

UNIVERSITY of NORTH ALABAMA

Guidelines and Instructions for Travel Abroad Scholarship Applications

Introduction:

As part of an institution-wide effort to provide high quality programs and celebrate diversity, UNA encourages its students to engage in formal educational activities outside of the United States. To this end, UNA is providing a pool of funds that are available to our full-time students in the form of scholarships to help defray transportation costs related to their participation in university sanctioned and/or UNA credit bearing study abroad programs, subject to eligibility requirements and conditions described below.

Eligibility Requirements:

To be eligible for consideration, an applicant for UNA's Travel Abroad Scholarship must meet all of the following criteria:

1. A currently enrolled, full-time undergraduate or graduate student in good academic standing (as determined by the University);
2. Has already completed at least one semester of academic study at UNA;
3. Has NOT received a previous scholarship for this purpose from UNA;
4. Will be participating in a UNA credit bearing study abroad program or a legitimate credit bearing college/university program at an accredited foreign institution of higher education (as determined appropriate and/or comparable by the University).

An international student currently enrolled at UNA may also apply for this scholarship, if s/he meets all four criteria listed above. However, an international may NOT apply for a scholarship to visit their home country. Travel for educational activities in foreign countries for which this scholarship may be offered must be associated with the award of academic credit by UNA or another accredited institution of higher education (either within or outside of the United States). Proof of acceptance or enrollment in an academic program meeting this requirement must be provided before the scholarship award is made. Special consideration will be given to students participating in academic experiences of four weeks or more, as well as shorter programs involving significant in-field study and/ or research, especially in their major and/or minor field of study.

Application:

All applicants must complete and submit an online application available on the Center for International Programs' website (i.e., <http://www.una.edu/international/study-abroad.html>). A required essay must also be submitted via the online application. **No other forms of applications or other methods of submissions will be accepted or considered. Computer problems and failure on the part of the applicants will NOT exempt the applicants from this rule.**

There will be three rounds of applications depending on when the travel to the destination is scheduled. Deadlines for application submission are as follows:

1. October 1 (for travel scheduled in Spring semester of the current academic year and the first round Summer);
2. January 15 (for travel scheduled in the second round of Summer);
3. March 15 (for travel scheduled in Fall semester of next academic year).

It is expected that award decisions will be made within 30 days of these deadlines. Only the recipients will be so notified in writing from an appropriate administrative office.

Scholarship Provided:

In order to stretch funds available to support this scholarship program, the maximum amount of scholarship that a recipient can be awarded is limited to \$800.00 regardless of the actual cost for travel. If the transportation cost of the travel is less than \$800.00, the exact amount will be awarded.

Travel arrangements must be made through the University Purchasing Office. Should the trip be cancelled for any reason whatsoever (except for cancellations on the part of the University or if the U.S. Government prohibits travel to that country), the student recipient is responsible for refunding the full amount of the scholarship to the University. Scholarships will not be awarded to support travel to countries under U.S. Department of State travel advisories or bans. To receive the scholarship award, students must sign a Scholarship Agreement with the University through the office of Student Financial Services (SFS).

Administration:

The International Programs and Offerings (IPO) Committee, which is a Shared Governance Committee, will recommend to the President, and appropriate Vice Presidents and other administrative officials a slate of students for consideration of scholarship award. Unless compelling circumstances dictate otherwise, a reasonable proportion of funds will be reserved and made available for applications received at all three application deadlines listed above.

Conditions:

Students receiving a scholarship under this program must prepare and submit a synopsis of the international learning experience that was made possible, in part, by the scholarship to the Vice Provost for International Affairs (within 45 days of their return to the United States) along with any recommendations that they may have related to the scholarship program. Additionally, they must commit to giving a presentation on the UNA campus to students as to the international educational experience that they had, to be arranged at a mutually convenient time between the scholarship recipient and the Vice Provost for International Affairs. Failure to fulfill any of these requirements will require you to reimburse the University the entire amount of the scholarship awarded.