

## Tuition Exchange Program Policy for 2023 – 2024 EXPORTS (Dependents of Tulane University Faculty/Staff)

### General Information

Tulane is currently a member of the Tuition Exchange Program ([www.tuitionexchange.org](http://www.tuitionexchange.org)), a consortium of over 600 colleges and universities that offer scholarships to the dependents of faculty and staff employed at member institutions. As a member of the consortium, Tulane has agreed to maintain a balance between the number of students sponsored by Tulane (“exports”) and the number of Tuition Exchange scholarships awarded to admitted Tulane students sponsored by other member institutions (“imports”). Each year Tulane University determines a number of imports to be offered a scholarship by Tulane and the number of Tulane faculty and staff dependents who may be considered as export students from Tulane. Tuition Exchange Scholarships are available for undergraduate study only.

It is important to understand that Tuition Exchange Scholarships are competitive and not guaranteed. Students who are sponsored by Tulane are only eligible to compete for Tuition Exchange Scholarships at member institutions and are not guaranteed either admission to a member institution or the award of a Tuition Exchange Scholarship even if the student is admitted. It is important to understand that host institutions use their own criteria to determine the winners of the Tuition Exchange Scholarships at their institutions, and that the host institution determines the value of the scholarships that they award.

### Eligibility

At Tulane, dependents of qualified faculty and staff who plan to enroll in college as full-time undergraduate level students are eligible to apply for participation in the Tuition Exchange Program. Dependents are defined as the biological, adopted or stepchild of a qualified employee who is also claimed as a dependent on the qualified parent’s tax return. Qualified employees include full-time faculty upon employment and full-time staff members after three years of continuous employment.

### Application

**There are TWO DEADLINES that must be met with Tuition Exchange applications: one for the host school (import application) and one for Tulane (export application). PLEASE immediately obtain the import application deadlines associated with each host institution, which in many cases precede Tulane’s deadline.**

The member institution for which application is made may set their import **application deadline** earlier (check with the school) than Tulane’s **January 15** deadline. Export applications for students (dependent children or step-children of Tulane faculty and staff members) applying for initial or continuing scholarship will be available by **October 15** of the academic year just prior to the academic year for which the scholarship is sought. For example, the scholarship application for the academic period of 2023 – 2024 will be available by October 15, 2022. Tuition Exchange Applications must be completed and submitted to the Office of University Financial Aid by **January 15** in order to be considered for sponsorship (processing is open October 15-December 15, and then again from January 2-January 15). Please note that applications submitted after December 15, 2022 will be processed after January 2, 2023, due to the University’s closure for Winter Recess. **Announcements regarding Tuition Exchange Export Sponsorship will be made by January 31.**

Certification of Tuition Exchange Export applications submitted after the **January 15** deadline may be delayed. Additionally, certification of Tuition Exchange Export applications submitted after the **January 15** deadline may be subject to denial.

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**Employees of Tulane seeking the Tuition Exchange Program sponsorship for their dependents must, for**

- ✧ **NEW Export Applicants:** complete the online Tuition Exchange EZ Application found at [www.tuitionexchange.org](http://www.tuitionexchange.org)
- ✧ **RENEWAL Export Applicants:** email [TUITIONEXCHANGE@tulane.edu](mailto:TUITIONEXCHANGE@tulane.edu) with the student's 2023 – 2024 enrollment plans
- ✧ **BOTH NEW AND RENEWAL Export Applicants:** provide a copy of the first page of the eligible employee's most recent federal tax return (tax figures may be removed from copy) (may scan and send to [TUITIONEXCHANGE@tulane.edu](mailto:TUITIONEXCHANGE@tulane.edu))
- ✧ **BOTH NEW AND RENEWAL Export Applicants:** submit eligible employee's signed acknowledgement of the Tulane University Tuition Exchange Export Policy (may scan and send to [TUITIONEXCHANGE@tulane.edu](mailto:TUITIONEXCHANGE@tulane.edu))

#### Selection

The number of applicants to be sponsored by Tulane will be determined in late January. If the number of applicants exceeds the number of available sponsorships, the selection will be based on the length of service of the eligible parent. If more than one dependent child of an eligible employee participates in the program, years of service revert to zero when the first dependent is sponsored. Service years for the second dependent are equal to the number of years of service since the first child was sponsored. If the two dependents of an eligible employee apply in the same year, then years of service may be used for only one of the applicants. If both parents are employed by Tulane and are eligible for this benefit, years of service of one parent may be used for one dependent, while the years of service of the other parent may be used for the second dependent child. In the event of ties, a lottery will be used.

#### Acceptance Deadline

All export students to be sponsored by Tulane must notify Tulane University by **June 1** of their acceptance of a Tuition Exchange Scholarship at a member institution. A copy of the Tuition Exchange Award notice must be forwarded to the Tulane Tuition Exchange Liaison Officer in the Office of University Financial Aid. Students failing to provide this notice will have their certification withdrawn.

#### Yearly Renewal

Awards are made for one year only. Export renewal forms for dependents of Tulane Employees must be completed each year by **January 15** for the following academic year. Continued participation will depend on yearly re-certification for eligibility, on the student's good academic standing and on the maintenance of the balance of the exchange.

I have read and understand the Tulane University Tuition Exchange policy.

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**Eligible Employee Signature**

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**Date**

v. 09/13/2022