

# INTERNATIONAL EDUCATION FEE SCHOLARSHIPS POLICIES AND GUIDELINES

## **A. Usage**

1. Monies in the fund are to be used as scholarships to assist Texas Tech University Health Sciences Center (TTUHSC) students who participate in international programs or activities that are part of their degree program. Both domestic and international students are eligible to apply for the scholarships.
2. The scholarships will be awarded on a competitive basis. An award of at least \$1,000 will qualify the recipient for the waiver of non-resident tuition under the provision of Texas Education Code Section 54.064.

## **B. Eligibility**

1. Students applying for the scholarships for participation in international programs or activities must apply by a predetermined deadline. Deadlines are set by the International Affairs Council (committee) twice a year and will be announced at least 30 days in advance.
2. Students must submit a statement of purpose and a description of the program or activity in which they will participate to the dean of their school.
3. Students applying for scholarships must be enrolled at TTUHSC during the term in which they apply. Scholarships may be used for any international program or activity that is part of the student's degree program. International students must be enrolled in the required number of credit hours to maintain their immigration status. All students must provide proof of enrollment.
4. Recipients will be selected based on their merit, their academic achievement, their merit of proposal (statement of purpose), their financial need, recommendations of the faculty, and the uniqueness of the program to which they are applying.
5. Students must be enrolled full time and in good academic standing to be eligible to receive the scholarship.

6. Students receiving a scholarship must comply with OP 77.08 (Student Travel Policy) and OP 79.04 (Foreign Travel Policy).
7. Students may apply as soon as they know they will participate in an international program or activity; however, the funds will not be distributed until the semester of the program or activity.

### **C. General Policies**

1. Monies in the International Education Fee Fund are not to be used for the administration of programs or offices at TTUHSC.
2. The amount allocated to each school will be divided proportionally among the schools based on the proportion of students paying the International Education Fee in the current academic year. This amount will be determined after the census date of each semester (12<sup>th</sup> class day during Fall and Spring). If a school does not have students participating in an international program or activity the funds allocated to that school will be distributed among the schools with student participation.
3. The dean of each school will review the submitted applications for completeness and eligibility then select the recipients from the eligible applicants. The dean will also determine the amount awarded to each recipient. The dean will submit the names of the recipients and their applications for final review and approval of funds by the committee.
4. Recipients of the scholarships will be required to sign a document stating that they will use the scholarship to participate in the program described in the submitted proposal. If, for any reason, the student is unable to participate in the proposed program the scholarship must be returned in full within 30 days of notification.
5. The maximum amount of each award is left to the deans' discretion.

### **D. Priorities**

1. The primary purpose of the International Education Fee Scholarship is to encourage all students to participate in study abroad and international exchange activities to broaden their knowledge and skills. The committee, therefore, encourages all eligible students to apply for the scholarships.