



Tuition Exchange Program Information

Effective: September 2001

Updated: October 2007

PURPOSE

The Tuition Exchange, Inc. (TE) is administered jointly by the Office of Human Resources and Enrollment Management. www.tuitionexchange.org

Tuition Exchange, Inc. manages a national scholarship exchange program for the dependents of employees of member schools. Effective at the onset of the 2001-2002 academic year, DePaul University became an active participant in the TE Scholarship Program. If a dependent child is awarded a tuition exchange scholarship by an import institution, they may attend that institution on a full tuition scholarship or at a significant tuition reduction. This is a competitive scholarship program based on employee eligibility and acceptance by the import institution.

The primary obligation of a member institution is to maintain a balanced exchange pattern. A balance is achieved when there is a reasonable match between student “exports” and student “imports”. Limited participation opportunities are available in this program.

POLICY

Eligibility/DePaul University as the Sponsoring Institution

Dependent children of full-time faculty and staff with at least one year of service and who are pursuing their first bachelor’s degree may apply for a scholarship at participating “host” schools. Full-time faculty and staff must have attained at least one year of continuous full time service as of September 1 of the current academic year for a dependent to apply for the following academic year. For the purpose of the policy, dependent children are defined as follows:

(1) Unmarried biological or adopted children, current stepchildren, or children under legal guardianship, (2) under age 23 as of the date of enrollment, and (3) listed as a dependent on the employee’s federal income tax return for the year prior to enrolling.

Duration of Tuition Exchange Scholarships

A tuition exchange scholarship generally covers four years (twelve academic quarters or eight semesters) of full-time undergraduate education for first year students, including study abroad, and is limited to the host university’s full-time tuition amount or cap determined by TE.

However, eligibility may be limited to fewer than twelve quarters if the University fails to enroll an appropriate number of Tuition Exchange students from other institutions. The University has the right to limit certification commitments to fewer than twelve quarters.

Certification is renewed each year. A dependent student may be denied re-certification if the parent employee is no longer eligible under the eligibility guidelines or if the student fails to meet the conditions, terms, and academic standards of the scholarship award. A dependent child who has been awarded a multi-year certification can only be denied re-certification for renewal for a legitimate cause.

Maximum Scholarship

The Tuition Exchange Scholarship will not exceed a maximum of twelve academic quarters or eight semesters and will be awarded to only one child at a time per eligible employee.

Some Reasons a Dependent child May Not Receive a Scholarship

- A dependent child does not meet the chosen institution's admissions requirements.
- The chosen institution may have awarded all available scholarships.
- DePaul University may have sent out more Tuition Exchange students than it has accepted, and may have to curtail or totally restrict additional certification of the TE candidates.
- The eligible employee ceases to be benefit eligible.

Termination of the Scholarship Award

The award will cease when an employee no longer meets the eligibility requirements. When an employee separates from full-time status, a dependent who may have already been certified, accepted, and enrolled at a host institution will be supported for the remainder of the term, unless the employee meets the criteria for retirement (see below). If separation from full-time employment occurs before the student is certified eligible or while the student is applying for a scholarship, eligibility for the award will end.

If an employee dies or becomes totally disabled (as defined by approval from the university's insurance carrier for long-term disability benefits), a dependent who may have already been certified, accepted, and enrolled at a host institution may continue to complete the maximum scholarship of twelve academic quarters or eight semesters at the host university.

If an employee retires between the age of 55 and 61 with a minimum of 20 years of cumulative full time service, or at age 62 or older with a minimum of 10 years of cumulative full time service, a dependent who may have already been certified, accepted, and enrolled at a host institution may continue to complete the maximum scholarship of twelve academic quarters or eight semesters at the host university. Dependents not already in the program at the time of the employee's retirement are not eligible for tuition exchange.

How to Apply

To be eligible for consideration, the dependent child must comply with all admission and financial aid requirements of the host institution.

- Each Autumn, the Office of Human Resources' Tuition Exchange Liaison Officer will provide all full-time faculty and staff with written details of the program's guidelines and deadlines.
- In the month of November of the year preceding the Fall quarter of the year for which the application applies, interested dependents of eligible employees must submit a completed "Tuition Exchange Preliminary Application" to the Human Resources' Tuition Exchange Liaison Officer. There is a limit of 5 institutions.
- If the number of applications exceeds the number of scholarships available, a weighted lottery system, based on an employee's years of service, will be used to determine who will be reviewed by the import institution to possibly receive a scholarship. If both parents are working at DePaul full-time, the employee with the most years of service will be considered for the lottery. The following criteria will be used to determine the number of lottery entries:

1-5 years of service – 1 entry

6-10 years of service – 2 entries

11-15 years of service – 3 entries

16 or more years of service – 4 entries

- The Office of Human Resources' Tuition Exchange Liaison Officer will notify the employee and certify students as TE Candidates with each institution at which the student seeks a scholarship. PLEASE NOTE: Dependent children of faculty/staff members who are chosen for the lottery and/or on the waiting list are not guaranteed a scholarship. Tuition Exchange Scholarships are competitive. In addition to being selected in the lottery, the dependent must meet the admissions requirements of the receiving institutions. Institutions may have established additional requirements such as higher academic standards or limit awards to just a few new students each year.
- Employees that have been awarded a slot in the TE program must submit a notification form to the Human Resources' Tuition Exchange Liaison Officer by February 1. Notification Forms will be sent to employees in January by the Human Resource Office.
- If the dependent child is accepted by the import institution, the employee must notify the Human Resources' Tuition Exchange Liaison Officer, in writing or by e-mail,

regarding acceptance of a TE scholarship by June 1 proceeding the academic year of the scholarship.

- Dependent children who were not initially selected but who still choose to enroll in a Tuition Exchange institution may reapply for a Tuition Exchange scholarship for the following academic year.

Imports- For students being imported to DePaul University

The Tuition Exchange places no limit on the number of import scholarships the University may award. The limit will be established jointly by Enrollment Management and the Office of Human Resources. DePaul University's Enrollment Management Office will select incoming students eligible for a tuition exchange scholarship. The scholarships are awarded for four years for first year students of undergraduate studies, including study abroad, and do not apply to other fees.

DePaul University will offer Tuition Exchange imports full tuition remission or the amount set by Tuition Exchange Organization which ever is lower. Please keep in mind that The School of Music and The Theater School's tuition is higher then other DePaul University programs.