



Membership Agreement

For the institution

On behalf of _____ this the ___ day of _____ 20____,

Institution Federal Student Aid Code is: _____

_____ accepts membership in The Tuition Exchange, Inc. and agrees:

1. to honor all continuing scholarship commitments made by this institution to students participating in the tuition exchange program;
2. to appoint a Liaison Officer, to establish eligibility criteria for tuition exchange scholars sponsored by this institution, to set guidelines for selection of scholars among qualified candidates nominated by member institutions; and to maintain a balance between students sent (exports) and students received (imports);
3. to adhere to such policies and procedures as may be established and legally amended by the Board of Directors of The Tuition Exchange, Inc., and to pay membership and participation fees established by the Board, and;
4. to file enrollment reports in a timely manner listing enrolled scholars "imported" from other member institutions and certified scholars "exported" to member institutions.

Provided that this institution may withdraw from The Tuition Exchange, Inc. upon written notification at any time that (1) the institution's exchange record is in balance or shows a surplus and (2) this institution has honored all the scholarships awarded under this agreement prior to the withdrawal notice. If the institution's cumulative record shows a deficit at the time of its written notice of intent to withdraw, the institution must continue to pay annual dues, will continue to receive Tuition Exchange services, and accept for study qualified import students until its exchange record is in balance, or a five-year period has elapsed, whichever circumstances occurs first.

For the Tuition Exchange, Inc.

The Tuition Exchange, Inc., Board of Directors agree:

1. to develop and implement policies and procedures that promote exchange among members and assist them to maintain a balance between imports and exports;
2. to recruit new member institutions and to electronically maintain updated lists of participating institutions;
3. to help train Liaison Officers and provide general information to member institutions and employee families, and;
4. to maintain a database to record and report Tuition Exchange scholarships to the sponsoring and host institutions.

The Tuition Exchange, Inc., indemnification for liability and related expenses shall be limited to directors, officers or employees of The Tuition Exchange, Inc., and shall not include employees of members.

The Tuition Exchange Scholarship Award is for full tuition or the optional set rate. They are granted by member institutions and not by The Tuition Exchange, Inc., which accepts no responsibility for any misunderstanding between applicants and institutions concerning the selection and award process, amount and/or duration of scholarships, or special circumstances which might lead to early termination of a scholarship award.

For academic year ____- ____ certified candidates from other participating colleges and universities, if admitted and offered a TE scholarship at this institution, will receive:

Basic full tuition of \$_____, or the optional rate of \$_____ an option for schools with tuition fees that are higher than this amount (2020-21 \$38,000; 2021-22 \$39,000; 2022-23 \$40,000), and/or the third option one-half of full tuition \$_____ an option for non-state resident paying out-of-state tuition rate.

Optional Items

Schools with lower tuition rates are encouraged, but not required, to add other items. Schools offering full housing as part of their award receive an additional semester unit of import credit for each student each semester. Smaller institutions are strongly encouraged to include housing.

Academic year housing ____ will ____ will not be included as part of the TE award.

Provided that this Tuition Exchange scholarship value may be amended by this institution before it is awarded and after The Tuition Exchange, Inc. is notified of any amendments. This institution's **Tuition Exchange Liaison Officer** will be (provide below or in an attachment):

Name: _____ Title: _____,

Address: _____

Phone: _____ Email: _____,

Fax: _____ Website: _____,

Conditions

The institution can certify unlimited eligible export applicants annually. The institution is expected to offer no less than three import awards (3 x 8 semesters or 24 semesters or its equivalent; semester unit is one full scholarship for one semester) annually to eligible student applicants, if any, and encouraged to offer more import awards when certifying unlimited export applicants. For larger exchange activity, the institution shall maintain an appropriate balance as established by general guidelines. Exchange records are reviewed on an annual basis. Copies of the institution's guidelines will be sent to The Tuition Exchange at the time they are formally adopted by the institution.

For the Institution:

For The Tuition Exchange, Inc.:

Robert D. Shorb/ electronically

Name: _____

Robert D. Shorb
Executive Director/CEO

Title: _____

Mail your \$350 Initiation fee payment to:

The Tuition Exchange, Inc.

3 Bethesda Metro Center, Suite 700
Bethesda, MD 20814
Federal Tax ID: 04-2227075

The following information is required. Please be sure to keep this information up-to-date on your TE profile. Thank you!

School President

Name: _____ Title: President

Phone: _____ Email: _____

Human Resource Director

Name: _____ Title: Human Resource Director

Phone: _____ Email: _____

Director of Admission

Name: _____ Title: Director of Admission

Phone: _____ Email: _____

Financial Aid Director

Name: _____ Title: Financial Aid Director

Phone: _____ Email: _____

Back-Up Tuition Exchange Officer

Name: _____ Title: _____

Phone: _____ Email: _____

Office Use only: TE Code: _____ Date added: _____

Added users: TELO ____ Back-up TELO: _____

Added listerv: TELO ____ Back-up TELO _____

Front Page: ____

Welcome letters: ____ TELO email ____ Back-up TELO email ____

Save contract to Dropbox: ____ Mail original contract to TE Central: ____