

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.

Please understand - Tuition Exchange is an exchange program that _____ belongs to and as such, is able to offer additional educational opportunities to our employees. There is no guarantee that your dependent will be able to utilize the program. This is a program that is available for you to consider - it is not an employee benefit.

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 _____.
 - b. Our TE school code is: _____
 - c. _____ 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 (clarify how long you will hold the spot (i.e. one academic year). (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 student's financial aid notification.
- v. First time SUGGESTED DATE March 15 TE import recipients have until MAY 1 to accept or decline the TE award.
 1. New students are expected to submit the Admissions Deposit. The Admissions Deposit must be received by May 1 in order for the TE award to be considered firm.
 2. If offered a TE award as a later time – there is a two week accept or decline date and the Admissions Deposit must be received with the acceptance notification.
- vi. Continuing TE SCHOLARS are responsible to confirm with the HOME INSTITUTION (EXPORT) TELO their continued Export eligibility.
 1. Once spring grades are released – confirmation will be on the financial aid award notification for continuing 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 complete the required application process; or you have 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/Jterm) counts as a semester. No term pro-ration is provided.
- viii. TE SUGGESTED CONSIDERATION 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. Any institutional funding awarded to the student will be included as part of the total Tuition Exchange award.
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 beyond the cost of tuition.
11. _____ 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.
12. 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.)
13. _____ 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 additional housing costs above _____ per semester/year, including the annual room deposit.
 - a. Students residing on campus must select an on-campus dining option. The room-credit covers only the cost of a double room.

Students wishing to attend a school other than _____, are encouraged to review the Tuition Exchange website. www.tuitionexchange.org. The family section provides you with the names of all TE member schools and general program information. It is your responsibility to be familiar with the Import school deadlines and any other TE specific requirements.

Export application details:

Any TE export applicant wishing to be considered for TE export consideration must complete the _____-TE Program Export Application.

The application is available on line at: _____ or by stopping-by the _____ Office, located _____

1. Export eligibility: the individual seeking to be exported must be a dependent of the _____ employee. The term legally dependent child shall be limited to children

- claimed on the employee's most recent federal income tax return or named to receive support for education in either a separation agreement or divorce decree issued by the court. A dependent may be the employee or employee's spouse/partner, as well as any eligible dependent children.
2. The employee must be fulltime and have completed ____ months/years of continuous service.
 - a. Part-time staff, temporary or on-call staff, and adjunct faculty members are not eligible for TE award consideration for dependents as defined in 1 above.
 3. In the case of retirement, reduction in force or other mitigating circumstances revolving around TE eligibility and employment, visit with your immediate supervisor regarding next steps.
 - a. In the case of the deceased employee visit directly with HR regarding tuition benefit options.
 4. _____ will export one dependent per family over the course of a four-year period. It is the responsibility of the family to determine which dependent will be selected as the Import. Do not ask the school to submit multiple family applications to see which one is selected.
 5. In the case of both parents' employed by _____. It is still one export per family.
 - a. Or will allow multiple eligible children to be considered.
 6. _____ has an official TE award application. It is available online at _____. This is the application required for TE applicants to be considered.
 7. First year, first time students will be given first consideration.
 8. In the case of a continuing student wishing to be exported, please be sure to check with your attending (importing) school to confirm they will consider a continuing student as eligible for TE.
 9. Transfer students will be considered only in the case of remaining unfilled spots. Again, it is important to check with the attending (importing) school to confirm they will consider a transfer student as eligible for TE.

Export Eligibility details:

Tuition Exchange, Inc. requires all members to maintain a five-year average balance of Exports and Imports.

To insure _____ is keeping our eligibility in check, _____ reviews annually the number of Exports and Imports currently in the system to determine the number of eligible exports that can be offered for the following academic year. All employees will be notified no later than _____ of the actual number of available student exports for the following academic year.

1. The deadline to apply for Tuition Exchange consideration is _____.
 - a. If you miss this deadline - applications will be accepted on a first-come; first-serve basis. Please be aware that those not received in advance of the deadline above may not be considered at all or may be considered well after May 1.
2. The actual Export selection process is based on employee seniority or a weighted lottery based on the employee's length of service.
 - a. In the case of both parents' employed by _____; the parent with the longer employment history will be parent of record for purposes of the lottery.
 - b. The lottery will be conducted on _____. All employees will be notified of their lottery position.
3. In order for a TE scholar to be renewed for subsequent years (up to a maximum of 8 semesters or graduation, whichever is first) _____ will confirm the employed parent has maintained employment eligibility at the conclusion of each grading period.
 - a. Should the parent leave _____ employment, the Import school will be notified that the student is no longer eligible at the conclusion of the term in which the employee separates.

- b. In the case of both parent's working for _____, provided the other parent is eligible (see item 2 in the Export application details section) the TE awarded student will retain their eligibility.
 - c. In mitigating circumstances of employment, it is important for the employee to visit directly with their supervisor for next steps.
4. In addition to maintaining eligibility for Export, the student is responsible for maintaining academic progress and positive social deportment at the Importing school. TE Award eligibility is a two-way street. Generally, this information is available in the college catalog or student handbook of the Importing school.
 - a. Students who lose TE eligibility due to failure to maintain as stated above, may not be considered for future export consideration to either the same school and/or a new school.
 5. In the case of a student transferring schools, _____ will continue to support the TE awarded student for a maximum of 8 semester or graduation, whichever is first; however, the TE school where the student is transferring has the right to refuse the Import request.
 6. In the case of a student withdrawing from the educational program - _____ will consider continued Export support on a case-by-case review. Please visit with _____ (TELO) for specific requirements in this situation.
 7. _____ will follow-up with each employee mid-October and again mid-February to confirm the Exported student is still enrolled at the school of Import record. It is vital that the parent respond timely to this request.
 8. Each successful Export is charged a fee of _____ annually. This fee helps to cover the program administration fees. The employee will be notified in advance of the of a one-time annual payroll deduction in October.
 9. _____ will make available to all employees an annual report regarding TE award utilization for the most recent five-year period. This report is kept on file in the _____ office and is available for your review upon request. The information does not reflect names and/or schools - it is generic in nature.
 10. Mitigating circumstances are reviewed on a case-by-case basis and any decision made is considered final.