

**Richards College of Business
International Programs Scholarship Form
Instructions and Guidelines**

The International Programs Scholarship Form is focused on student financial assistance for all Richards College of Business International Programs (IP) and Study Abroad Programs.

**ONLY ONE SCHOLARSHIP APPLICATION PACKAGE IS NEEDED TO APPLY FOR ALL THE
AVAILABLE RICHARDS COLLEGE OF BUSINESS INTERNATIONAL PROGRAMS SCHOLARSHIPS.**

1. The scholarship application package may be submitted at any time during the year. International program scholarship awards will occur at different intervals during the year. It is possible to submit an application and not receive a notice of outcome for many months.
2. A complete scholarship application package will consist of the completed scholarship form (page 1), a typed letter which includes the purpose or use of the financial scholarship, financial need, and supporting information. Please include awards, honors and organizational affiliations as well as leadership positions held. Additional separate pages may be required if you have traveled abroad or have been previously awarded any University of West Georgia (UWG) scholarship funds. **Incomplete applications packages will not be considered.**
3. Submit or mail the scholarship application package to the Richards College of Business, University of West Georgia, Associate Dean's Office, Adamson Hall, 1601 Maple Street, Carrollton, GA 30118-3040 (678.839.6467).
4. International Program Scholarships are only applied to future activities (you cannot apply for a scholarship for a past year or a past travel event).
5. In order to be awarded an International Program Scholarship, a student must be accepted for admission or currently enrolled at the University of West Georgia.
6. Note that individual travel scholarships have various descriptions, restrictions, and award agreements. Final awards and amounts may vary between individuals as the direct result of an administrative review based on University student data, scholarship data, and information supplied in the application package.
7. Students will receive a confirmation UWG e-mail acknowledgement of receipt of the application defining acceptance for review or rejection.
8. International Program Scholarships are not awarded to students who are classified as non-resident aliens.
9. International Program Scholarships are awarded on a yearly basis. Only one application package per year per student will be accepted.
10. Students will be contacted via UWG e-mail of the determination and outcome of their application for scholarship support.
11. Awards may be applied to summer terms, but all awards are based on the fiscal year beginning July 1 and ending June 30 the following year.
12. If a student fails to complete the proposed purpose as listed in the scholarship application then the distribution of these funds may be voided, to include the repayment of such funds by the student.
13. As the student receiving scholarship funds is a representative of the University of West Georgia any inappropriate behavior as deemed by the Dean places these the distributed funds in jeopardy, thus these funds may be voided, to include the repayment of such funds by the student.