



<b>Policy Name:</b>	Tuition Exchange Policy and Procedures		
<b>Associated Forms:</b>	Tuition Exchange Application Form	<b>Policy Number:</b>	2026-6
<b>Reviewed:</b>	Non-Academic Policy Committee	<b>Approved:</b>	January 9, 2026
<b>Approval Authority:</b>	President <i>Susan Parish</i>	<b>Adopted:</b>	January 22, 2026
<b>Responsible Executive:</b>	Vice President for Human Resources	<b>Revised:</b>	November 22, 2017; June 10, 2022
<b>Responsible Office:</b>	Human Resources	<b>Contact:</b>	Tuition Exchange Liaison Officer (TELO)

## **I. Background**

Tuition Exchange (TE) is a reciprocal scholarship opportunity for dependents of eligible faculty and staff. This program involves a consortium of over 700 colleges and universities across the United States and globally. The receiving (import) school selects applicants and determines the amount of scholarship awards, not Mercy University or Tuition Exchange. More information about the Tuition Exchange Program can be found online at [www.tuitionexchange.org](http://www.tuitionexchange.org) or by contacting Mercy's Tuition Exchange Officer (TELO) at [jtrentacoste@mercy.edu](mailto:jtrentacoste@mercy.edu) or [jstreker@mercy.edu](mailto:jstreker@mercy.edu). Tuition Exchange member schools have the option to offer either a full tuition scholarship or a scholarship at the established Tuition Exchange amount, which is determined annually by the Tuition Exchange Board of Directors. Mercy University does not control how the Tuition Exchange rates are set. The benefit amount is published each year on the Tuition Exchange website.

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

Employees who meet the following guidelines are eligible to participate in the Tuition Exchange program:

- A. Eligible Employee: All active full-time employees are eligible.
- B. Eligible Dependent: A dependent child of a full-time active employee is eligible for the Tuition Exchange program. Eligibility extends to biological, adopted, and stepchildren. Dependent children shall be those defined by the dependent support test rules of the U.S. Internal Revenue Code.
  - Eligibility does not extend to foreign exchange students, foster children, children's spouses or children's children (i.e. grandchildren of the employee).
- C. Additional Guidelines
  - The student applicant must apply for all state and/or federal aid for which they may be eligible.
  - To be eligible, students must be admitted as a full-time undergraduate degree candidate at a Tuition Exchange member institution and meet the admissions criteria of that institution.
  - Scholarships are not granted for graduate study, non-degree study, part-time study, second undergraduate degrees, or for summer courses.

- Once a Tuition Exchange Scholarship has been awarded, no annual renewal or reapplication is required by the employee or their eligible dependent. Continued eligibility is maintained automatically provided the employee remains actively employed and in an eligible status with the University, and the dependent student continues to meet the host institution's academic, enrollment, and conduct requirements.
- If a Tuition Exchange scholarship recipient withdraws or takes a leave of absence from their host institution, the student must notify the Import School's TELO to update their status in the TELO system to "Leave of Absence." The student will be required to enter the start and end dates for the leave of absence. This ensures that the "Eligibility Remaining" field is not reduced for the leave of absence term when the eligibility increment process runs (December 31 for the fall term and May 31 for the spring term).
- If an employee's employment with the University ends for any reason, the dependent child who has begun the academic year receiving this benefit may continue through the academic year in which the employee left. If employment ends before the first day of classes for the year, and the dependent elects to enroll or continue enrollment at a participating institution, the employee will be responsible for the full tuition for the courses taken thereafter, as determined by the admitting institution.

#### D. Application and Acceptance Process

- Eligible employees must complete and submit the Mercy University Tuition Exchange Application Form on the Tuition Exchange website (visit [www.tuitionexchange.org](http://www.tuitionexchange.org) for instructions). **Applications for fall enrollment must be received by January 15<sup>th</sup> prior to the following academic year.**

Please note that additional information may be requested to process the application through the inter-institutional application process.

### **III. Guidelines for Applicants from Member Schools**

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

The TE program is a scholarship opportunity and is not considered a fringe benefit for employees. Each member institution develops its own guidelines and policies. Member institutions are required to offer scholarships to at least three (3) new applicants 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.

#### **B. 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.

Applicants should submit their application through the Tuition Exchange website 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 approve the application/certification form on the website.

#### **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 is minimally 12 credits each semester, though students may take up to 18 credits. 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, 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 four (4) years (eight semesters) of full-time study.

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 Tuition Exchange application deadline is January 15<sup>th</sup> of the year prior to enrollment. Applicants will usually receive notification by April 1 and should respond by May.

*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 Program, and to alter the number of awards provided each year.*