



Policy Name:	Tuition Exchange Policy and Procedures		
Associated Forms:	Tuition Exchange Application Form	Policy Number:	2017-3
Reviewed:	Non-Academic Policy Review Advisory Council	Approved:	November 16, 2017
Approval Authority:	President <i>Tim Hall</i>	Adopted:	<i>11/22/17</i>
Responsible Executive:	Chief of Staff	Revised:	N/A
Responsible Office:	Human Resources	Contact:	Tuition Exchange Liaison Officer

I. Policy Statement

Tuition Exchange (TE) is a reciprocal scholarship program involving a consortium of more than 590 colleges and universities which agree to sponsor an established number of employee children as prospective candidates for TE scholarships at other participating institutions, while also agreeing to host an equal number of students on their campuses. The receiving school determines the amount of the scholarship award,¹ not Mercy College or Tuition Exchange. Because Mercy must balance the number of TE students it "exports" to other member institution with those it "imports" for enrollment at Mercy College, there are a limited number of eligible slots available each year for Tuition Exchange. Information about the Tuition Exchange Program can be found online at: www.tuitionexchange.org.

II. Eligibility Guidelines

The following guidelines are applicable to Mercy College employees who would like to participate in the Tuition Exchange program:

- A. Eligible Employee: Employees are considered eligible to apply for this benefit upon completion of two (2) years of continuous full-time, benefit status employment.
- B. Eligible Dependent: A dependent child of a full-time benefit eligible employee who has met the two-year continuous employment requirement is considered eligible for the TE program. Eligibility is meant to extend to natural children, legally adopted children and step-children (married or unmarried). Dependent children shall be those defined by the dependent support test rules of the U.S. Internal Revenue Code.
 - Only one dependent per family is eligible to participate in the program.
 - Eligibility does not extend to foreign exchange students, foster children or married children's spouses or children.
 - Scholarships will not be provided to dependent children beyond the age of twenty-five (25).

C. Additional Guidelines

- The student applicant must apply for all state and/or federal aid for which he/she may be eligible.

¹ Each Tuition Exchange member institution determines the value of the scholarship it awards to each incoming student, and records this on the Tuition Exchange Scholarship Certification Form. Benefits vary by member institution, but The Tuition Exchange, Inc., establishes a minimum amount (\$35,000 for the 2017/2018 academic year). Schools with tuition rates higher than this amount may opt to award only the minimum. Students are responsible for any costs that exceed the awarded benefit level.

- To be eligible, students must be admitted as full-time undergraduate degree candidates at a Tuition Exchange member institution.
- Scholarships are not granted for graduate study, non-degree study, part-time study, second undergraduate degrees, or for summer courses.
- The TE scholarship will be awarded for one academic year at a time.
- Students must apply to the TE participating institution and meet all admissions and academic criteria of that institution.
- If the student leaves the TE institution at any point during the academic year, the employee must inform the Office of Human Resources immediately. In such cases, the student will no longer be eligible to received the TE scholarship for the remainder of the academic year.
- Eligible employees are entitled to a maximum scholarship of two (2) academic years, except in circumstances where there are no other eligible applications submitted.

II. Application and Acceptance Process

- Eligible employees must complete and submit the Mercy College Tuition Exchange Application Form to the Office of Human Resources. Applications for fall enrollment must be received by October 1st (close of business) of the prior year.
- If the number of applications received exceeds the number of slots, prospective candidates will be selected by a random lottery conducted by the Office of Human Resources on or before October 31st.²
- In the event that a TE recipient chooses to attend a non-TE institution, or otherwise forfeits the right to receive a TE scholarship, another recipient will be selected from the same application pool as the original lottery. Note that notice of forfeiture by the TE recipient need only be provided upon final determination that the dependent will be attending a non-TE school or otherwise will not need the TE, however late in the year that may be.
- If an eligible employee terminates employment with the College for any reason, a dependent child who has begun the semester receiving this benefit may continue through the academic unit (semester, quarter, etc.) in which the employee left. If the employment ends before the first day of classes, and your dependent elects to enroll or continue enrollment at a participating institution, your dependent will be responsible for the full tuition for the courses taken that semester, as determined by the admitting institution. If your employment ends before the last day of classes during a given semester, your dependent's benefits will continue until the end of that semester.

² Applications for the 2018-2019 academic year must be submitted by December 15, 2017 (by close of business). The lottery drawing will be conducted on December 22, 2017.

TUITION EXCHANGE APPLICATION FORM

Eligible employees in good standing with a child planning to attend another college or university and who seek to do so under the Tuition Exchange (TE) program should complete this form and return it to the Tuition Exchange Liaison Officer in the Office of Human Resources (currently Associate Director of Human Resources Jennifer Busch) on or before October 1st of the Academic Year prior to which you are seeking the scholarship. The scholarship is granted on an annual basis.

This application is needed to trigger the more complex inter-institutional application process. Eligibility to apply for a TE scholarship is determined by Mercy College policy which provides for a lottery system that selects participants at random from all current applicants. Certification of eligibility does not guarantee acceptance at another institution. Member institutions generally are able to offer only a limited number of TE scholarships. Accordingly, the application process should be initiated in a timely manner.

See *Mercy's Tuition Exchange Policy*, as well as www.tuitionexchange.org for more information about participating schools and other eligibility requirements.

***TO BE COMPLETED BY PARENT/EMPLOYEE:**

Name: _____ Phone Number: _____

Address: _____

Faculty () Staff() Title: _____ Department: _____

Name of Child : _____

Address: _____

Name(s) of colleges/universities to which your child plans to apply:

At the beginning of next academic year your child will be which year as an undergraduate in College: Freshman (), Sophomore (), Junior (), Senior ()

Did you hold a TE scholarship last year or in any other prior year? Yes () No ()

If "Yes," which year(s) _____

If "Yes", at which institution was the scholarship held: _____

Signature: _____ Date: _____

NOTE: Participation will be determined by an annual randomized lottery to take place as needed to fill all remaining slots. Participation in the Mercy College TE program cannot exceed two academic years in total except in cases where there are unused slots.

Students must notify the Tuition Exchange Liaison Officer of acceptance by the target/host institution of enrollment at that institution, or of withdrawal or suspension. FAILURE TO PROVIDE SUCH INFORMATION MAY RESULT IN LOSS OF TE SCHOLARSHIP ELIGIBILITY.

*PLEASE NOTE THAT ADDITIONAL INFORMATION REGARDING YOU OR YOUR CHILD MAY BE NEEDED TO PROCESS THE APPLICATION THROUGH THE INTER-INSTITUTIONAL APPLICATION PROCESS.