

Tuition Exchange Guidelines Union University

The Tuition Exchange program is a reciprocal scholarship program for employee dependents of faculty and staff members employed. Union University is a member institution of *The Tuition Exchange, Inc.*, along with over 660 private and public not-for profit colleges and universities. The Tuition Exchange scholarships are competitive awards and are not guaranteed. On average, 7,000 scholarships are awarded annually across all the participating institutions. This document outlines the guidelines for students who participate in Tuition Exchange as an Export or Import student at Union University, and does not include an additional requirements of any other participating institutions.

As a member institution, Union University's obligation is to maintain a balanced exchange pattern – a reasonable match between student *exports* and student *imports*. Exports are defined as eligible dependents of a full-time faculty or staff working at Union University who is enrolled at a Tuition Exchange member institution. Imports are defined as Tuition Exchange eligible students attending Union University from another member institution. It is important that Union University keep a positive balance with Tuition Exchange. Therefore, the Tuition Exchange Committee will evaluate the number of open positions for exports and imports each year. Continuing Tuition Exchange students must maintain the institution's standards for academic performance and personal conduct, and other terms and conditions of the scholarship.

Tuition Exchange schools are required to offer tuition or the annual *Optional Set Rate*, whichever is less. The financial make-up of the Tuition Exchange award can include federal and/or state grants, institution dollars such as academic or special ability scholarships, and/or outside scholarships, in accordance with each institution's Tuition Exchange awarding policy. Tuition Exchange scholarships will not exceed a maximum of 8 semesters per eligible dependent. Scholarships are not granted for graduate study, non-degree study or a second undergraduate degree. Scholarships are renewed based on the export candidate meeting recertification requirements. A Tuition Exchange scholarship is generally awarded to only one eligible dependent of an eligible employee at a time, based on availability, and each eligible dependent must undertake the eligibility and application process.

Export Student Guidelines

The following guidelines are applicable to Union University employees who wish to participate in the program:

- 1) **Eligible Employees:** Any full-time members of the faculty or full-time staff employee as of September 1 of the academic year for which they are applying for their dependent child.
- 2) **Eligible Dependent:** For the purposes of this policy, and *eligible dependent* shall be defined as the natural child, or a legally adopted child of the employee, provided the child is 24 years of age or younger on September 1 of the academic year for which they are applying for their dependent. The definition for *eligible dependent* shall also include any stepchildren of an employee who is claimed as a dependent on the employee's income tax return for the calendar year just prior to the semester of enrollment.
- 3) **Applicant:** An eligible dependent who has applied for full-time undergraduate student status to a college or university that participates in the Tuition Exchange Program, and submitted the *Tuition Exchange Export Application* to the Union University tuition exchange liaison.

- 4) **Export Candidate:** An eligible dependent who has been approved by the Union University Tuition Exchange Committee and has been accepted by a participation importing institution. Approval of an export candidate is not a guarantee of acceptance at an importing institution. Each candidate must also be approved by the importing institution according to their selection process.
- 5) **Scholarship Award:** The scholarship amount at the import institution will be either tuition or the annual *Optional Set Rate*, whichever is less. The *Optional Set Rate* is set each year and can be found on the Tuition Exchange, Inc. website. If an eligible employee leaves Union University's employment other than for retirement or death and has child on a Tuition Exchange scholarship, the employee's eligibility expires and the scholarship will continue only through the current semester. If an eligible employee retires or dies while his/her eligible dependent is a Tuition Exchange scholarship recipient, that recipient can continue up to maximum of 8 semesters as long as all other requirements are met. Preference for Tuition Exchange scholarships is one child per family. Union University employees and their spouses are not eligible to receive a Tuition Exchange scholarship.
- 6) **Application Deadline:** All Tuition Exchange export application materials must be received by the Union University Tuition Exchange Liaison Office no later than October 1, of the year prior to the student enrolling for his freshman year, to be eligible for consideration.
- 7) **Renewal Process:** Once an export candidate is approved by the Union University Tuition Exchange Committee, the student is automatically eligible for 8 consecutive semesters. The eligible employee must notify the Tuition Exchange Liaison Officer **each year** of their intent to recertify by completing the renewal document and submitting it to the Tuition Exchange Liaison Officer. The export candidate is responsible for meeting any additional requirements given by the importing institutional.
- 8) **Rubric for Export Selection:** The Tuition Exchange Committee will make selections in accordance with the following rubric.

Years in higher education	0-3	4-10	11-15	16+
Points	1	2	3	4

Years of service at Union University	0-3	4-10	11-15	16+
Points	1	2	3	4

Is the employee an alumni of the importing institution?	Yes	No
Points	2	0

Is the program of study offered at Union University?	Yes	No
Points	3	0

Should a tie breaker occur among the applicants the following will be applied:

1. Academic index: GPA multiplied by ACT
2. Years of service at Union University
3. Years in Higher Education

Import Student Guidelines

The following guidelines are applicable to individuals and their dependents who wish to participate in the Tuition Exchange program at Union University:

- 1) **Applicant:** A student seeking admission to Union University who has submitted an admission application and UU Tuition Exchange application by the **December 1st deadline**, and met all the Tuition Exchange requirements from the exporting institution.
- 2) **Eligible Candidate:** An eligible import candidate is a student who has been certified by the exporting institution to participate in the Tuition Exchange program, met all the standard admissions criteria and deadlines for entrance into Union University, and been approved by the Union University Tuition Exchange Committee.
- 3) **Scholarship Award:** Union University offers 100% tuition waiver to recipients of the award. Any federal, state, or scholarship aid in excess of the cost of the room, board and required fees will result in a reduction of the tuition waiver. Outside aid restricted to tuition will reduce the amount of the tuition waiver. The tuition waiver can only be applied to a student's first traditional undergraduate degree. The waiver can only be applied to the semester bundle rate (16 credit hours) and may not be applied to cost of overloads. If a parent leaves employment of the exporting institution other than for retirement or death, the employee's eligibility expires, and the waiver will continue only through the current semester. If an employee retires or dies his/her eligible dependent can continue up to the maximum of 8 semester as long as all other requirements are met.
- 4) **Federal & State Aid:** Recipients of the Tuition Exchange scholarship at Union University are required to apply for federal, and if applicable, state aid. Aid in excess of the cost of room, board, and any additional fees will result in a reduction of the tuition waiver.
- 5) **Housing:** Tuition Exchange scholarship recipients are required to reside in campus housing for the duration of the 8 semester of the tuition waiver. If at any time the recipient becomes eligible to live off campus and chooses to do so, the recipient forfeits the Tuition Exchange scholarship and may pursue general institutional aid options for which the students qualifies.
- 6) **Renewal:** Eligibility will be reviewed annually in the spring semester. A minimum grade point average of 2.0 of work completed at Union University must be maintained. In the event a recipient does not meet the required GPA, he or she may attempt to raise the GPA by attending the summer term at Union University without scholarship support. If the required GPA is not attained by the end of the summer, the student has a one semester period during the fall term in which to raise the GPA to 2.0. Failure to meet the GPA requirement after the grace period may result in the permanent loss of the scholarship but will not affect enrollment at Union University or other financial assistance for which the student may be qualified. In addition to the academic requirements, Tuition Exchange recipients must remain in good standing with the University Community Values, and must be current in payment of charges not covered by the Tuition Exchange scholarship. Tuition Exchange recipients must meet all recertification requirements of their importing institution and meet all required deadline for recertification.
- 7) **Study Abroad:** Under certain circumstances, tuition waivers may be applied to the cost of one Union University approved semester abroad experience. The scholarship is not increased to cover any additional charges for study abroad o program fees; therefore, the student should discuss interest with the office of Student Financial Planning before planning a study abroad experience.
- 8) **Rubric for Import Selection:** The Tuition Exchange committee will make selections in accordance with the following rubric.

Years in higher education	0-3	4-10	11-15	16+
Points	1	2	3	4

Position Title*	Category 1	Category 2	Category 3	Category 4
Points	1	2	3	4

Is the employee a graduate of the Union University?	Yes	No
Points	2	0

Is the program of study offered at the exporting institution?	Yes	No
Points	0	3

Tiebreaker: Should a tie breaker occur among the applicants the following will be applied:

- (1) Academic index: GPA multiplied by ACT
- (2) Years of service at current institution of employment
- (3) Years in Higher Education

***Position Title Categories**

Category 1: Staff, Instructor

Category 2: Assistant Director, Associate Director, Assistant Professor, Associate Professor, Executive Assistant

Category 3: Full Professor, Director, Assistant Vice President, Associate Vice President

Category 4: Department Chair, Dean, Executive Leadership

Leave of Absence Requests:

Students who have been awarded a Tuition Exchange scholarship who meet the following criteria may request permission for a leave of absence:

- 1) The student must be in good academic standing.
- 2) The student must have completed at least one full term of enrollment at Union University.
- 3) A leave of absence is granted only on the basis of an involuntary circumstance or demonstrated hardship.
- 4) Fully expects to return to complete requirements for the degree.

A Leave of Absence (LOA) request form must be completed by the student. This form can be obtained by contact the Office of Student Financial Planning. **A letter of explanation and an official letter confirming status (example: physicians recommendation letter in support of a medical LOA) is also required.** All document must be submitted to the Office of Student Financial Planning no later than two weeks prior to the first day of class for the term in which the leave is requested. Student planning to study elsewhere while on leave **must have prior approval** if credits are to be transferable.

While on leave, all correspondence regarding the LOA will be mailed to the address listed in the Union University administrative system. It is mandatory that the student maintain current information with the Office of Student Financial Planning or Union Station.

A leave of absence is for **one term only**. Requests for an additional term must be requested in writing to the Office of the Registrar and the Office of Student Financial Planning **prior to the ending of the first semester on leave**. Extensions for one additional term will be granted only upon presentation of exceptional circumstances. The LOA form, letter of explanation and official supporting documents will need to be submitted.

Students on leave are considered as students eligible to enroll the next semester. As such, students are not required to reapply to the university for the subsequent term. Failure to enroll for the next eligible term causes the student to be withdrawn from the university at the leave was granted. This action may result in penalties in aid, insurance, loans and other areas predicted on a student's enrollment.

Union University Tuition Exchange Scholarships are not retained during the term of leave; however, upon return to the university, the scholarship is reinstated for future terms. For example, a second semester sophomore on leave would have used three semesters of scholarship. Four semesters would remain for future use. The scholarship for the semester of leave would not carry forward. All other forms of aid (i.e. institution, state, federal) cannot be carried forward and must be reapplied for each year.

The student is responsible for any remaining charges or additional charges not yet applied to the account, in accordance with Union University's published payment policy and Undergraduate Catalogue.

A leave of absence is granted at the discretion of the Tuition Exchange Committee in consultation with other administrative offices. The LOA request becomes effective upon to the Office of Student Financial Planning with **all required signatures. It is the responsibility of the student to submit all required documentation.**