



Standard Operating Procedure

Procedure Title: Institutional Scholarship for International Students

Procedure #: SA.005

Revision #: 000

Unit Responsible: Student Affairs

Individual Responsible: Director of Global Student Services

Effective Date: 02/02/2024

Initial Approval Date: 02/02/2024

Last Review/Update Date: 02/02/20224

Next Review Date: 02/2027

***Does this procedure support a Board Policy?** Yes

If yes, identify: [3.120 – Eligibility for In-District, In-State, Out of State or International Tuition](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** Yes

If yes, identify: [1C](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation?** No

If yes, identify: n/a

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Institutional Scholarship for International Students, BP 3.120

1. Purpose

To award scholarships in support of increasing international student enrollment and retention at Lansing Community College (LCC).

2. Scope

International students with an F-1, M-1, or J-1 visa planning to attend or currently attending LCC.

3. Prerequisites

LCC charges international students a tuition rate of three and a half times that of in-district students. The scholarship will be used to cover the difference between the international tuition rate and the in-state tuition rate.

Scholarship Eligibility Criteria

1. I-20 documents must be submitted in full to the Global Student Services (GSS) office.
2. In order to become eligible for the immigration documents necessary to apply for a student visa, prospective international students must be able to demonstrate sufficient funding to support themselves for the duration of their studies. The family, friend, or sponsor financial contribution on the **I-20 documents can show no more than the current limit.**
3. Students must obtain:
 - a. F-1,
 - b. M-1, or
 - c. J-1 visa.

Criteria to Renew Scholarship

The student's scholarship is renewable for the second year based on the criteria below (not including summer):

1. Successful completion of 12 credits each semester during the first year of enrollment (Fall/Spring or Spring/Fall);
2. Cumulative GPA of 3.0 or higher at the end of the first year of enrollment (Fall/Spring or Spring/Fall).

Students who do not meet the renewal criteria may submit an appeal to the International Student Institutional Aid Committee (ISIAC) documenting legitimate cause as to why the renewal criteria was not met.

The ISIAC is comprised of the Director of Global Student Services, Global Student Services Staff, and Academic Advisors.

4. Responsibilities

- Eligible students – responsible for applying.
- GSS Office – responsible for screening of application and collecting a copy of the student’s visa and passport.
- ISIAC – responsible for reviewing the application.
- GSS Director – responsible for monitoring budget for awarding and forwarding students to the Foundation and to the Financial Aid Office for awarding.

5. Procedure

Application Process

1. Prospective international students who have submitted their I-20 documents in full to GSS and are planning to attend LCC will complete the [International Student Scholarship Application Dynamic Form](#).
2. Applicants will be asked to attach a 750-word (or less) essay response to the Dynamic Form that addresses the following:
 - What are your educational goals and plans after completing your program of study at LCC?
 - How would this award help you in achieving your future educational goals?
 - What does being in the U.S. in today’s world mean to you?
 - What challenges are you encountering that this award could help you overcome?

Review Process

1. GSS Office will screen the Dynamic Form applications prior to issuing the I-20 to confirm or deny scholarship eligibility.
2. The essays of eligible students who meet eligibility criteria are reviewed by the ISIAC.
3. If scholarships are approved by the committee, the GSS Director will review the budget for the international institutional scholarship to confirm that funding is still available for the approved applicants.
4. Approved applicants are then notified via the Awards Management system and send to their LCC student email account that they have been awarded a scholarship

pending their visa approval. Funding will also be documented on the student's I-20 form as institutional funding. Students not approved to receive the scholarship will be notified by sending to their LCC student email account.

5. Thirty (30) days prior to the anticipated semester start, GSS will contact students and collect a copy of the student's visa and passport. Students who do not provide a copy of their visa and passport will not be forwarded to the Foundation and Financial Aid Office for awarding.
6. Names of students who have submitted a copy of their visa and passport will be forwarded to the Foundation and to the Financial Aid Office for awarding.

6. **Reference**

Students identified to receive the scholarships will be awarded the difference of the international tuition rate and the in-state tuition rate for 12 credit hours.

International tuition rate **minus** in-state tuition rate multiplied by 12 credit hours =
Awarded Amount

Scholarship will only be awarded for the Fall semester and Spring semester; scholarship is not available for the Summer semester.

[International Forms and Fact Sheets – International Student Scholarship Application](#)

7. **Definitions**

- F Student Visas are for study at an accredited U.S. college or university or to study English at an English language institute.
- J Exchange Visas are for participation in an exchange program, including high school and university study.
- M Student Visas are for non-academic or vocational study or training in the United States.