

## **Tuition Exchange Guidelines**

### Academic Year 2022-23

The Tuition Exchange (TE) provides a national scholarship exchange for dependent children of full-time faculty and staff of Lafayette College. Over 600 colleges and universities participate. Through this program, children of Lafayette faculty and staff have the opportunity to receive undergraduate scholarships at one of the member institutions. In turn, Lafayette agrees to provide a designated number of limited tuition grants to the dependent children of faculty and staff from other member schools.

The Tuition Exchange is a scholarship program. It is not a fringe benefit of employment at Lafayette College. A primary obligation of each member institution is to maintain a balanced exchange program in terms of providing a reasonable match between “exports” and “imports.” In order to maintain this balance, the College may have to limit the number of candidates it sponsors for scholarships at other institutions; it may also have to limit the number of accepted students to whom it can award scholarships.

#### **Definitions:**

1. **Eligible Employee:** any full-time faculty or staff member of Lafayette College who has completed at least five (5) years of full-time continuous service to the College and who otherwise qualifies for tuition remission at Lafayette.
2. **Applicant:** any dependent child who is eligible for tuition remission at Lafayette and who has applied for full-time, undergraduate study to a college or university that participates in the Tuition Exchange program may apply for College certification in TE. Scholarships are not granted for graduate study, non-degree study, part-time study, or second undergraduate degrees.
3. **Tuition Exchange Scholarship:** A tuition waiver for up to four years (eight semesters) of full-time baccalaureate degree study, provided the student maintains continuing eligibility. Room, board, and fees are not usually included in the scholarship offered by host institutions; however, there are exceptions. Institutions with high tuition may award less than full tuition (but not less than \$40,000) for 2022-23 if tuition is at least that amount.
4. **Tuition Exchange Liaison Officer:** Gregory V. MacDonald, Vice President for Enrollment Management.

#### **Procedures:**

The eligibility of each student applying for a TE scholarship must be certified by the TE Liaison Officer based on the Tuition Program Application, which can be obtained at the Office of Human Resources. Every effort should be made to have the application form to Human Resources by December 1<sup>st</sup> prior to the year of matriculation.

If the number of qualified dependent children of Lafayette faculty and staff is less than or equal to the number of TE Scholarships available for that year, each candidate will be given the opportunity to apply for a TE Scholarship. In the event that the number of Applicants exceeds the available openings for the program, candidates will be selected on the following priority ranking:

1. First priority will be given to Applicants who are already enrolled in a member institution and who hold a TE Scholarship.
2. Second priority will be given to dependent children of those Eligible Employees who have the longest continuous full-time service to the College.

Applicants who are not selected as TE recipients will be placed on a waiting list as alternates. In the event a TE recipient is not awarded a scholarship or does not attend a TE institution, alternates will be considered for any available slots.

Certification to apply for the TE scholarship program is determined by Lafayette College. However, TE Scholarships are granted by the host institution. Lafayette College cannot guarantee that any certified applicant, no matter how qualified, will receive a TE Scholarship from a host institution, which may choose to restrict its imports if its numbers exceed exports. For this reason, certified applicants should consider applying to at least one school that has a high ratio of acceptances into the Tuition Exchange program.

Selected applicants must accept the TE Scholarship award in writing by May 1 for the upcoming academic year and notify the TE Liaison Officer of the decision to enroll in a TE member institution. Applicants who do not meet this requirement will forfeit their awards to alternates on the waiting list.

### **Duration of a TE Scholarship**

Continuing eligibility will depend upon recertification that the student meets all continuing criteria. In the event of retirement, death, or disability of an employee, the College's policy concerning ongoing TE eligibility for dependents will be the same as that for tuition remission.

As Lafayette College gains experience with TE Scholarships, it may need to modify these guidelines to maintain an appropriate balance between "imports" and "exports" and to ensure an equitable distribution of opportunities. The College reserves the right to do so or to withdraw from the Tuition Exchange program.