The Committee may also place a bar against readmission or registration until repayment is made.
- g) Each student will submit to the Committee a one-page essay describing how the study abroad experience will complement the applicant's program of study at the University of Houston system universities and sign an affidavit as part of the application procedure.
- h) Each student will submit to the Committee upon return to her/his University of Houston campus:
  - one-page report
  - one photograph/postcard describing the activities during the program
  - one oral presentation to be scheduled on Office of International Studies and Programs calendar

**NOTE: Scholarship can be revoked if the above requirements noted in B-1.h are not fulfilled.**

#### 2. Priorities

- a) The HJCCS fund is primarily designed to enable University of Houston students to participate in University of Houston sponsored study abroad programs.
- b) Preference will be given to cultural immersion programs (in the language of the host country).
- c) Preference will be given to long-term programs (full year or semester).
- d) A student who has not previously received a study abroad award from the University of Houston System will be given priority over previous award recipients.

**3. Awards**

- a) The Committee will make awards on a competitive basis twice a year within these HJCCS Procedures & Guidelines. In the Fall, awards will be made for the following Spring semester and/or Summer only; in the Spring, awards will be made for Summer and/or Fall only. A student planning to study abroad for a full academic year must reapply at the appropriate time.
- b) There will be two categories of awards: a basic scholarship and a comprehensive scholarship.
- c) Ordinarily, basic scholarships are for short-term programs; and comprehensive scholarships are for long-term programs, usually of one or two semesters, and will also vary depending on merit, need, and budget proposed by the applicant and on merit and need as perceived by the Committee.
- d) HJCC scholarships may be subject to tax and/or withholding in accordance with IRS regulations.

**4. Merit**

- a) Merit will be judged in terms of the study abroad program, GPA, references, and the one-page essay.
- b) The applicant will submit the following documents: application form (including academic and financial information), one official transcript (a computer printout is not considered official), two reference forms (at least one of which must be from a UHS instructor), and a one-page essay describing how the study abroad experience will complement the applicant's program of study at the University of Houston. The Committee has the right to request additional information pertaining to this award.

**5. Financial Need**

- a) Financial need will be a factor, but not the sole criteria, in determining the amount of an HJCCS award.
- b) Financial need will be defined in terms of the expenses associated with the study abroad program in question and by the funds available to the student for this purpose.
- c) Each applicant will submit a budget that lists approximate expenses associated with the study abroad program including transportation, tuition at foreign institutions, University of Houston tuition, program fees, living expenses abroad, etc. A written cost estimate from the program must be included.
- d) Each applicant will submit a financial statement listing sources of funds available to the applicant for study abroad purposes including savings, parents' support, other scholarships, fellowships or grants, financial aid, and employment while abroad.
- e) Need will be defined as the difference between the applicant's budget (that is, the projected overall cost of study abroad) less resources available to the student from other sources.

**6. Awards to International Students for Study at the University of Houston**

- a) International students are defined as students who are not US citizens and who do not hold immigrant visas.
- b) International students who are not exchange students must meet the admission requirements of UH and must be regularly admitted into a degree program to be eligible, after completion of 12 credit hours for undergraduate program and 9 credit hours for graduate program.
- c) Applicants must have sufficient academic preparation, including a good command of the English language.
- d) International students will be eligible for an award only once during their undergraduate program and once during their graduate program years.

**C. Selection Committee**

- 1. The HJCCS awards selection committee shall consist of a group of faculty, and staff members.
- 2. Members of the Committee may not write letters of recommendation for applicants.
- 3. These guidelines will be reviewed as and when necessary.