

Policy Title	Global Learning Fee Scholarship
Issue Date	May 15, 2007
Effective Date	August 15, 2008
Last Updated	April 18, 2018
Responsible Office	Vice President for Student Affairs
Contact Information	Global Learning Fee Director Phone: 470-578-2423 Email: ddumas@kennesaw.edu

I. Policy Purpose Statement

Kennesaw State University (KSU) recognizes global learning as an educational priority and seeks to prepare its students for a global market by increasing the number of students who participate in education abroad experiences. The Global Learning Fee (GLF) provides financial assistance to all eligible KSU students who participate in education abroad experiences.

This document describes the policies and procedures that apply to establishing, changing, and administering the Global Learning Fee.

II. Background

In the fall of 2007, a Global Learning Student Activity Fee was approved by the Kennesaw State University Student Fee Committee for the purpose of providing financial support for education abroad experiences. Later that year, the Georgia Board of Regents (BOR) approved a \$14 per term Global Learning Fee. Collection of the Global Learning Fee began in the fall of 2008. During the consolidation of the former Southern Polytechnic State University, it was determined that the Global Learning fee would be \$11 per term commencing fall 2015. In April of 2008, President Papp, KSU President, confirmed in a memorandum that “Student Success will administer and direct the Global Learning Fee via a process somewhat similar to that used by SABAC.” In addition, Papp emphasized that Student Affairs is to “disburse funds collected from the fees, and to make totally sure that the use of all funds is completely and clearly tracked and recorded.” **ATTACHMENT A**

III. Scope

The Global Learning Fee Scholarship (GLF) applies to Kennesaw State University students.

IV. Definitions and Acronyms

- A. BOR - Board of Regents
- B. Community Engagement – any active, intentional activity related to course outcomes which meet community-identified needs. Examples include but are not limited to service learning projects, community based research, internships or community education/preservation activity.
- C. EAO - Education Abroad Office
- D. GLF - Global Learning Fee. A student activity fee paid by KSU students for the purpose of providing financial assistance for credit-based student education abroad programs including internships, research, exchanges and global community engagement programs.
- E. GLFC – the Global Learning Fee Committee reviews and recommends policy and acts as an advisory board to the VP of Student Affairs. The student-chaired committee meets at least three times per year. For an organizational and membership chart, see **Attachments B and C**.
- F. GLF Director - administrator responsible for implementing the GLF policies and procedures and acts as an advisor to the GLFC.
- G. OFA - Office of Financial Aid
- H. SABAC – The Student Activities and Budget Advisory Committee
- I. SAP - Satisfactory Academic Progress, definition found at: http://financialaid.kennesaw.edu/policies_guides/sap_policy.php

V. Policies - According to University System of Georgia policy 7.3.2.1, mandatory fees “shall be budgeted and administered by the President using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed of at least fifty percent (50%) students...” The Global Learning Fee Committee (GLFC) at Kennesaw State University serves as an advisory committee to the Vice President for Student Affairs. The Global Learning Fee Director administers the process under the executive leadership of the Vice President for Student Affairs.

- A. It is GLFC policy that students participating in an education abroad program must meet the defined eligibility criteria.

Eligibility Requirements:

1. Recipients must be a KSU degree-seeking undergraduate or graduate student participating in a KSU approved education abroad program. Programs must be for credit experiences and applicable to the student's degree. Non-KSU programs must be pre-approved by the EAO.
2. A student must pay the GLF during the term in which they travel Abroad.
3. Students who are exempt from paying the fee are eligible to benefit from the fee, but the scholarship amount is reduced by \$100 from the amount fee-paying students receive. The only exception are active duty military or military veterans who meet the waiver criteria as outlined in the University System of Georgia Policy, Section 7.3.4.3.
4. Study abroad students receiving Tuition Assistance Program funds may receive the Global Learning Scholarship if they pay the global Learning Fee during the term of the study abroad program. (University System of Georgia Policy 8.2.19)
5. A student may only receive one scholarship per academic year. When a student receives a scholarship, the student will not be eligible for a second scholarship until the next academic year. Once a student selects the scholarship term, it cannot be switched to another term within the same academic year.
6. A student must meet Satisfactory Academic Progress (SAP) requirements for the term in which they receive the scholarship or else the scholarship will not be disbursed. **ATTACHMENT D**
7. Community Service Requirement

All students who receive the scholarship must complete five hours of community service. There are two options that will satisfy the service requirement.

Option 1: A student completes a local service project. Student arranges a five-hour service project, completes the service, and then reports the service online using the Global Learning Scholarship Application in OwlLife Section C. After electronic verification has been received, the Global Engagement director will submit their name to the Office of Financial Aid for further eligibility

determination and the scholarship is applied to their account. The service must be completed **prior** to the trip, but no earlier than 60 days prior to the scholarship application start date. Service completed after the trip will not be recognized for a scholarship.

Option 2: For those faculty who build in an international community service project into their EA program and have received approval by the EA Program Review Committee for the community service project, students enrolled in these approved programs will *not* be required to do any additional service for the scholarship. They complete at least five hours of international service.

B. Exclusions

1. KSU students on education abroad programs that have not been approved by the Education Abroad Office are not eligible for the scholarship, including exchange students taking courses that KSU has not pre-approved.
- 2.. Active duty military or military veterans who meet the waiver criteria as outlined in the University System of Georgia, Section 7.3.4.3, are exempt from paying the Global Learning Fee; however, such students are eligible to receive the benefit of the Global Learning Scholarship. Military veterans who do not meet the University of Georgia exemption criteria must pay the Global Learning Fee in order to receive the scholarship.

C. Award Amounts and Conditions

1. The Global Learning Fee Committee recommends GLF scholarship award amounts and conditions. Scholarships will be awarded until the fund has been depleted within the set deadline of each term. There will be no deficit spending.
2. Scholarship amounts are based on the availability of funds and are approved annually after GLFC discussion. Current year scholarship ranges are found in **ATTACHMENT E**.
3. The Global Learning Scholarship is considered a **reimbursement**. However, as a service to students, KSU will deduct the approved amount of the scholarship from the education abroad program fees prior to the payment EAO deadline. **ATTACHMENT F**
4. For cancellations, withdrawals, Satisfactory Academic Progress (SAP) failure, and incompletes, the following actions are taken:

- a. **for cancellations** - the scholarship will not disburse into a student's account and the student must contact the Education Abroad Office to determine if any unrecoverable expenses are due back to EAO.
 - b. **for all withdrawals (W) and SAP failure**- the scholarship has usually been disbursed into the student's account. Therefore, the scholarship will be removed from the student's account and the student will be debited the scholarship amount in Owl Express. A hold will be placed on the student's account until the charges have been fully repaid.
 - c. **for faculty approved incompletes**, if for any reason the student travels abroad but is unable to complete the experience the student may retain the scholarship. If the student fails to satisfy the incomplete by the end of the term following the education abroad experience, the scholarship is revoked and a hold will be placed on the student's account until repaid.
5. To be considered for a Global Learning Scholarship, students must meet the established deadlines.

ATTACHMENTS

- Attachment A - Dr. Papp's Letter of Administration of the GLFC
- Attachment B - Global Learning Fee Organizational Chart
- Attachment C - Membership Chart
- Attachment D - SAP Policy
- Attachment E - Scholarship and Ranges of Awards Chart
- Attachment F - Scholarship Award Notice to Students

ATTACHMENT A

From: Daniel Papp <dpapp@kennesaw.edu>
Date: Thu, Apr 17, 2008 10:01 PM
Subject: Global Learning Student Fee

Hi Everyone-

For some reason, confusion seems to exist regarding the newly approved Global Learning Fee. This e-mail is to remove that confusion.

First, the fee was approved by the student fee committee last fall with the specific understanding that its use would be administered and directed by Student Success via a process somewhat similar to that used by SABAC. Thus, as has been the case ever since the fee request was approved on campus and sent to the Board last November, Student Success will administer and direct the use and disbursement of the fee.

Second, the fee was sent to the Board, per Board instructions, with very specific delineations regarding its uses. Approximately \$10 of the \$20 per student per semester was to be used for student study abroad Academic programs, \$4 for international internships and cooperatives, \$3 for on-campus international programs, and \$3 for administrative costs.

Third, only the student study abroad academic programs fees and the international internships and cooperatives fees were approved, for a total of \$14 per student per semester. The System Office has stated that the other unapproved parts of the request should be covered from tuition and other state funds.

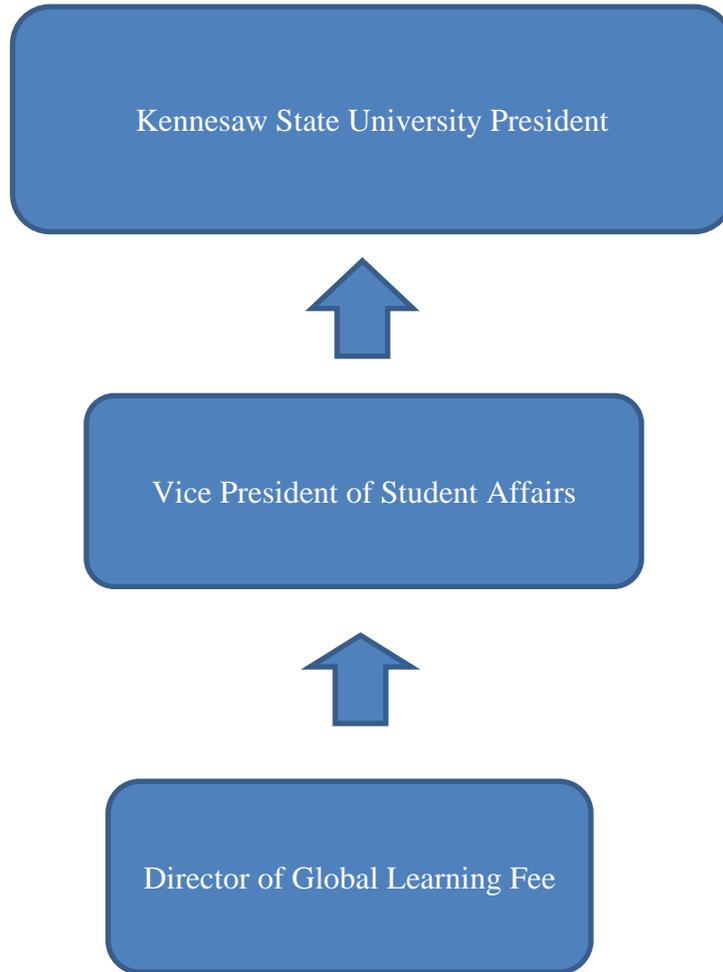
Fourth, obviously, this means that Student Success will administer and direct the Global Learning Fee. It also means that we must identify funds from other sources to cover the costs of running this process. Student Success must work closely with Academic Affairs via IGI to develop the decision-making process that will be used to publicize and market study abroad programs that will be funded by the fees, to disburse funds collected from the fees, and to make totally sure that the use of all funds is completely and clearly tracked and recorded.

By copy of this e-mail, to allay further confusion, I am asking Nancy King to work with Lynn Black, Teresa Joyce, and Akanmu Adebayo to develop the processes and procedures to use the Global Learning funds as intended, and to identify the minimum number of administrative personnel required to run the program. Randy's team will then develop the appropriate control processes to assure that the funds are appropriately disbursed, tracked, and accounted for.

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Last update: April 18, 2018

ATTACHMENT B
Organizational Chart



Collaborative and Advisory Groups



Last update: April 18, 2018

ATTACHMENT C

FY 2016 Global Learning Fee Committee

Student Representatives – all voting members

1. Education Abroad Student
2. Multicultural Association
3. Adult Learner Program
4. International Student Association
5. Student Government Association
6. Graduate Student
7. Center for Student Leadership

Ex-officio – voting members

1. Faculty Global Engagement Council member
2. Education Abroad faculty program director
3. Multi-cultural Student assistant director
4. Education Abroad program coordinator
5. Financial Aid Office representative

Ex-officio - non-voting members

1. Vice President or Senior Associate Vice President for Student Affairs
2. Academic Affairs administrator
3. Global Learning Fee director
4. Education Abroad administrator

ATTACHMENT D**Satisfactory Academic Progress (SAP) for Financial Aid Recipients****Policy**

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below. These requirements apply to all students as one determinant of eligibility for financial aid.

- Your SAP status is based on your entire academic record, at all schools attended (includes all transferrable hours), regardless of whether you received financial aid.
- SAP is calculated each semester after grades have been posted to academic history by the Registrar's Office.
- If after the first term of attendance you are not making SAP, you will be put on a Warning status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term checkpoint.
- If your SAP status is **Failure** after the check is performed, you will not qualify for financial aid for the following term.
- If your SAP status is **Failure** and you cannot mathematically attain SAP requirements following the next term, an appeal will not be permissible. Documented mitigating circumstances may allow continued eligibility on a case-by-case basis and will require an academic plan.
- A student may appeal their SAP Failure status only twice during their academic career at KSU. Documented mitigating circumstances may allow additional appeals on a case-by-case basis.

Documented mitigating circumstances may allow additional appeals on a case-by-case basis.

For more information, go to:

<http://financialaid.kennesaw.edu/policies/satisfactory-academic-policy.php>

ATTACHMENT E

**Scholarship Award Categories and Ranges for
FY 2019**

Length of Program	Award Amount
1-49 days	\$1,000
50 or more days	\$1,000

ATTACHMENT F

Student Award Notice

Congratulations! You are currently eligible to receive the Global Learning Scholarship, funded by the Global Learning Fee, to assist you with your education abroad experience. To view the amount of your scholarship, log into Owl Express account and check your aid. *Please note: credits taken during your trip **must** be applicable toward your degree.*

The Financial Aid Office will disburse your scholarship into your account with the Bursar's Office on the Financial Aid published disbursement date each term, but no earlier than ten days prior to your first day of class. The Global Learning Scholarship is considered a reimbursement. However, as a service to students, KSU will deduct the approved amount of the scholarship from the education abroad program fees prior to the payment EAO deadline.

For cancellations, withdrawals, Satisfactory Academic Progress (SAP) failure, and incompletes, the following actions are taken:

1. for cancellations - the scholarship will not disburse into a student's account and the student must contact the Education Abroad Office to determine if any unrecoverable expenses are due back to EAO.
2. for all withdrawals (W) and SAP failure- the scholarship has usually been disbursed into the student's account. Therefore, the scholarship will be removed from the student's account and the student will be debited the scholarship amount in Owl Express. A hold will be placed on the student's account until the charges have been fully repaid.
3. for faculty approved incompletes, if for any reason the student travels abroad but is unable to complete the experience the student may retain the scholarship. If the student fails to satisfy the incomplete by the end of the term following the education abroad experience, the scholarship is revoked and a hold will be placed on the student's account until repaid.
4. All students **MUST** complete the Financial Aid Acknowledgement Form before the Global Learning Scholarship can be released. It can be found at http://financialaid.kennesaw.edu/forms/education_abroad_acknowledgment.pdf

Please let me know if you have any questions. Have a wonderful trip!

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