

THE TUITION EXCHANGE & THE COUNCIL OF INDEPENDENT COLLEGES GUIDELINES ACADEMIC YEAR 2024-2025 ENROLLMENT

The University of Findlay is a member of The Tuition Exchange, Inc. (TE) and The Council of Independent Colleges (CIC), both are national scholarship exchange programs for dependent children of full-time faculty and staff, with members from more than 660 U.S. colleges and universities. This is a tremendous opportunity for The University of Findlay families

Colleges and universities participating in these programs have agreed to waive some or all tuition for participants from other member institutions. Partner institutions waive up to the level determined yearly.

The primary obligation of the University of Findlay and each member institution is to maintain a balanced student exchange pattern. That means keeping a reasonable match between students from the University of Findlay going to other schools (exports) and students coming to the University of Findlay from other schools (imports).

Please note that if the applicant is accepted for the Tuition Exchange program, they will be responsible for the application fee. The University of Findlay will pay for the institutional membership fee.

EXPORTING STUDENT GUIDELINES

For **exporting** students, The University of Findlay has established a detailed list of procedures and priorities to help make this program as easy and fair to all employees as possible. Participants need to know that there are many factors that can affect a student's ability to begin and remain in the program. The definitions and processes below apply to **exporting students only**.

A. Definitions:

1. Eligible Employee: Any currently employed University of Findlay full-time faculty or staff.
2. Dependent Child: Any child born to an employee, legally adopted by an employee, or for whom legal guardianship can be documented. Ordinarily, children meeting requirements for dependence set forth by the Internal Revenue Service will qualify.
3. Applicant: The dependent child of an eligible employee who has applied for full-time, undergraduate study to a college or university that participates in the tuition exchange program. Scholarships are not granted for graduate, non-degree, or second undergraduate degrees.
4. Maximum Scholarship: Tuition exchange scholarships will not exceed a maximum of four years (8 semester tuition remission "units" or "slots") per eligible student.

5. Tuition Exchange Liaison Officer is located in the Office of Human Resources (3rd Floor of Old Main in Suite 304).

B. Procedures:

1. By **September 29** of the current academic year, dependent children of the University of Findlay faculty and staff who are seeking admission to a partner institution will notify the TE Liaison Officer of intent to apply for a TE scholarship for the following year by completing the Preliminary Application available in the office of the Tuition Exchange Liaison Officer.
2. The Tuition Exchange Liaison Officer will verify the eligibility of the employee/parent.
3. By **October 15** of the current academic year, the Tuition Exchange Liaison Officer will submit the applications to both TE and CIC.
4. Selected applicants must accept the tuition exchange scholarship award **in writing by May 1** for the upcoming academic year and notify the Tuition Exchange Liaison Officer of the decision to enroll in the tuition exchange member institution. Applicants who do not meet this requirement will forfeit their awards to alternates on the waiting list.
5. Students will ordinarily be able to remain in the program for four years, but continued participation depends upon yearly certification of eligibility, the student's adequate academic standing at the host institution, and the University of Findlay's ability to attract sufficient "imports" to offset or balance its "exports". Accordingly, **renewal forms must be completed and processed in a timely manner every year**. The University of Findlay hopes to be able to continue students on the tuition exchange for their enrollment time at their host institution.
6. **Eligibility to apply for a tuition exchange scholarship is determined by the University of Findlay. However, the host institution grants the scholarships. The University of Findlay cannot guarantee that any applicant, no matter how well qualified, will receive a tuition exchange scholarship from the host institution that may choose to restrict its imports if their number exceeds exports.**
7. Continued participation in the program is contingent upon maintaining a G.P.A of at least 2.0 on a 4.0 scale.
8. If a tuition exchange recipient takes a leave of absence or withdraws from school, the student must notify the Tuition Exchange Liaison Officer at both the University of Findlay and the host institution immediately.
9. The University of Findlay reserves the right to modify these Guidelines to insure an appropriate balance between "import" and "export" students.

C. Checklist Summary:

- Check out institutions that participate in Tuition Exchange at The Tuition Exchange, Inc. (www.tuitionexchange.org) and the CIC Tuition Exchange Program (www.cic.edu)

- Complete and return the “Preliminary Application” form that is available in the Office of Human Resources by **September 29**.
- Wait for confirmation from the institutions you are applying to regarding your tuition exchange scholarship.
- Accept the tuition exchange scholarship award in writing by **May 1**.
- Thank all schools who you declined the scholarship in writing. A copy must be submitted to the Tuition Exchange Liaison Officer.

Please feel free to contact the Tuition Exchange Officer if you have any questions regarding The Tuition Exchange, Inc.:

Office of Human Resources
 University of Findlay
 1000 N. Main Street
 Findlay, OH 45840
 hr@findlay.edu

IMPORTING STUDENT GUIDELINES

For ***importing*** students, The University of Findlay has established a procedure to help make this program as easy and fair to all employees as possible. Participants need to know that there are many factors that can affect a student’s ability to begin and remain in the program. Working in conjunction with the systems administered by TE and CIC, the Office of Admissions manages the flow of information such as granting or denying the benefit to prospective students, as well as affirming eligibility for UF employees and/or dependents to seek the benefit from participating institutions.

The application, selection process and guidelines below apply to ***importing students only***.

A. Procedures

- For those students seeking to enroll at UF and be granted a tuition exchange benefit, the Office of Undergraduate and Transfer Admissions will administer the selection process and inform HR of their decisions. The process to select individuals generally includes an evaluation of their academic credentials and an interview. All students who complete this process and are regularly admitted to the university will be offered tuition exchange with the exception of students seeking entry into an academic program that has a capped enrollment, who may be ineligible for tuition exchange. Students must be full-time and degree-seeking to receive tuition exchange.
- Students who are admitted to UF’s Gateway Program are generally ineligible for tuition exchange, although exceptions may be made by the Vice President of Enrollment on a case by case basis.
- Students who are granted tuition exchange must have the results from a valid Free Application for Federal Student Aid (FAFSA) submitted to UF, inclusive of all

potentially required information such as verification, confirmation of dependency status, etc. Families failing to do so will have the equivalent of full Pell and OCOG grants subtracted from the tuition benefit making the family responsible for those amounts.

- Students selected to receive tuition exchange will receive grant and scholarship funding up to the standard undergraduate tuition rate. Students receiving the tuition exchange benefit are eligible for a UF merit scholarship in the same manner as all prospective students. The amount of the tuition exchange benefit is calculated with this formula: Standard Tuition minus UF Merit Scholarship minus Federal Pell Grant minus Any Ohio State Grants minus SEOG minus Any Other UF controlled funds (e.g. endowed scholarships, fine arts scholarships, etc.). In other words, sources of financial gift aid may not be stacked on top of tuition exchange with the exception of outside scholarships (e.g. those controlled by private entities).
- A student may receive tuition exchange for no more than eight (8) semesters. Students must maintain “good standing” according to academic, student conduct, and financial aid policies. Continued participation in the program is contingent upon maintaining a G.P.A of at least 2.0 on a 4.0 scale.
- Students who withdraw during a semester are subject to pro-rated costs. Those costs will be determined by the tuition refund policy and institutionally controlled funds will not exceed an adjusted tuition charge. If a tuition exchange recipient takes a leave of absence or withdraws from school, the student must notify the Tuition Exchange Liaison Officer and the University of Findlay immediately.
- Students who become no longer eligible for tuition exchange due to changes in parental employment, loss of “good standing, or other reasons will be considered for need-based institutional funding like any other student.

B. Exceptions:

- The exception to the above are students receiving athletic scholarships. The amount of the athletic scholarship may be stacked on top of tuition exchange in an amount no greater than the difference between the direct cost of attendance (tuition, fees, room, and board, where applicable) plus \$1000 for textbooks.