

Tuition Exchange Student Eligibility Guidelines for \_\_\_\_\_

TUITION EXCHANGE Liaison Officer: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_.edu (TE Central suggests creating a generic email like TEOfficer@\_\_\_\_\_.edu)

Office phone number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Office Address \_\_\_\_\_

Office hours: \_\_\_\_\_

\_\_\_\_\_ retains the right to modify, change or revise these guidelines. Current TE receipts – imports and exports shall be notified of any changes.

Import application details:

1. Any TE import applicant wishing to be fully considered for a TE award must complete the admission process and be fully admitted before any official TE award is offered.
2. Only import applications from prospective, first time students are considered.
  - a. First time import transfer students to \_\_\_\_\_ are eligible (not eligible) to apply
  - b. Current \_\_\_\_\_ students are eligible (not eligible) to apply for import consideration.
3. TE Import awards are available to:
  - a. Students:
    - i. Any imported student – regardless of program, or study, or class standing
    - ii. Any imported degree seeking undergraduate
      1. Undergraduates who are enrolled less than full time.
      2. Full time is defined as:
      3. Degree seeking means:
    - iii. Undergraduates enrolled full time on the main campus only.
      1. Main campus is defined as:
    - iv. Any imported degree seeking graduate or professional student
      1. Graduate or professional students are defined as:
      2. Degree seeking means:
    - v. Graduate or professional students who are enrolled less than full time
      1. Full time is defined as:
    - vi. Graduates enrolled full time on the main campus only
      1. Main campus is defined as:
    - vii. Any imported student who is fully admissible to the university or colleges within the university

4. TE application process and timeline:
- a. Step 1: request the Export (Home) school TUITION EXCHANGE Liaison Officer (TELO) provide an electronic application to \_\_\_\_\_.
  - i. Our TE school code is: \_\_\_\_\_
  - b. \_\_\_\_\_ TUITION EXCHANGE priority date to receive import TE applications is \_\_\_\_\_.
  - i. Priority date means those import applications with completed Admissions applications AND completed TE applications are provided first consideration. Import TE applications received after this date will be considered on a first-come, first-serve basis providing TE spots remain available.
  - ii. \_\_\_\_\_ reserves the right to limit the number of TE import award offers in any given year.
  - iii. In the case of a GAP year, \_\_\_\_\_ is the last receipt date for any TE import application to be considered.
    1. \_\_\_\_\_ will (will not) hold a spot for a TE import awarded student. (If not, add process expectations here.)
  - iv. First time TE import recipients meeting the priority date are notified no later than March 15. The TE award will be a part of the students financial aid notification.
  - v. First time March 15 TE import recipients have until April 15 to accept or decline the TE award.
    1. If offered a TE award as a later time – there is a two week accept or decline date
  - vi. Continuing import students are responsible to confirm with the qualifying parent/employee TELO their continued Export eligibility.
    1. Once spring grades are released – confirm on the financial aid award notification a continued TE award.
    2. If no, confirm with your Exporting (Home) school that your application was re-certified. If yes, check with the TELO at your Importing (attending) school.
      - a. Common issues include – you have not registered for next semester classes; you did not maintain academic eligibility; you did not completed the required application process; or utilized the maximum number of TE import semesters.
  - vii. For undergraduates, the TE award is potentially available for a maximum of eight (8) semesters or graduation whichever is first. For graduate/professional students, the TE award is potentially available for four (4) semester or graduation whichever is first. Enrollment in dissertation, fellowship or internships hours are not available for TE funding.

1. In the case of a TE import student enrolling less than full time in any semester or term (this includes summer or interterm/term) counts as a semester. No term pro-ration is provided.
- viii. All undergraduate TE import awarded students in their initial year are required to complete the Free Application for Federal Student Aid. (FAFSA)
  1. For import students residing on campus, any qualifying federal Pell Grant dollars will be available to help pay for costs beyond tuition.
  2. For import students residing off campus, any qualifying federal Pell Grant dollars will be deducted from the TE award.
  3. \_\_\_\_\_ State statute requires state grant dollars be applied to tuition.
  4. In the case the family does not qualify for federal Pell or State grant dollars in the initial year, there is no requirement for the family to make subsequent FAFSA applications.
  5. Graduate students are not required to complete the FAFSA.
  6. In the case where the import student does qualify, it is the expectation that the student and family continue to apply.
    - a. Should the FAFSA application not be received at the time of awarding, the TE import award will be reduced by the Annual maximum federal Pell grant and maximum state grant allowable.
  7. Questions regarding the financial aid application process should be directed to the Financial Aid Office.
  8. Should the TE import student be notified of any institutional scholarships and grants, they are awarded in name only. All TE awards are funded 100% by the college.
  9. TE import awarded students are required to maintain Satisfactory Academic Progress as defined by the college. Refer to the college catalog for specific information regarding Satisfactory Academic Progress standards.
  10. TE import award recipients are encouraged to apply for outside scholarships. These dollars are available to help the student and family pay for college costs.  
\_\_\_\_\_ reserves the right to review this statement in the case of a student garnering funds in excess of the annual Cost of Attendance. For additional information, contact the Financial Aid Office.

11. A TE import award at \_\_\_\_\_ carries a value of full tuition or (TUITION EXCHANGE annually established Optional Set Rate) less any federal and/or state dollars (as noted in items 2 and 3 above).
  - a. The value of the annual imported TE award is adjusted annually. (Exception would be in the case where the university freezes tuition for students in previously identified situations.)
12. \_\_\_\_\_ provides TE import students with a free double room credit. This double room credit is available when the TE import resides in \_\_\_\_\_ residence hall. If the student prefers a single room, the room credit covers the cost of a double room. The student is responsible for any cost above \_\_\_\_\_ per semester/year, including the annual room deposit.
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