

**Tuition Exchange Procedure
Aurora University
EFFECTIVE 1 January 2008**

Procedures: Tuition Remission via The Tuition Exchange (TE) and The Council of Independent Colleges Tuition Exchange Program (CIC-TEP)

I. The Tuition Exchange: Procedure for application

The Tuition Exchange is a reciprocal scholarship program for children and other family members of faculty and staff employed at over 580 participating institutions. The Tuition Exchange, Inc. a non-profit association, serves higher education by making careers at colleges and universities more attractive.

There are two parts to the program: Scholarships at all Tuition Exchange schools and scholarships to The Tuition Exchange Cooperative (TE Co-op) schools

Under TE, the exporting institution (AU) is regulated in the number of students that can participate **at non-TE Co-op schools** in any given year. Once a student is accepted into the program, generally the student will receive tuition remission throughout their 4 years of college at the host (importing) institution.

To learn about the schools participating in The Tuition Exchange, please visit their website at <http://tuitionexchange.org/>

A. The Tuition Exchange (non- TE Co-op Schools)

To participate in this program:

- An announcement will be made during Opening Week regarding the availability of a scholarship or scholarships under TE for the following fall. The university may or may not be able to export students in a given year **to non- TE Co-op Schools**.
- An employee (faculty or staff) must be employed full time and have at least 3 years of full time status as of August 31 of the year of application.
- The dependent of the employee must be seeking admission as a student at a school covered by The Tuition Exchange.
- The employee must submit a memo to Human Resources no later than October 1 stating that their dependent wishes to attend a specific Tuition Exchange school, starting the following fall.
- If more than one (1) employee applies for Tuition Exchange, a lottery will be held no later than October 10, with a name pulled by the Vice President of Finance.
 - Human Resources will contact the successful employee to obtain pertinent information regarding the student, and will coordinate the TE Application process.
 - The student must gain admission to the school based on his/her own merit under the school's admissions policy.
- It is permissible to send out Application Forms to more than one institution.

- Employees are encouraged to coordinate the process with the Admission process to the school, and to do this early. Many schools have deadlines for applications, asking the school about such deadlines is advisable.
- Human Resources will contact the employee when word is received back from an institution regarding the student's acceptance or rejection in the program.
- If the student is unable to achieve admission at a TE institution, the Vice President of Finance will draw an additional name, and the process will move forward from that point.

B. The Tuition Exchange Cooperative (TE Co-op) program

To participate in this program:

- An employee (faculty or staff) must be employed full time and have at least 3 years of full time status as of August 31 of the year of application.
- The dependent of the employee must be seeking admission as a student at a school covered by The Tuition Exchange **Cooperative**.
- The employee must submit a memo to Human Resources stating that their dependent wishes to attend a specific Tuition Exchange **Cooperative** school, starting the following fall.
- It is permissible to send out Application Forms to more than one institution.
- Employees are encouraged to coordinate the process with the Admission process to the school, and to do this early. Many schools have deadlines for applications, asking the school about such deadlines is advisable.
- Human Resources will contact the employee when word is received back from an institution regarding the student's acceptance or rejection in the program.

II. The Council of Independent Colleges Tuition Exchange Program (CIC-TEP)

The Council of Independent Colleges Tuition Exchange Program (CIC-TEP) is a network of CIC colleges and universities willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP institutions.

Each participating institution in the network agrees to import a limited number of students on the same admission basis as they accept all other students, without regard to the number of students it exports. CIC-TEP is a network of over 350 participating institutions.

To learn more about the colleges and universities participating in CIC-TEP visit their website at <http://www.cic.edu/tep/>

To participate in this program:

- All full time employees (faculty/staff) regardless of seniority are eligible to participate. We are not limited in the number of students we export.
- Contact Human Resources for a CIC-TEP Tuition Exchange Program Student Application Form, complete relevant information:

- “To” – the college/university which you or the dependent wishes to attend, including contact information from the CIC-TEP website
 - Student information including name, address, SSN
- Submit the form to Human Resources, who will complete pertinent information and send the form to the institution.
- It is permissible to send out Application Forms to more than one institution.
- Employees are encouraged to coordinate the process with the Admission process to the school, and to do this early. Many schools have deadlines for applications, asking the school about such deadlines is advisable.
- Human Resources will contact the employee when word is received back from an institution regarding the student’s acceptance or rejection in the program.

If you have questions, please contact the Human Resource Office.

Tuition Exchange Procedure Aurora University

Review and Selection of Import Scholarship Students

Eligibility. To be considered for a TE Scholarship, all applicants must be certified as TE candidates by their sending institution.

Coverage of Award. Tuition Exchange scholarships may be used for tuition for undergraduate study, summer school, May Term, special or study abroad programs as part of or in addition to undergraduate study. The scholarship does not cover fees, books, room or board or other expenses.

Amount of Scholarship Award. The scholarship award is for full tuition costs, up to the set rate amount stated each year on the Tuition Exchange site. TE candidates are required to apply for financial aid and complete FAFSA on a timely basis. TE scholars may be eligible for student employment based on completion of financial aid and FAFSA documents.

Criteria for Scholarship Award. All applicants for TE scholarships must meet the institution's general admissions requirements.

- If more than 3 candidates apply and meet the criteria in a given year, the institution may limit the number receiving TE to three. Selection of the three final candidates shall be made no later than April 15 for the following fall, and be based on ranking academic criteria and financial need, based on Admission Department criteria.
- If a qualified student is denied a TE scholarship solely because the institution could not accept any more import students, and that student enrolls at the institution anyway, the student will be given priority consideration for the next TE scholarship available.

Duration of Import Scholarship Awards. Most TE scholarships are awarded for four years of undergraduate study.

Deadlines. Awards will be announced no later than April 15 each year for the following fall. We ask that students notify the university of their intention to accept or decline the scholarship award, and pay the deposit fee, no later than May 15.

Contact Person. Include in the guidelines the name, address, telephone number, and if appropriate, e-mail address of the Liaison Officer.