Study Abroad Student Need-Based Scholarship Program

LSCS Study Abroad Programs are credit courses taken outside of the U.S. Scholarships are provided for participation in one of these credit courses that normally takes place during a one to three week period. Need-based awards will be granted up to 75% of the study abroad cost (excluding tuition and fees) for a maximum of $2,000 and will be allocated directly to the program cost.

A few need-blind scholarships in the amount of $1000 are also available during the 2014-2015 Academic Year. The application process and requirements below also apply to the need-blind scholarship. Students awarded under the need-based scholarship are not eligible. Students who apply for the need-based scholarship, but are not selected will automatically be considered for the need-blind if they are eligible and their application is complete.

Scholarship funds cannot be used toward any initial deposits. Rather, they can only be used toward the final balance. The scholarship is a need-based program and is based on the eligibility requirements below. The scholarship is awarded for a specific program cycle and may not be postponed to another year. Applications are due by one of two deadlines: 5 PM on the second Monday of November OR the first Monday of February each year. Applications should be submitted to the study abroad program faculty. Please note: Due to the limited number of scholarships available, no scholarships will be awarded in February if the funds are exhausted after the November deadline.

Eligibility Requirements
To be considered, applicants must meet all of the following requirements:

1) Be fully accepted into a credit LSCS Study Abroad program.

2) Have completed at least 12 institutional credit hours (includes ESOL and developmental studies credit) at one of the Lone Star College System (LSCS) campus locations by the time applications are due. Credits transferred into LSCS cannot be used toward fulfilling the requirement.

3) Have a cumulative grade point average (GPA) of 2.5 or higher by the time applications are due, maintaining at least a 2.5 cumulative GPA up to the date of Study Abroad Program participation. The cumulative GPA listed in the Student Center within MyLoneStar will be used to determine eligibility. A second verification will occur during the middle of the spring semester.

4) Must have completed ENGL 0305 or ENGL 0365 AND ENGL 0307 or ENGL 0375 OR higher level course (ENGL 1301) OR placement by testing. If the study abroad course has math prerequisites, they must be fulfilled by the scholarship application deadline.

5) Be currently enrolled in a minimum of 6 credit hours at the time of application and remain enrolled in (and complete) a minimum of 6 credit hours in a credit program at one of the LSCS campus locations until the beginning of the study abroad program. Continued enrollment will be verified during the middle of the spring semester.

6) Demonstrate financial need (only required for Need-Based Scholarship consideration). If you are a Pell-Grant recipient you may be eligible. U.S. students must complete a FAFSA application for the current school year to be considered. Non-U.S. students must contact IPS at ips@lonestar.edu for guidance on required documentation. Documents will need to be received before the deadline.

Please note: Students may receive only one scholarship once every three years.

Other Requirements (To be Completed Only if Awarded a Scholarship)
Scholarship recipients must:

1) Attend all required orientations for your program. Please see your study abroad faculty member for orientation dates.

2) Complete and pass your study abroad course. Dismissal from the program is automatic grounds for scholarship retraction.
3) Complete one of the three assignments below. The assignment that is selected cannot be one that the student has completed or submitted as an assignment for their study abroad course.

- Submit five annotated photos and a 300 word essay about study abroad experience within one month of return from program to ips@lonestar.edu. The photo captions should be thoughtful reflections about the images. For example, you can explain why you chose to submit those particular photos, how you felt in that particular moment, the personal significance of the image, or the impact the subject of the photo had on you.
- Conduct 1 presentation about study abroad experience either during International Education Week or at the annual International Education Conference. Students selecting this option will need to send IPS an email with the time, location, and the event that they presented for as well as confirmation from the event organizer.
- Participate in a recorded interview with a Lone Star staff or faculty member. If you select this option, please contact ips@lonestar.edu for guidance.

Failure to complete these requirements will incur a charge in your Lone Star student account in the scholarship amount.

**Application Procedures**

Applicants must submit items 1 and 2 listed below to the study abroad faculty member. The faculty member will submit to the LSCS International Programs and Services Office located at University Park. Recommendations should be submitted according to the instructions outlined in item 4 below. It is the student’s responsibility to ensure that the application is correct, complete, and that letters of recommendation have been submitted by the deadline. Please see the tips pages at the end of this application for guidance. The required items include:

1) A completed and signed Study Abroad Scholarship Application with signature from program faculty confirming acceptance into the program
2) Typewritten 300-500 word essay on the topic: “My Study Abroad Interests, Challenges, and Opportunities”. Please be sure to specifically address why you want to study in the country and program that you have selected, why financial assistance is needed, and how you would benefit from the experience. You should give equal attention to each of these topics.
3) A Free Application for Federal Student Aid (FAFSA) form for the current school year listing LSCS as the recipient school should be completed and submitted online at www.fafsa.ed.gov. International students will need to submit alternative documentation to demonstrate need. Contact ips@lonestar.edu for instructions. This must be received by college by the scholarship application deadline. Please see your financial aid advisor if you require assistance.
4) Two completed recommendation forms. Please follow the instructions below carefully. Letters that do not follow the format below cannot be considered. The first must be completed by a LSCS faculty member (instructional individual), and the second must be from a LSCS employee or another LSCS faculty member. Recommendations from external references cannot be accepted.

- Recommendation forms can be submitted one of two ways:
  a. Online at: lonestar.edu/sa-scholarship-recommendation OR
  b. Paper format in a sealed envelope with the recommender's signature on the seal. The paper format is available online at lonestar.edu/study-abroad. Recommenders are welcome to attach a supporting letter but the standard form must also be completed.

**Deadline**

Applications for the Study Abroad Scholarship must be completed and submitted with all required documents by one of two deadlines to the study abroad program faculty: 1) the second Monday in November OR 2) the first Monday of February every year for all study abroad programs. Due to the limited number of scholarships available, no scholarships will be awarded in February if the funds are exhausted after the November deadline.

**Selection Procedure**

Candidates who meet the scholarship eligibility criteria, financial need requirements based on FAFSA (for need-based scholarship), and study abroad program requirements will have their essay and recommendations judged by a selection committee. Essays are evaluated based on the quality of content, style, and grammar. Students selected to receive a scholarship whose first choice study abroad program is cancelled, can apply the award toward another LSCS study abroad program taking place during the same cycle.

9/10/14 BB
**Study Abroad Student Need-Based Scholarship Application**

**Personal Information**

Name of Applicant: __________________________________________________________

Last Name   First Name   Middle Name

Student ID #: __________________________________ Date of Birth (Month/Day only) ________________

Lone Star Email Address: ______________________________________________________

Alternate Email: ____________________________________________________________

Preferred Telephone No: (___) ____________________ Alternate Telephone No: (___) ________________

Are you a U.S. citizen or U.S. permanent resident?   □ Yes   □ No

If you answered no, please list your country of citizenship: ________________________________

**Academic Information**

LSCS Degree you are seeking: ___________________________ Declared Major: ______________________

Approximate Cumulative GPA: ___________(GPA is subject to verification by LSCS)

**Scholarship Type Requested (Select Type):**

Need-based = up to $2000 or 75% of program fee, whichever is less. Need-blind = up to $1000.

You will automatically be considered for the need-blind if not awarded under the need-based scholarship, if you are eligible and your application is complete.

□ Need-Based (FAFSA required)      □ Need-Blind Only (No FAFSA form required)

**Study Abroad Program Information:**

Country of Program: ___________________________ Course(s): ___________________________

Program Faculty name(s): __________________________________________________________

Term of Program:     □ May Mini Session    □ Summer I    □ Summer II

Dates of Program: From (MM/DD/YY) ___________ To (MM/DD/YY) _________________________

Course Credit that you will receive: ________________________________________________

Have you previously taken or are currently taking one or more of the courses offered on this trip at Lone Star?   □ Yes   □ No

If yes, will you be repeating the course(s) for a grade?*

□ Yes   □ No

*If yes, please speak to your academic and financial aid advisors about potential implications of repeating a course.

Program Faculty Signature Confirming Acceptance into the Program: ________________________________

Continued on Next Page
Financial Information:

Please submit a plan to show how you plan to pay the remaining balance for the Study Abroad Program and calculate your budget for studying and living abroad below:

<table>
<thead>
<tr>
<th>Resources</th>
<th>Estimated Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan(s)</td>
<td>$____________</td>
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<tr>
<td>Work</td>
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<td>Parents</td>
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<tr>
<td>Savings</td>
<td>$____________</td>
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<td><strong>Total Resources</strong></td>
<td>$____________</td>
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<tr>
<td>Program Fee</td>
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<td>(includes: housing, airfare, insurance, visa fees. Do not include tuition)</td>
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<td>Food</td>
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<td>Leisure</td>
<td>$____________</td>
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<tr>
<td>Books</td>
<td>$____________</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$____________</td>
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Acknowledgement

I certify that all questions on this application are true and complete to the best of my knowledge. I agree to submit all required information and documents including proof of travel insurance, receipt for payment of study abroad course and program, risk management forms and proof of valid travel documents (passport, visa, immunization records, etc.). Further, I understand that consideration for this Study Abroad Scholarship may be denied if any information is found to be incomplete or inaccurate. I authorize LSCS to obtain the information necessary to process this application from my student records. If selected to receive the scholarship, I authorize funds to be distributed by the LSCS International Programs Office to the selected program account. Such released funds will be used for program fees and cannot be applied to tuition. Furthermore, I agree to complete the requirements listed in the “Other requirements” section. I understand that failure to do so will incur a charge in my Lone Star student account in the amount of the scholarship. I understand that if my scholarship is retracted, I may be able to appeal the decision. If I am selected to receive the scholarship, I grant Lone Star College permission to use any content or materials submitted as part of my follow-up assignment for marketing or informational purposes. I understand this includes photos in which I appear and that my first name may be used.

If I decide to cancel my study abroad program participation, regardless of reason, after any portion of my scholarship funds have been disbursed to the travel provider, I understand that my student account will be charged in that amount until I fully reimburse Lone Star College. This will not apply if the program is cancelled by the college. If I am selected to receive the award and my first-choice program is cancelled, I understand that I can apply it toward another LSCS study abroad program taking place during the same cycle. I also understand that if I do not contact IPS within a week of my program cancellation with my new program information, I will forfeit the scholarship.

Signature of Applicant: ______________________________ Date ______________

If you are under 18 years old, please have your parent or legal guardian consent to the terms of the scholarship.

Signature of Applicant’s Parent or Legal Guardian: ______________________________ Date ______________

9/10/14 BB
Tips for a Successful Study Abroad Scholarship Application

Studying abroad is an opportunity of a lifetime and receiving a scholarship can help make that dream come true. In order to prevent you from being disqualified due to an oversight, we have developed a checklist with tips to consider when preparing your scholarship application.

Tips on Getting Started

☐ Meet eligibility requirements: Make sure you meet the basic eligibility requirements outlined in the application before completing any additional steps. It will be disappointing for you to spend time writing an essay and requesting recommendations only to find out that you don’t qualify for reasons like not having completed enough credits at Lone Star. NOTE: If you are applying for consideration for a need-blind scholarship only, you do not have to be eligible for financial aid or have a FAFSA on file.

Tips on Having a Complete Application

☐ Complete your FAFSA early to make sure it is received by the college by the scholarship deadline. If you have already completed the FAFSA for 2014-2015 and have received confirmation of your federal financial aid package to attend Lone Star, then you do not have to complete the FAFSA again. See the tips section below for additional tips on completing the FAFSA. If you are applying for the need-blind scholarship only, you do not have to submit a FAFSA.

☐ Make sure you complete the entire Scholarship Application form including the financial information.

☐ Ask the faculty member in charge of the program to sign your scholarship application in the designated section.

☐ Attach your essay. Please see the tips section below on writing your essay.

☐ Make sure you have 2 recommendations: 1. From one of your current or previous Lone Star professors and 2. From either another Lone Star professor or Lone Star employee. See the tips below for additional guidance on submitting recommendations.

☐ Submit your application to the program faculty member by the deadline.

Tips on Recommendations

☐ Recommendations must be on the standard form available at lonestar.edu/study-abroad. Your recommenders can either use the online form or the paper form. Your recommenders can also attach a letter if they’d like but they also have to answer the questions on the standard form as well.

☐ Make sure to request a recommendation from at least one LSC professor. The second recommendation can be completed by either LSCS employee or another LSCS faculty member.

☐ Both recommenders should be people who know you well enough to be able to fully complete the recommendation and can submit it on time. The criteria you will be evaluated on can be found within the recommendation form available at lonestar.edu/study-abroad.

☐ Request your recommendations early: Give your recommenders at least one month to submit your recommendation.
□ Give your recommender an envelope and a printed version of the recommendation form in case they choose to submit the paper-based version. Remind them that it has to be sealed and signed on the seal once they complete it.

□ Ask your recommenders if you can follow up with them on a certain date for an update or if they would like you to remind them again. Make sure you give them a deadline to submit it so it’s not late.

□ If you’re unsure about whether a recommendation was submitted online, contact the International Programs & Services (IPS) office at ips@lonestar.edu to confirm.

□ Check with your Study Abroad faculty member to see if any recommendations were sent directly to them.

□ If one or more of your recommendations have not been received by either IPS or your program faculty member at least one week before they are due, follow up with your recommenders.

Tips on Completing the FAFSA

□ It can take up to ten business days for the college to receive your FAFSA application after you have submitted it. You should receive a Student Aid Report (SAR) by email within ten business of submitting your FAFSA. Your completed FAFSA must be on file with the college by the application deadline in order to be considered for the scholarship.

□ Check your email for your SAR report and your To-do List in MyLoneStar for any additional action that may be required to finalize it.

□ Submit any documents requested in the SAR report and/or by Financial Aid on your MyLoneStar checklist.

□ Check with a financial aid advisor if you have questions about any missing documents or if you’re not sure whether your FAFSA has been received by the college.

□ If you only wish to be considered for the need-blind scholarship, you do not have to submit a FAFSA.

Tips on the Essay

□ Make sure you address the essay topic thoroughly. Ask yourself: Did you answer all of the questions being asked? Did you answer them equally?

□ Proof read your essay. Using spell check can be helpful but keep in mind it doesn’t catch words that are used incorrectly. Asking a friend or instructor to review it, or seeking help from the Writing Center at the campus can provide a fresh perspective.