International Programs Fee Guidelines  
(Revised 11.8.12)

Fees collected under section 54.5132–International Education Fee, Statute State of Texas, will be used by Texas A&M University-Texarkana (A&M-Texarkana) to assist students and faculty sponsors in international study programs.

I. Usage
   A. Fees collected are to be designated as stipends
      1. to assist A&M-Texarkana students and faculty who participate in university sanctioned, faculty-led programs abroad
      2. to assist in the support of university sanctioned, faculty-led international study activities on campus, and
      3. to assist graduate and undergraduate students in conducting research abroad.

II. Eligibility
   A. A&M-Texarkana students eligible to apply for an international travel stipend are those who:
      1. are enrolled in a university sanctioned, faculty-led course that includes international travel,
      2. were enrolled at A&M-Texarkana during the prior long semester, and
      3. are receiving no other outside stipend or scholarship (other than from family) to participate in the foreign travel program,
      4. are graduate students in good standing with the university and enrolled in a thesis writing course corresponding to the time of the research trip.
   B. A&M-Texarkana faculty eligible to apply for an international travel stipend are those who are instructor of record for courses involving international travel. Only one faculty member per trip is eligible to receive a stipend that shall not exceed the amount awarded to an individual student.

III. General procedures
   A. International Travel
      1. Stipends will be distributed equally among eligible students. Each student, regardless of the international travel program will receive the same amount in a given semester.
      2. Stipends will be distributed based on an unduplicated student head count basis (no student may receive more than one stipend per academic year).
      3. Stipends will be transferred to a designated program budget account.
      4. Stipends will be subject to all Texas A&M University System expenditure and reimbursement policies and A&M-Texarkana rules.
      5. Stipends must reach a minimum amount of $350 per student.
   B. Study activities
      1. Stipends will be awarded based on an activity budget.
2. Stipends will be disbursed to the respective university program budget account.
3. Stipends will be subject to all Texas A&M University System expenditure and reimbursement policies and A&M-Texarkana rules.
4. Stipends for independent undergraduate or graduate research abroad must be approved and set by a review board consisting of the Provost, the student’s academic advisor, and a SGA liaison.

C. Allocation process
1. No later than the last Friday in October for proposed travel in the spring and summer and by the last Friday in May for proposed travel in the fall, college deans must submit notification to the Provost and Vice President for Academic Affairs of all international course related travel in their respective colleges for which student and/or faculty stipends are requested during the current academic year (September 1 through August 31). The notification must include the following information:
   a) a description of the proposed program, including (as applicable) the course number, title, course-outline/syllabus, description of the program, and
   b) estimated number of students traveling and per student cost
2. The Provost and Vice President for Academic Affairs will notify each dean who has forwarded a recommendation of:
   a) approval/disapproval
   b) if approval, estimated amount of allocated funding
      (1) total amount for an on campus project
      (2) per student allocation for international travel.