



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Office of Diversity, Inclusion, and Global Health

## INTERNATIONAL EDUCATION FEE AWARDS GUIDELINES

### A. Usage

The International Education Fee is an institutional fee collected each semester by each school at the Texas Tech University Health Sciences Center El Paso. Monies in the fund are to be used to assist Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) students who participate in global health programs that are part of their degree program. The funds will be awarded on a competitive basis.

### B. Eligibility

1. Students applying for an International Education Fee Award must submit an application with supporting documentation to the Office of Diversity, Inclusion, and Global Health (ODIGH) by the established deadline. Late or incomplete applications will not be considered.
2. Students must be enrolled full-time and in good academic standing to be eligible to receive an award. All students must be able to provide proof of enrollment if requested. Application Procedures: <https://elpaso.ttuhscc.edu/digh/global-health/ms4-program/applicationprocedure.aspx>
3. Recipients will be considered based on the merit of their proposal as determined by each school and by a demonstration of their financial need as illustrated in the submitted budget worksheet.
4. Students must participate in a global health program in compliance with OP 10.29 Global Health Programs for Students.

### C. General Policies

1. After the established deadline, ODIGH staff will submit a list of recommended recipients to the Vice President for Outreach and Community Engagement for final approval. The Global Health Council may be involved in the approval process on a

- case-by-case basis. Awards will be based on a statement of purpose and a statement of financial need (budget worksheet).
2. ODIGH staff will determine the amount awarded to each recipient based on available funds. Awards to participate in approved global health programs are typically \$500 or greater. Students may request lesser awards for TTUHSC El Paso Global health related scholarly work at international or national conferences as well as other global health activities. The maximum amount awarded to each recipient is left to the discretion of the Vice President for Outreach for Community and Engagement.
  3. ODIGH will coordinate the disbursement of funds.
  4. ODIGH assures the applicants that all applications and proposals will be afforded careful conscientious review. In addition, ODIGH will consider the equitable distribution of awards to each school. To that end, ODIGH has set no special priorities for consideration.
  5. Monies in the International Education Fee Fund are not to be used for the administration of programs or offices at TTUHSC El Paso.
  6. If, for any reason, the student is unable to participate in the proposed program the award must be returned in full within 30 days of notification.
  7. The International Education Fee Award should be noted as a funding source in any future presentations or published research.
  8. The Vice President for Outreach and Community Engagement and ODIGH are to conduct an annual review of fund balances. The fund balance is not to exceed \$10,000. Monies in the fund balance should be applied to a Global Health Scholarship to be awarded to students embarking in Global Health related activities.

#### **D. Priorities**

The primary purpose of the International Education Fee is to encourage all students to participate in global health programs and activities to broaden their knowledge and skills. The ODIGH, therefore, encourages all eligible students to apply for the awards.