



<b>Policy Name:</b>	Tuition Exchange Policy and Procedures		
<b>Associated Forms:</b>	Tuition Exchange Application Form	<b>Policy Number:</b>	2022-8
<b>Reviewed:</b>	Non-Academic Policy Committee	<b>Approved:</b>	May 13, 2022
<b>Approval Authority:</b>	President <i>Timothy L. Hall</i>	<b>Adopted:</b>	June 10, 2022
<b>Responsible Executive:</b>	Vice President for Finance	<b>Revised:</b>	November 22, 2017
<b>Responsible Office:</b>	Human Resources	<b>Contact:</b>	Tuition Exchange Liaison Officer

## **I. Policy Statement**

Tuition Exchange (TE) is a reciprocal scholarship program involving a consortium of more than 600 University's 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, not Mercy University or Tuition Exchange. Because Mercy must balance the number of TE students its "exports" to other member institution with those it "imports" for enrollment at Mercy University, 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](http://www.tuitionexchange.org).

## **II. Eligibility Guidelines for Mercy University Employees**

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

- A. Eligible Employee: Employees are eligible 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 eligible for the TE program. Eligibility is meant to extend to natural children, legally adopted children, and stepchildren. 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 at a time.
  - 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.
  
- To be eligible, students must be admitted as a full-time undergraduate degree candidates at Tuition Exchange member institutions and meet academic criteria of that 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.
- 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 receive the TE scholarship for the remainder of the academic year.

D. Application and Acceptance Process

- Eligible employees must complete and submit the Mercy University Tuition Exchange Application Form to the Office of Human Resources. **Applications for fall enrollment must be received by January 15<sup>th</sup> of that year.**
- If an eligible employee terminates employment with the University 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.

**\*PLEASE NOTE THAT ADDITIONAL INFORMATION REGARDING YOU OR YOUR DEPENDENT MAY BE REQUESTED TO PROCESS THE APPLICATION THROUGH THE INTER-INSTITUTIONAL APPLICATION PROCESS**

## **GUIDELINES FOR APPLICANTS FROM MEMBER SCHOOL**

### **I. How does the Tuition Exchange (TE) Program work?**

The TE program is a scholarship program, not a fringe benefit for employees. Each member institution develops its own guidelines and policies. Member institutions are required to select at least one (1) new applicant as Tuition Exchange recipients annually (imports). The receiving institution grants the scholarship, and some are very competitive. A TE liaison officer is appointed by each member institution to coordinate and implement the program.

### **II. Eligibility Guidelines**

#### **A. Who may apply for a Mercy University Tuition Exchange scholarship?**

Dependent Children of parents who are employed at a Tuition Exchange Institution, with that institution certifying eligibility for Tuition Exchange consideration, may apply for a Tuition Exchange scholarship at Mercy University.

Applicant must contact the TE liaison officer at the member institution where their parent is an eligible employee. If the applicant is accepted by the institution to be sponsored for TE Scholarship, the liaison officer will prepare and submit the application/certification form to Mercy University's TE liaison officer.

#### **B. What are the guidelines for admission to Mercy University as a TE scholar?**

The selection of applicants from member institutions to attend Mercy University will be based on the same criteria and academic requirements in place for all other applicants to Undergraduate day programs at the University. If there are more accepted applicants than can be accommodated in the TE scholarship program, priority for accepted applicants will be based on Mercy 's academic index for admission.

- All applicants will be required to file for federal and state financial aid and reside in campus housing for the duration of the scholarship

#### **C. Additional Guidelines**

##### **What Mercy University programs will be available to TE scholars?**

At Mercy University, TE scholarships will be limited to full-time undergraduate study only. A full-time semester load will normally be 12-18 credits each semester. The following sessions and programs are excluded from this scholarship: study abroad, second undergraduate degree, graduate studies, part-time studies, non-degree studies, winter

session, summer session.

- **What is the amount and length of the scholarship award at member institution?**

On a yearly basis, the maximum amount of scholarship funds awarded to eligible applicants from member University and universities will be equal to annual tuition charges, currently \$21,358 for 2022-2023 less federal and state aid. Students receiving Tuition Exchange awards at Mercy University are ineligible for other types of Mercy aid such as merit scholarships, need-based scholarships, or athletic awards.

The TE scholarship award will be made for one (1) year (two semesters) of full-time study, renewable each year for a maximum of four (4) years (eight semesters) of full-time, continuous study.

- **Renewal Process**

Each year, the student must meet the standards of academic performance (as described in Mercy University's undergraduate catalog), including a required minimum cumulative GPA of 2.0, and the standards of personal conduct (as described in Mercy University's Student Handbook).

- **What is the application deadline?**

The TE application deadline is January 15 of the year prior to which the student will be attending. Applicants will usually receive notification by April 1 and should respond by May 1.

*Mercy University reserves the right to modify and amend these guidelines at any time. Mercy University also reserves the right to terminate its participation in the Tuition Exchange Inc. program as well as the number of awards provided each year.*