

F.2.3.2 (Procedure) International Education Fee Scholarship

Responsible Departments: District Office of International Programs

Based on Board Policy: [F.2.3](#) - Student Fees

Approved: 7-28-20

Last Amended:

In alignment with Board Policy F.2.3, the Alamo Colleges District established a \$1 per student, per semester International Education Fee Scholarship (IEFS) to provide funding for all eligible students to participate in Alamo Colleges District approved study abroad programs. Funding is coordinated through the Office of International Programs using guidelines for eligibility and distribution established by a selection committee. All scholarship funds will be used to support international education programs including, but not limited to faculty led, affiliate, exchange, and internship programs.

Scholarship Awards

The IEFS is a competitive scholarship for which not all students will be awarded. The total number of recipients and amounts awarded is based on total funds available. The Selection Committee and the Executive Director of International Programs reserve the right to review exceptions to scholarships on a case-by-case basis.

Selection Committee Composition and Guidelines

The IEFS Selection Committee will consist of Alamo Colleges District faculty, staff, and students and may include community members as is appropriate. The charge of the committee is to encourage, develop, and evaluate the process for all scholarship awards. The Selection Committee will: 1) Review all completed applications within 30 days of the scholarship application deadline and 2) Employ use of a committee approved rubric to evaluate each application and determine awardees.

Eligibility Requirements

Students may receive **one** scholarship during their studies at Alamo Colleges District. Program participants receiving a scholarship must also receive credit toward an Alamo Colleges District degree for the selected study abroad program. Students not enrolled at one of the five colleges of the Alamo Colleges District are not eligible to apply for the scholarship. Eligible students will have/be:

- Completed or be in the process of completing a minimum of 12 credit hours
- A minimum cumulative GPA of 2.5
- In good academic standing
- Currently enrolled in a study abroad program for at least three credit hours if participating in a summer program or at least 12 credit hours if participating in a fall or spring program
- Cleared all academic and financial aid holds

Application Submission

All Alamo Colleges District students may apply for funding through the IEFS based on the eligibility requirements listed above. Students applying for a scholarship must submit a complete application including:

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- Scholarship application
- Statement of Purpose essay
- Service Project proposal

At the discretion of the Selection Committee and the Executive Director of International Programs, any award may be revoked if the applicant does not complete their program abroad or if any part of the information provided in the application is found to be untrue. Exceptions may be made on a case-by-case basis.

Completed applications should be submitted to the Office of International Programs in person, before the application deadline, during regular business hours or via email to the district study abroad email (dst-studyabroad@alamo.edu).

Scholarship Compliance

Students receiving an IEFS must comply with the following award guidelines. Changes made to a student's original plan of study which occur after a scholarship has been awarded must be approved by the Selection Committee. Approved changes may result in the adjustment of award amounts based on the student's final plan of study.

- Comply with the federal regulations required by Financial Aid regarding Satisfactory Academic Progress (SAP)
- Maintain all program requirements throughout the study abroad program
- Verify all holds are cleared and that there is no outstanding balance on the student's account
- Comply with all regulations and policies established by the Office of International Programs

Applicant Responsibilities

Students who are awarded and accept an IEFS agree to the following commitments of time. Students will be given six months after the close of the program abroad to complete the service project. At completion of the project, students should submit a project report to the Office of International Programs describing the activities held. Service project activities may include:

- Serving as a Student Ambassador for Study Abroad programs
- Volunteering at Study Abroad 101 sessions
- Presenting at New Student Orientation
- Volunteering at Study Abroad Fairs
- Presenting during pre-departure orientations
- Posting flyers at the colleges

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- Sharing videos and presentations on program experiences in the classroom
 - Creating and promoting social media blogs about Study Abroad

Application Deadlines

Completed application should be submitted to the Office of International Programs on or before the following dates.

Spring	Summer	Fall
Third Thursday of February	Third Thursday of February	Third Thursday of November