

PARTIAL TUITION WAIVER POLICY

PTW STUDENT RESPONSIBILITIES

- As a PTW recipient you are responsible for participating in **40 hours (20 hours for graduate students)** of free/volunteer service for your Partial Tuition Waiver each semester. It is also your responsibility to submit proof of your volunteer hours to the OIE each semester.
- Opportunities and updates will be sent out via email. Email is an official method of communication. You are responsible for checking your email on a regular basis.
- Students **MUST** check-in with the Office of International Education at the beginning of each semester.
- Students must demonstrate financial need. If you currently receive any funding (example, graduate assistantship, full scholarship) you are not eligible for PTW. If you obtain an assistantship or full scholarship, you will lose your PTW eligibility.
- Students will be required to contribute a total of 40 hours (20 if grad) of service per semester to faculty or sponsored/endorsed programs, which are aimed at internationalizing the campus/community.
- Students must participate in the major international event during the fall & spring semesters (as announced). **Students receive 10 hours towards their service requirement by participating in the major international events.**
- Students must be in good academic standing, as determined by IUP.

If you complete your hours and submit them to the OIE each semester, your award will continue automatically. Please note that **PTW is not applied to your account until after drop/add each semester.**

The OIE hopes that each PTW recipient is able to receive their award until the end of their academic program; however, it is not in the position to assure it. Funding is not guaranteed. It is to be understood that in cases where an awardee fails to meet these criteria, the award will be rescinded.

FULL-TIME or PART-TIME STUDY & PTW

All international students are required to maintain full-time status to receive the maximum PTW award:

- **Undergraduates must maintain at least 12 credits**
- **Graduate students must maintain at least 9 credits**

PTW awards are not decreased if students add/drop or withdraw from courses (during the official periods) so long as they maintain full-time status/credits (**12 credits undergrad & 9 credits graduate**).

Students who have been approved by the OIE for part-time study are still eligible for PTW at a reduced rate (**\$150 per undergrad credit and \$100 per graduate credit**) and will complete less than 40 hours if an undergraduate and 20 if graduate.

- Graduate Students: under 9 credits = 10 hours
- Undergraduate students: under 12 credits = 20 hours

WHO IS NOT ELIGIBLE FOR PTW?

- Graduate students holding an assistantship (graduate assistantship or teaching assistantship) are **not** eligible to receive PTW
- Students with full sponsorship (e.g., government sponsorship)
- PTW is not applicable to dissertation/thesis credits or paid internships.
- PTW is not applicable to online courses
- PTW is not available for winter session or summer sessions

ON-CAMPUS EMPLOYMENT & PTW

On-campus university employment (e.g., work-study, cafeteria, or computer lab positions) will not affect the amount of a student's PTW award.

SUBMITTING VOLUNTEER HOURS TO OIE

Each PTW student is responsible for submitting their own hours. Hours must be submitted by the end of each semester. Three ways to submit PTW hours:

1. Fill-out an hour confirmation form and drop off at the OIE
2. Have your advisor or professor email: OIE-PTW@iup.edu
3. Mail a letter with an advisor's signature to suite B25 Delaney Hall, 920 Grant St., stating the number of hours you have completed.

FAILURE TO COMPLETE VOLUNTEER HOURS

Undergraduate students who do not complete the required 40 hours for a semester, and graduate students who do not complete 20 hours, will have their PTW award withdrawn and will not receive funding the following semester. It is the student's responsibility to ensure that they submit hours by the semester deadlines.

APPEAL PROCESS

If a student wants to appeal an OIE PTW decision, the student must enroll in classes and wait for two semesters. After two semesters, the student may appeal to receive PTW for the following semester (excluding summer and winter). Students who lose a graduate assistantship can appeal for another PTW decision based upon the loss of finances.

PLACES TO VOLUNTEER

(only a sample of the opportunities available)

Habitat for Humanity
724-349-1189

American Red Cross
724-465-5678

Indiana County Care Net (Carol)
724-465-2865

Big Hearts Little Hands
724-463-3377 (clearances required)

United Way (Carolyn)
724-463-0277

Four Footed Friends
724-349-1144

Volunteer Center
724-463-5678


Salvation Army (Denise Connor)
724-465-2530

- Check out www.humanservices-countyofindiana.org/library.php for a listing of local volunteer opportunities.
- Five hours will be given for accepted articles published in *Universitas*, a newsletter distributed by our office to the IUP community. Articles must be at least one typed page and must be accepted in order to receive hours. Please contact the editor of *Universitas* by emailing OIE-PTW@iup.edu.
- 20-40 hours are given for full participation in International Orientation or Global Ambassadors. However, being selected as an orientation assistant or global ambassador **does not** mean that you will receive PTW if you did not already do so.

CONTACT

Have questions, or need ideas for PTW hours? Contact the Office of International Education, 724-357-2295 or email: OIE-PTW@iup.edu.

ALL PTW policies contained within are subject to change, of which you will be notified through your IUP email. The decisions of the OIE are final.



PARTIAL TUITION WAIVER

The Partial Tuition Waiver (PTW) is a financial award for international students seeking a degree at IUP. Students who are awarded PTW will have the amount automatically applied to their tuition bill. PTW money is available every semester provided students fulfill the requirements listed in this guide.

Fall 2012 PTW HOURS are due Monday, December 10, 2012
Spring 2013 PTW HOURS are due Friday, May 10, 2013