International Education Fee Scholarship
Policies and Procedures

This document outlines the policies and procedures for the University of Houston (UH) to administer the International Education Fee Scholarship (IEFS).

A. Fund Usage
The IEFS fund will be used as financial assistance to domestic and international undergraduate, post-baccalaureate, graduate, and professional UH students to participate in a learning abroad program. Learning abroad programs may include, but are not limited to, faculty-led programs, reciprocal exchange programs, third-party affiliated provider programs, internship opportunities, research collaboratives, and volunteer activities abroad.

B. IEFS Award Guidelines

1. General Eligibility Requirements

   a. All UH undergraduate and post-baccalaureate students who have completed a minimum of 12 UH credit hours, have a minimum GPA of 2.5, and are in good academic standing are eligible to apply.

   b. All UH graduate and professional students who have completed a minimum of 9 UH credit hours, have a minimum GPA of 3.0, and are in good academic standing are eligible to apply.

   c. Students are eligible to receive the IEFS only once during their stay at UH.

2. Application Procedure - To apply for an IEFS award, each applicant must:

   a. Complete and print the International Education Fee Scholarship Application.

   b. Ask two UH faculty or staff members to complete an IEFS Reference Form on their behalf. Once completed, the forms must be returned to the Learning Abroad office through email to learningabroad@uh.edu or through interoffice mail (mail code 2039). Hand delivered letters to the Learning Abroad office (room 105, E. W. Cullen building) must be in sealed envelopes.

   c. Submit an IEFS application essay. The essay should consist of three paragraphs (not to exceed one page). It must be typed (12pt., Times New Roman font) and double spaced. It should describe how the learning abroad program the applicant has selected will enhance their academic program at the University of Houston. The essay should include the following:

      * Personal and professional goals.
      * How these goals fit into the selected learning abroad program.
      * What contribution the applicant will be able to make to their community and college upon returning from the program.

   d. Submit a description of the selected learning abroad program with cost information. This may be a photocopy of part of the program brochure or a page from the provider’s website.
e. Submit an unofficial UH transcript.

With the exception of the Reference Forms, all documents must be submitted together. Incomplete applications will not be accepted.

3. Compliance Policy

a. Each awardee must participate in and complete the learning abroad program described at the time their IEFS application was submitted. Any changes will require the approval of the IEFS committee or re-application.

b. Each applicant must use the awarded scholarship funds toward their approved learning abroad program.

c. The IEFS award will be revoked if any part of the information provided in the IEFS application is found to be untrue and/or if the applicant does not complete the learning abroad program, even if the program is paid in full. Exceptions may be made for emergency situations at the discretion of the Director of the Learning Abroad Office, the Vice Provost for Global Strategies and Studies and/or the IEFS Selection Committee.

d. Students are eligible to receive the IEFS only once during their stay at UH.

e. Each awardee will be required to volunteer at a Learning Abroad fair or other event to promote learning abroad to prospective students after returning from their program for a total of up to four volunteer hours.

f. The IEFS may be subject to tax and/or withholding in accordance with IRS regulations and it is the student’s responsibility to pay taxes on scholarship awards.

g. If a student receives an IEFS award of $1,000 or more, an in-state tuition waiver can only be applied if there is tuition associated with his or her learning abroad program.

h. All financial stops placed on an applicant’s PeopleSoft account must be cleared and any outstanding debt to UH must be paid in full before the IEFS award is released.

C. Selection Committee – Committee Guidelines

a. The IEFS Selection Committee will consist of a group of approved UH faculty and staff members.

b. Members of the IEFS Selection Committee are not permitted to complete reference forms on behalf of applicants or to review their own students’ applications.

c. The IEFS Selection Committee will review applications for winter and spring programs during the fall semester. Applications for summer and fall programs will be reviewed during the spring semester.

d. Each application will be reviewed by two members of the IEFS Selection Committee.

e. The IEFS Selection Committee will evaluate each applicant based on 1) strength of essay; 2) financial need statement indicated on IEFS Application Form; 3) GPA; 4) reference form evaluations, and 5) program length and cost.
D. Awards
The IEFS is a competitive scholarship. Not all students who apply will receive an award. The total number of recipients and amount awarded to individual recipients will be based on the total funds available to the Learning Abroad office at the beginning of the fiscal year.