

## **Tuition Exchange Program Suffolk University Export Policy**

**Effective Date**           September 1, 1999

**Revised Date**           September 1, 2011

### **Purpose**

Tuition Exchange, Inc. (TE) is a national scholarship exchange program for institutions of higher education. TE is a growing network of over 580 colleges and universities in the United States that have joined together to provide scholarship exchange opportunities for the dependent children of University employees. The essence of the TE program is an even exchange over time of tuition among member institutions. TE members are expected to maintain a balance of the students they export with the students they import.

No Suffolk employee can be guaranteed a scholarship for his or her dependent child under this program. This program does provide, however, an additional opportunity to apply for a scholarship (potentially renewable, based on availability)

### **Definitions**

1. Exports – The students (i.e. dependent children of Suffolk employees) who receive TE scholarships from TE institutions other than Suffolk.
2. Imports – Dependent children of employees of other TE institutions who receive TE scholarships from Suffolk.
3. Dependent Child – The child must be considered dependent for financial aid purposes. The child must be: the natural or legally adopted child of the employee; under 24 years old through December 31 of the academic year; unmarried. The child must not be a ward of the court or a veteran of US Armed Forces.
4. Sponsoring Institution – The institution that certifies a dependent child for a scholarship; also known as the exporting institution, (i.e. Suffolk is the sponsoring institution for the dependent children of its employees attending other institutions).
5. Host Institution – The institution which receives incoming students, (i.e. Suffolk is the host institution for TE scholarship recipients from other institutions).
6. Titled Faculty – Includes faculty with the rank of instructor, assistant professor, associate professor and professor.
7. Tuition Exchange Liaison Officer (TELO) – The person(s) responsible for certifying eligibility for export scholarships and for maintaining records on import scholarships. At Suffolk this person is Judy Minardi.

## **Eligibility**

The TE program is offered to:

1. the dependent children of all titled faculty who have been employed by the University for five consecutive years by the application deadline of December 1, and
2. the dependent children of all full-time employees who have been employed by the University in a full-time capacity for five consecutive years by the application deadline of December 1
3. the maximum allowable scholarship per family is four years

The titled faculty member or employee must remain employed by the university on an uninterrupted basis for the full duration of the TE scholarship period.

If the faculty member or employee terminates prior to the beginning of the academic year, the scholarship is withdrawn. If the faculty member or the employee terminates mid-semester the scholarship will continue to the end of the semester. If the faculty member or the employee retires or becomes disabled, the scholarship will continue to the end of the academic year. The dependent child of the retired or disabled faculty member or employee may apply for subsequent TE scholarship provided that the retired or disabled parent qualifies for continuation under the University policy on continuation of tuition free course benefits.

## **Duration and Coverage**

Because the University must balance the number of TE students it exports to other member institutions with those it imports to the University, there may be a limited number of export scholarships available. Eligible students are awarded scholarships to cover full-time study for the first associate or baccalaureate degree. Students must reapply to Suffolk for export scholarship re-certification each year.

In the event that export scholarships must be limited for balancing reasons, scholarship preference will be awarded based on the following criteria:

1. Students who are closest to graduation will be considered first provided that they or their family members have received no other TE scholarship. Thus, awards will be made first to those entering the senior year (or the second year of a two-year program), second to those entering the junior year, third to those entering the sophomore year and fourth to those entering the first year.
2. Second, preference will be given to applicants whose families have not previously received a TE scholarship.
3. Lastly, scholarship awards will be made based on the seniority of the employee.

Graduate study, intersession courses, overload courses and summer school are not covered as export scholarship by the University.

## **College Admission**

The TE scholarship candidate must be admitted to the college s/he wishes to attend. The candidate must also complete the Financial Aid Form if required by that college or desired by the student.

Students who are re-certifying for a TE scholarship must maintain required academic and behavioral standards of the host college.

## **TE Scholarship Application Process**

There are essentially two levels of application for a TE scholarship:

1. Export Approval – The applicant must be certified by the University as being eligible for the University's TE Export Scholarship. Application must be made on the "Preliminary Application Form for A Tuition Exchange (TE) Scholarship" by December 1. The application must be filed with the University's TELO. The University will notify the applicant of the approval decision by December 20. As stated previously because of balance requirements, all applicants may not be approved.
2. Import Approval – The applicant must also be approved for a scholarship by the importing or host institution. Again, because of balance requirements, not all colleges are able to offer TE scholarships to all applicants. The University will file a "Tuition Exchange Scholarship Application" for the approved applicants with the host institution by January 15. Some host institutions may also require that the applicant apply for financial aid at the host institution. The host institution should notify the applicant of the TE award by March 15.
3. Selected applicants must notify the University's TELO of acceptance of the award by May 1. The acceptance must be in writing and must be accompanied by a copy of the student's acceptance letter to the college or university.

## **Scholarship Value**

The host college determines the value of the TE scholarship it awards and notifies both the sponsoring college's TELO and student. It usually covers tuition charges only – and does not include room, board, course overloads and other fees. Higher tuition colleges may elect to reduce the award to the "Minimum Value Scholarship" established each year by the TE Board of Directors. Before accepting a TE scholarship, the student should understand clearly the costs for which s/he will be responsible.