Purpose
Tuition Exchange was founded 60 years ago with the purpose to make careers in higher education more attractive by offering a reciprocal scholarship program, which finances college or university tuition for the children of faculty and staff employed at participating institutions.

There are currently over 600 private and public, not for profit, participating institutions located in 47 states, DC, UK and UAE representing the diversity of higher education in the US. Each year approximately 15 colleges and universities join the TE membership.

The annual TE membership fee and participant fee allows the University to offer this generous benefit. While this is an additional tuition benefit opportunity for Bay Path University families, it is important to realize that it is not a guaranteed benefit since Bay Path University has an obligation to maintain a balance between outgoing students (exports) and incoming students (imports) and to fulfill our initiation period.

Colleges and universities participating in this program have agreed to waive tuition for participants from other member institutions. Some partner institutions also remit room and board. Each year Tuition Exchange determines the level of tuition to be awarded or a set rate if an institution’s tuition is higher than this rate. The set rate for 2020-2021 is $38,000.

Definitions
1. Exports – The students (i.e. dependent children of Bay Path University full-time employees) who receive TE scholarships from TE institutions other than Bay Path University.

2. Imports – Dependent children of employees of other TE institutions who receive scholarships from Bay Path University.

3. Dependent Child – The unmarried dependent child must be the natural or legally adopted child of the employee, or for whom legal guardianship can be documented. The child must be legally dependent upon the employee for support as defined by the Internal Revenue Service statutes and regulations. Dependent children must be under the age of 22 at the beginning of each academic year in order to maintain eligibility. Employees may be asked to provide supporting documentation of dependent status.

4. Dependent Stepchild - The unmarried dependent stepchild of the employee provided the employee produces a copy of her/his spouse's divorce decree that states the stepchild is to be claimed as a dependent on the employee and spouse's federal 1040 filing, (first page only), for the past three years as confirmation that the stepchild is claimed as an IRS dependent on the employee's federal tax filing at least every other year. Dependent stepchildren must be under the age of 22 at the beginning of each academic year in order to maintain eligibility. The employee is responsible for notifying the University of any change in dependent status, including revisions to the divorce degree or federal 1040 filings that may cause the stepchild to become ineligible.

5. Sponsoring Institution – The institution that certifies a dependent child for a scholarship; also known as the exporting institution, (i.e. Bay Path University is the sponsoring institution for the dependent children of its employees attending other institutions).

6. Host Institution – The institution which receives incoming students, (i.e. Bay Path University is the host institution for TE scholarship recipients from other institutions).

7. 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 TE program. Graduate study, intersession courses, overload courses, summer school, non-degree study, or second undergraduate degrees are not covered as export scholarship by the University.
8. Maximum Scholarships – TE scholarships for imports will not exceed a maximum of four years (eight semester tuition remission “units” or “slots”). TE scholarships for exports will be **awarded for two to four years. Please see explanation under “Duration and Coverage” on page 2.**

9. Tuition Exchange Liaison Officer – The person(s) responsible for certifying eligibility for export scholarships and for maintaining records on import scholarships. At Bay Path University this person is Eleni Hogan, Human Resources Specialist.

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**Eligibility**
The TE program is offered to the dependent children of full-time faculty and staff who have been employed by the University in a full-time capacity for at least one consecutive year by the application deadline of **Wednesday, September 11, 2019.**

1. In the event of termination prior to the beginning of the academic year, the scholarship is withdrawn.
2. In the event of termination or transfer to ineligible status while receiving benefits under the TE program, the dependent of the employee will be permitted to complete the term of the current semester. At the discretion of BPU, the term of the scholarship may be extended to the end of the academic year. This determination will be made on a case-by-case basis with final approval by the President.
3. In the event of disability or death of an eligible employee, while their dependent is participating in the TE program, the dependent will remain eligible to complete the term of their award, provided the dependent continues to meet the eligibility requirements of the importing institution.

Eligibility to apply for a TE scholarship is determined by Bay Path University. However, TE scholarships are granted by the host institution. Bay Path University cannot guarantee that any applicant, no matter how well qualified, will receive TE scholarship from the host institution.

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**Duration and Coverage**
Because the University must balance the number of TE students it exports to other member institutions with those it imports to the University, there may be a limited number of export scholarships available. The duration of each TE scholarship also depends upon the status of the export/import record of the University. Eligible students are awarded scholarships to cover full-time study for the first baccalaureate degree. Scholarships will be awarded for **up to a maximum of four years** (eight semester tuition remission “units” or “slots”). **Note: Based on a change to the Tuition Exchange program import/export credit balance requirements in September 2014, the University may award each of the first three Scholarships for four years (eight semester “units”) without impacting the import/export credit balance. These four year scholarships will only be awarded to students who are applying as entering freshmen during the academic year they are applying for. (Upper class students are not eligible for a four year scholarship.) Any additional awards in that same year will be for a maximum of two years (four semester “units”). The University reserves the right to change this policy as deemed necessary.**

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**College Admission**
The TE scholarship candidate must be admitted to the institution they wish to attend. The candidate must also complete the Financial Aid Form if required by that institution or desired by the student.

Students who are reapplying for a TE scholarship must maintain required academic and behavioral standards of the host institution.

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**Eligibility Procedure**
By December 1 of each year, Bay Path University will be given the number of TE “units” available for the upcoming academic year. If the number of applicants is equal to the number of TE scholarships available, each applicant will be given the opportunity to apply for a TE scholarship. If the number of applicants exceeds the number of TE scholarships, candidates will be selected on the following priority ranking:

1. First priority will be given to applicants based on employment seniority of the parent. Seniority is based on consecutive years of full-time service at Bay Path University.
2. Among applicants whose parents have the same years of seniority, priority will be determined by actual date of hire. If two or more employees have the same date of hire, selection will then be made by lottery.
3. Last priority will be given to students with siblings who have already received a TE scholarship.
4. Applicants who are not selected as a TE recipient will be placed on a waiting list as alternates for the upcoming academic year in accordance with the priority ranking noted in #1 through #3 above.

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. Alternates who are not selected may reapply for a TE scholarship for the following academic year in accordance with the priority ranking described in #1 through #3 above.

TE Scholarship Application Process

Export Approval – The applicant must be certified by Bay Path University as being eligible for the University’s TE Scholarship. Application must be made on the “Preliminary Application Form for a Tuition Exchange (TE) Scholarship” by September 11, 2019. The application must be filed with the University’s Tuition Exchange Liaison Officer. This form is available on the HR Portal. The University will notify the applicant of the approval decision by October 25, 2019. Failure to return this form by September 11, 2019 may result in forfeiture of application. Selected applicants must apply for admission to each member college they wish to attend and complete any financial assistance documents that the institution requires by the importing school’s deadline, otherwise TE scholarship approval may be rescinded.

Selected applicants must notify the University’s TE Liaison Officer of acceptance of the award by May 1, 2020. The acceptance must be in writing and must be accompanied by a copy of the student’s acceptance letter to the college or university. Applicants who do not meet this requirement will forfeit their awards.

Import Approval – The applicant must also be approved for a scholarship by the importing or host institution. The University will file a “Tuition Exchange Scholarship Application” for the approved applicants with the host institution by January 15th. Some host institutions may also require that the applicant apply for financial aid at the host institution. The host institution will notify the applicant of the TE award. A copy of the award letter is to be forwarded to the Bay Path University TE Liaison Officer.

Continued participation in the program is contingent upon eligibility and maintaining a GPA of at least 2.0 on a 4.0 scale. Each recipient who is awarded a TE scholarship must submit a transcript to the TE Liaison Officer within one month after the end of each academic year.

Recertification – Once a TE scholarship has been awarded, enrollment must be recertified each semester and annually by the Bay Path University TE Liaison Officer. Continued participation depends upon certification of eligibility, the student’s adequate academic standing at the host institution, and Bay Path University’s ability to attract sufficient “imports” to offset or balance its “exports”. Bay Path University employees must complete the recertification form and forward this form to the BPU TE Liaison Officer to confirm certification for returning students no later than January 17, 2020, for the 2020-2021 academic year. Accordingly, recertification forms must be completed and processed in a timely manner each year. This form is available on the HR Portal.

If the TE recipient takes a leave of absence or withdraws from school, the student must notify the TE Liaison Officer at Bay Path University and the host institution immediately.

Scholarship Value

The host institution determines the value of the TE scholarship it awards and notifies both the sponsoring institution’s TE Liaison Officer and student. The award usually covers tuition charges only – and does not typically include room, board, course overloads and other fees. Higher tuition institutions may elect to reduce the award to the “Minimum Value Scholarship” established each year by the TE Board of Directors. Before accepting a TE scholarship, employees and their dependent students should clarify all financial responsibilities of the host institution. Students are responsible for any costs that exceed the awarded benefit level.

Bay Path University reserves the right to modify these Guidelines to insure an appropriate balance between “import” and “export” students.

Questions regarding this benefit should be directed to the Bay Path University TE Liaison Officer, Eleni Hogan, at 565-1157 or email at ehogan@baypath.edu.