

Tuition Exchange Program

About Tuition Exchange

Suffolk University awards approximately 14 Tuition Exchange scholarships each year.

A Tuition Exchange scholarship covers tuition costs only for full-time study for a baccalaureate degree. The Scholarship does not cover graduate study, intersession courses, overload courses or summer school.

The scholarships are administered through Tuition Exchange (TE), a national reciprocal scholarship exchange program of which Suffolk University and approximately 60 other colleges and universities are members. Those participating in this program have agreed to waive some or all tuition for participants from other member institutions. For a list of participating member institutions, please go to:

www.tuitionexchange.org

A Tuition Exchange scholarship has two components, an *Export* scholarship and an *Import* scholarship. An *Export* scholarship is awarded by Suffolk University to dependent children of its employees. An *Import* scholarship is awarded by the college or university the child/student wishes to attend. An applicant must receive both an *Export* scholarship and an *Import* scholarship in order to receive the Tuition Exchange benefit.

Eligibility:

Your dependent child is eligible for a TE export scholarship if you are a full time staff member (30 hours or more per week) or faculty member (as defined by the Faculty Handbook), hereafter “employee.” You also must be continuously employed at the University for at least two years prior to the start of the academic year for which you are applying for a TE scholarship.

Your dependent child is eligible if s/he is:

- your or your spouse’s/domestic partner’s biological, adopted, foster child, stepchild, legal ward, or a child for whom you serve as in loco parentis.
- a declared dependent on your federal tax return.
- 24 years of age or younger on the first day of the academic semester for which you are seeking a TE export scholarship.

If you terminate your employment prior to the beginning of the academic year for which an export scholarship is awarded, the scholarship is withdrawn. If you terminate your employment mid-semester the scholarship will continue to the end of the semester but will not be renewed for subsequent semesters. If you retire or become disabled the scholarship will continue until the end of the academic year.

TE Scholarship Application Process

You must complete an application and submit it to the TELO by **October 15th for the following academic year (next September).**

Scholarship Selection Criteria:

Based on the resources of the University and the balancing of exports and imports, export scholarships will be awarded each year based on the following priorities:

1. Recertification of current export scholarship recipients through the completion of 8 semesters
2. Awards to new applicants based on the employees' seniority, provided no other dependent in the family has received benefit.
3. Awards to applicants from families that have previously received a TE scholarship. *Note: applications for export scholarships typically exceed availability. Therefore it is highly unlikely a second dependent from the same family will receive an export scholarship.*

Scholarship Awards:

The University will notify you if your child is awarded an export scholarship for the following academic year by November 1st.

The TELO will enter data on each scholarship recipient into the Tuition Exchange website to establish a record for those awarded an export scholarship. The student can then complete the record by providing his/her e-mail address and listing all the TE colleges/universities to which s/he is applying. This informs the TELO at potential "import" colleges/universities that the dependent child has been awarded an export scholarship and seeks an import scholarship.

Separately, your dependent child should indicate in her/his application materials to each college/university that s/he is a candidate for a TE export scholarship. Each import college/university has its own policies and may require that the applicant apply for financial aid as part of the TE scholarship process.

Your dependent child must also be granted admission to and approved for an import scholarship by the host institution. The host institution should notify your child if s/he is awarded a TE export scholarship by March 15th prior to the academic year for which TE is requested.

If your dependent child is awarded an export scholarship, you must notify Suffolk University's TELO of acceptance of the award by May 1st prior to the academic year for which TE is requested, listing the college/university s/he will attend. If you do not do so, the scholarship will be revoked and awarded to an applicant on the waiting list.

Scholarship Value

The host college determines the value of the TE scholarship it awards and notifies both the export college's TELO and student. It usually covers tuition charges only – not room, board, course overloads and other fees. Before accepting a TE scholarship, the student should understand clearly the costs for which s/he will be responsible. **Additional Information:**

Not all college/universities are able to offer TE import scholarships to all those to whom it grants admission.

Each college/university affiliated with Tuition Exchange sets its own standards for eligibility, determines the number of TE scholarships it offers, and manages the process by which eligible dependents are selected for participation. Suffolk is not able to influence other schools.

Each individual institution has a Tuition Exchange Liaison Officer (TELO) responsible for certifying eligibility for export scholarships and for maintaining records on import scholarships. The names and contact information for TELOs are listed on the Tuition Exchange website.

Each institution must maintain a reasonable balance between “imports” (students attending on behalf of another institution) and “exports” (those eligible dependents from Suffolk University enrolled at other institutions).

Although Tuition Exchange scholarships present a tremendous opportunity for you and your dependent children, it is not a guaranteed benefit.