UNIVERSITY POLICY SA-08.00-06/01

DATE:       June 21, 2001
TO:         University of West Florida Community
FROM:       Morris L. Marx, President
SUBJECT:    Latin American and Caribbean Scholarship Guidelines
AUTHORITY:  Section 240.1201 F.S.
Policy/Purpose: Establishes Guidelines for Latin American and Caribbean Scholarships

1. Students from Latin America and the Caribbean (including Puerto Rico and the U.S. Virgin Islands) are eligible to receive Latin American and Caribbean (LAC) scholarships at UWF. A complete listing of countries is attached. In order to qualify, students must be fully admissible to UWF under existing criteria for undergraduate or graduate programs and meet other standards detailed below.

2. LAC scholarship awards should be defined using criteria that include merit, financial need, or talent. The exact criteria of the awards, as well as the student selection process, will be the responsibility of the university department that awards the scholarship.

   Full time status (12 hours per semester for undergraduates and 9 hours per semester for graduate students) is required. Full time summer semester enrollment is defined as registering for and attending 9 hours undergraduate or 6 hours graduate regardless of term. The award must be an established scholarship that is offered on the basis of existing policies and guidelines, and the selection process must be open and competitive. (Tuition waivers and graduate assistantships do not fulfill the definition of a scholarship.)

3. LAC scholarships must be renewable if required standards are met, for the duration of the student’s degree programs. Currently the minimum amount is $250 per semester.

4. Participating colleges/departments should designate a LAC Scholarship Advisor to:

   a. participate in LAC training,
   b. provide information to current and prospective students,
   c. inform the Admissions Office, Registrar, and Financial Aid Offices of recipients’, classification as “in-state” for tuition purposes.

An LAC scholarship must be documented with a letter to the student stipulating the amount and duration of the award. Copies of the letter must be sent to Financial Aid, Admissions, and the Registrar in order for the residency classification to be changed to “in-state.” A copy of the scholarship letter must also be sent to the International Student Advisor.
5. Students must maintain eligibility (full time status and a grade point average as established by each awarding unit as well as any other qualifying conditions). Students who are student teaching or participating in the Cooperative Education program and graduate students who are enrolled for thesis or dissertation hours will retain eligibility for LAC scholarships even if they fall below the requisite full-time enrollment of 9 semester hours. Students who graduate and then enter a new degree program, however, must reapply for a LAC scholarship.

6. Florida Statutes (s.240.1201.10e) provide that Latin American and Caribbean (LAC) students who receive scholarships from the state or federal government shall be classified as “in-state” for tuition purposes while they attend full-time a State of Florida institution of higher education.

7. LAC students admitted to UWF as “out-of-state” for tuition purposes will subsequently be eligible to compete for LAC scholarships if they meet the standards defined in this document. The scholarship offer must include the commitment for continuing scholarship support at the established university level for the duration of the student’s degree program. A written letter of the scholarship award documenting the commitment for continuing financial support must be submitted to the Office of the Registrar. A college/department may not develop scholarships for previously admitted students solely for the purpose of changing residency classification.

8. Students who lose their LAC scholarships for any reason will revert to out-of-state tuition classification. The colleges/departments that awarded the scholarship should immediately notify the student and the Registrar, Admissions, Financial Aid and the International Student Advisor that the student is no longer receiving the LAC scholarship.

9. In the event that scholarship funds are given to the UWF Foundation by a partnering institution, UWF retains the right to select the students who will receive LAC scholarships, in consultation with the partner institutions. LAC scholarships may not be awarded to students who are related to a donor or to officials of an educational institution or foundation supporting the scholarship fund. This statement would be included in all agreements with partnering institutions.

APPROVED: 
Dr. Morris L. Marx, President 

DATE: July 5, 2001

06/21/01