

## DePauw University Tuition Exchange Program Guidelines

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, not DePauw University or Tuition Exchange.

This program is unlike the current GLCA program; there are a limited number of eligible slots available each year, based on the criteria determined by each participating university.

Information about the Tuition Exchange Program can be found online at [www.tuitionexchange.org](http://www.tuitionexchange.org).

The following guidelines are applicable to DePauw University employees who would like to participate in the Tuition Exchange.

1. **Eligible Employee**: Employees are considered eligible for this benefit upon completion of two (2) years of continuous full-time, benefit status employment. The two-year waiting period may be waived only if the following conditions are met:
  - a. The new employee was receiving a similar tuition benefit at the institution where he/she was employed prior to being employed by DePauw University, and
  - b. The employee submits documentation to the Office of Human Resources at DePauw University from the institution at which he/she was employed describing the tuition benefit received, and
  - c. All other eligibility requirements outlined in this policy are met.
2. **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 Internal Revenue Code of the United States of America. 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).

In determining eligibility for the TE benefit, the student must apply for all state and/or federal aid for which he/she may be eligible.

3. **Candidate**: Defined as the dependent child of an eligible employee who has been certified (sponsored) by DePauw University for full time degree study at a college or university that participates in the Tuition Exchange program. Scholarships are not

granted for graduate study, non-degree study, part-time study, or second undergraduate degrees.

4. **Liaison Officer**: DePauw's Tuition Exchange Liaison Officer is Bruce Burking, Training and Employee Relations Specialist, Office of Human Resources.
5. **Application Submission**: Applications will only be considered for dependent children who will be attending a member institution for the following academic year. In order for applications to be considered, a completed Tuition Exchange Form must be received by the Tuition Exchange Liaison Officer in the Office of Human Resources no later than 5:00 p.m. on the application deadline date specified on the Tuition Exchange Calendar, which can be found on the Office of Human Resources webpage in order to have the dependent child placed on the list of prospective candidates. **Applications received past the deadline will not be considered with the pool of prospective candidates.** Applications will only be accepted during the designated application period, as indicated on the Tuition Exchange Calendar.

**If the number of applications received exceeds the number of slots, prospective candidates will be selected as follows:**

- a. First priority will be given to students who have already been enrolled in a member institution and who are currently holding a TE scholarship. A student must be recertified annually to ensure continued TE scholarship eligibility. The student holding a TE scholarship must report to the Liaison Officer at the end of the spring term indicating plans for the following year: continue enrollment at the current institution, withdraw from the institution, or transfer to another institution.
  - b. Second priority will be given to prospective candidates based upon employment seniority of the employee up to the limit on the number of certified students selected by DePauw University. Seniority is based upon years of continuous full-time service at DePauw University. In the event prospective candidates have equal seniority, ranking will be based on the date of submission of the application. A lottery system will be implemented in the case of employees with equal seniority submitting an application on the same date.
  - c. Only one dependent child per family may be enrolled in the TE scholarship program at the same time. In the event that a TE recipient chooses to attend a non-TE institution, or otherwise forfeits the right to receive a TE scholarship, alternates will be reconsidered for any available slots in the same priority ranking. Alternates who are not selected may reapply for a TE scholarship for the following academic year in accordance with the priority ranking described above.
6. DePauw University will honor commitments made to an approved candidate admitted by a TE school for a period not to exceed eight (8) semesters, twelve (12) quarters, or a standard number of credit hours or courses (typically thirty-two (32) course credits) of full-time enrollment normally needed to complete the degree in four years or pro-ration of equivalent for periods of part-time enrollment unless a) the admitted student fails to

make satisfactory academic progress according to the standards of the host school or b) the candidate's parent terminates employment.

7. 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. However, if the eligible employee retires in accordance with the retirement eligibility requirements, is placed on permanent disability, or dies while in the employ of the University after completing fifteen (15) years of continuous full-time, benefit status employment, that employee's child will remain eligible for the TE benefit until completion of the undergraduate degree while making satisfactory progress as specified in #6 above.
8. When both parents are employed by the University, TE for a dependent child is available to only one parent.