

# UNIVERSITY of HOUSTON

## GLOBAL STRATEGIES and STUDIES Learning Abroad

### **International Education Fee Scholarship - Policies and Procedures -**

#### **A. Fund Usage**

This document outlines the policies and procedures for the University of Houston (UH) to administer the International Education Fee Scholarship (IEFS). The IEFS fund may be used for one of the following purposes as outlined by their respective eligibility requirements: i) as financial assistance to domestic and international undergraduate, post baccalaureate, graduate, and professional UH students to participate in a learning abroad program (LAP) or ii) as an award of \$1,000.00 or more to enable international undergraduate, post baccalaureate, graduate, and professional UH students, not participating in a LAP, to qualify for an in-state tuition waiver. The allocation of the IEFS will reflect such a student mix based on the most recent student enrollment statistics.

A LAP is defined as but not limited to faculty-led programs, reciprocal student exchange programs, third-party affiliated provider programs, special programs, research collaboratives, internships opportunities, and volunteer activities abroad. International students are defined as students who are not U.S. citizens and who do not hold immigrant visas.

#### **B. Award Guidelines**

##### **1. General eligibility requirements for LAP applicants**

a) All domestic and international UH undergraduate and post baccalaureate students who are in good standing with a minimum GPA of 2.5 and completion of 12-student-credit-hours (SCHs) or UH graduate and professional students with a minimum GPA of 3.0 and completion of 9-SCHs who have been accepted into a LAP are eligible to apply. Students must file an application for their LAP with the Office of Learning Abroad (OLA) prior to applying for the IEFS.

b) Each applicant is required to successfully complete their LAP.

c) Each recipient is required to participate in the LAP described in the IEFS application form on the dates proposed.

d) A student who does not successfully complete a LAP as described in the IEFS application form must return or repay the IEFS previously awarded. Exceptions can be made under emergency situations at the discretion of the Director of the Office of Learning Abroad (OLA), the Vice Provost for Global Strategies and Studies, and/or the IEFS Selection Committee. In such a case, support documentation must be provided to verify the nature of the emergency that made completion of the LAP impossible.

- e) The IEFS will be revoked if any part of the information on the IEFS application is found to be untrue.
- f) In case of non-compliance with these policies and procedures a hold will be placed on the student's records to include withholding grades, transcripts, and/or degrees. A hold will also be applied against readmission and/or registration until repayment is made.
- g) Each student will sign an affidavit as part of the application procedure.
- h) Student GPAs will be verified in the PeopleSoft system by OLA.
- i) Applicants must provide:
- 1 [IEFS Reference Form](#) (from a UH instructor) signed and submitted in a sealed envelope to OLA
  - 1 one-page essay of how personal and professional goals fit into the student's LAP
- j) Students are eligible to receive the IEFS only once during their stay at UH.
- k) The IEFS will be revoked if the above requirements noted in B.1.g are not fulfilled.
- l) An additional tuition and fees discount based on SCHs will be applied to the students' bill as previously approved by the University of Houston System Board of Regents in order to make UH faculty-led LAPs competitive with third-party affiliated provider programs. A tuition and fees discount of \$250 assuming a 3-SCHs enrollment or \$500 assuming 6-SCHs enrollment will only apply to UH faculty-led LAPs wherein all of the following criteria has been met:
- The course(s) associated with the LAP are for UH credit and generate tuition
  - At least 10 students participate in the LAP
  - The faculty member responsible for the LAP submits a list of participating students prior to the start his or her program
- m) The additional tuition and fees discount based on SCHs will be adjusted at the end of each fiscal year to reflect budget constraints and enrollment projections.

## **2. General eligibility requirements for International Students**

- a) All international UH undergraduate and post baccalaureate students who are in good standing with a minimum GPA of 3.5 and completion of 12 SCHs or UH graduate and professional students with a minimum GPA of 3.75 and completion of 9 SCHs, and who have been accepted into a degree seeking program are eligible to apply.
- b) International UH students who already receive a Texas resident tuition such as but not limited to the Graduate Teaching Fellowship (GTF) / Research Assistant Teaching Fellowship (RATF), employment status waivers, or local/statute waivers are ineligible to apply for an IEFS award as defined by the Texas Higher Education Coordinating Board.

### **3. Awards**

- a) IEFS amounts for LAPs are determined by the length of the program as delineated in the tables below.
- b) The IEFS Selection Committee will make awards on a competitive basis for those students who may also qualify for an in-state tuition waiver for awards of more than \$1,000. The IEFS Selection Committee will review the applications in the Summer for awards made for the Fall semester, in the Fall for awards made for the Spring semester, and in the Spring for awards made for Summer term.
- c) 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.
- d) If a student receives an IEFS of \$1,000 or more, the in-state tuition waiver can only be applied if there is tuition associated with his or her LAP.

### **4. Merit and Financial Need**

- a) Merit assesment will be made in terms of GPA, a letter of recommendation, and the one-page essay.
- b) Financial need will be a factor but not the sole criteria in determining the amount of an IEFS.
- c) Financial need will be defined in terms of the total expenses associated with the LAP in question and by the funds available to the student for this purpose.
- d) Each applicant will submit a budget that approximately lists the expenses associated with the LAP including but not limited to transportation, tuition and fees at the host institution, UH tuition and fees, or living expenses abroad.
- e) Each applicant will submit a financial statement that approximately lists the sources of funds available for learning abroad purposes including savings, parents' support, scholarships, fellowships, grants, financial aid, and/or employment while abroad.
- f) Receipt of this award will be included in the student financial aid pacakge that could potentially affect other awards.

### **C. Selection Committee**

1. The IEFS Selection Committee will consist of a group of UH faculty and staff members.
2. Members of the IEFS Selection Committee shall not write letters of recommendation for applicants.

**Table 1**  
**IEFS Amounts by Length and SCH Tuition and Fees Discount**

LAP Length	IEFS <sup>1/</sup>	Tuition and Fees Discount 3 SCH	Total <sup>2/</sup>
1 Week	\$750	\$250	\$1,000
2 Weeks	\$1,250	\$250	\$1,500
3 Weeks	\$1,500	\$250	\$1,750
4 Weeks	\$1,750	\$250	\$2,000
5 Weeks or more	\$2,000	\$250	\$2,250

1. Students who are not participating in a UH faculty-led LAP are only eligible to receive the IEFS based on the length of the LAP.
2. Students who are participating in a UH faculty-led LAP are eligible to receive the IEFS plus the additional tuition and fees discount based on number of SCH.

**Table 2**  
**IEFS Amounts by Length and SCH Tuition and Fees Discount**

LAP Length	IEFS <sup>1/</sup>	Tuition and Fees Discount 6 SCH	Total <sup>2/</sup>
1 Week	\$750	\$500	\$1,250
2 Weeks	\$1,250	\$500	\$1,750
3 Weeks	\$1,500	\$500	\$2,000
4 Weeks	\$1,750	\$500	\$2,250
5 Weeks or more	\$2,000	\$500	\$2,500

1. Students who are not participating in a UH faculty-led LAP are only eligible to receive the IEFS based on the length of the LAP.
2. Students who are participating in a UH faculty-led LAP are eligible to receive the IEFS plus the additional tuition and fees discount based on number of SCHs.