

F.02.03.02 International Education Fee Scholarship Procedure

Responsible Departments: District Office of International Programs

Based on Board Policy: [F.02.03](#) - Student Fees

Approved: 7-28-20

Last Amended: 9-22-26

In alignment with Board Policy [F.02.03](#), 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, semester long, third-party affiliate, exchange, and internships, including academic and experiential exchanges

Scholarship Awards

The IEFS is a competitive scholarship for which not all students will be awarded. The total number of recipients and amounts awarded are based on available funds from the International Education Fees.

Administrative Support by the Office of International Programs

The Office of International Programs (OIP) will serve as the administrative lead for the IEFS Selection Committee. While OIP will not have voting authority in the scholarship selection process, it will be responsible for coordinating and supporting committee operations to ensure a consistent and organized scholarship selection process.

IEFS Selection Committee Composition

The IEFS Selection Committee will be composed of representatives from the Alamo Colleges District, including faculty and staff. The committee will include:

- One staff and one faculty member from each of the colleges selected by the home College Vice-Presidents of Student Success
- One representative appointed by the Vice Chancellor of Student Success at ACCESS

IEFS Charge

The Committee's primary charge is to review and evaluate eligible scholarship applications and determine appropriate award amounts based on established scholarship criteria, available funds, and the overall strength of the applications. The Selection Committee will:

1. Review all completed scholarship applications within 30 days of the application deadline

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2. Use an approved evaluation rubric to assess each application and determine award recipients
 3. Recommend scholarship amounts to be awarded.
 4. Record the meetings sessions in minutes and submit those to the OIP.
 5. Submit evaluations and award recommendations within the established review timeline.

The Selection Committee and the Chief Program Officer for Global Engagement and Learning reserve the right to review exceptions on a case-by-case basis.

Eligibility Requirements

Students may receive only one scholarship during their studies at the Alamo Colleges District. Recipients must earn academic credit toward an Alamo Colleges District degree or receive a certificate of completion for an approved Study Abroad Program, as designated by the Office of International Programs.

Students receiving an IEFS award are required to satisfactorily complete all program requirements as set by the Office of International Programs. Students who fail to meet these requirements, including but not limited to, completion of academic coursework or submission of proof of program completion will be required to repay the full amount of the scholarship award. A financial aid hold will be placed on the student's account until the funds are repaid.

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 an approved study abroad program by the Office of International Programs.
- Be cleared from all academic and financial aid holds

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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:

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

At the discretion of the Selection Committee and the Chief Program Officer for Global Engagement & Learning, 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 false.

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. The Scholarship Selected Committee must approve changes made to a student's original plan of study after a scholarship has been awarded. 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 no outstanding balance remains on the student's account
- Comply with all guidelines 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.

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Service project activities may include:

- Volunteering at Study Abroad 101 sessions
- Presenting at New Student Orientation
- Volunteering at Study Abroad Fairs
- Presenting during pre-departure orientations
- Serving as Study Abroad Ambassador for Study Abroad Programs
- Serving as Cultural Navigator for a Global Engagement Network for International Education (GENIE) activity with the Office of International Programs
- 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:

Early Spring Semester	Late Spring Semester	Early Fall Semester	Late Fall Semester
2 nd Friday of February	1 st Friday of May	2 nd Friday of September	1 st Friday of December