

TUITION EXCHANGE

www.tuitionexchange.org

Outgoing Students

2024-2025 Academic Year

As a member of the Tuition Exchange Program, dependents of Xavier employees who are eligible for full tuition remission at Xavier are eligible to be considered for tuition remission at the participating colleges and universities in the United States. Since the program requests that each institution maintain a balance between dependents from the home institution (exports) and students coming from other institutions (imports), it is likely that there will be a limited number of slots available. **Xavier may not be able to accommodate all requests; the Tuition Exchange Program should not be considered as a guaranteed award.**

A decision will be made by mid-November (preceding the academic year) regarding the number of exports, to ensure that Xavier maintains an import/export balance.

The following guidelines have been established for Xavier employees who wish to apply for the program:

1. To be eligible to apply, dependents must meet the qualifications for tuition remission at Xavier. No awards are made for individuals who are part-time or temporary employees.
2. The application is for full-time, undergraduate study only.
3. **An EZ application for the Tuition Exchange Program must be submitted online for all new students at www.tuitionexchange.org, under the Families tab by November 1, 2023.** Applications received after the deadline will be ranked in the order the application is received in the Office of Human Resources and will be placed on the waiting list behind all on-time applicants. *It is highly unlikely that a dependent will be certified after Xavier's deadline.*

If earlier notification is required by the receiving institution, it is the responsibility of the enrolled student to advise the Office of Human Resources and the Tuition Exchange Liaison.

4. **Renewal forms (for dependents already in the program) must also be completed and returned to Xavier's Office of Human Resources by November 1, 2023.** If earlier notification is required by the receiving institution, it is the responsibility of the employee to advise the Tuition Exchange Liaison.
5. If offered, awards are normally made for four years (eight semesters). However, awards can be made for a shorter period of time in the event the student is already enrolled at the receiving institution or the Liaison Officer deems a shorter award appropriate in order to increase participation. Continued participation requires an annual certification of eligibility and satisfactory academic standing at the receiving institution. Schools may have additional requirements.
6. **All successful applicants must notify Xavier's Tuition Exchange Liaison Officer in writing of the acceptance or non-acceptance of their award by May 1.** Failure to do so may result in a delay in renewal in subsequent years.

7. **If there will be a change in the dependent's participation in the program (i.e. withdrawal from the host institution, early graduation, etc.) the employee must notify the Tuition Exchange Liaison.**
8. In the event more employees apply for the program than can be accommodated, the length of employment at the University and the participation of previous family members in the Tuition Exchange programs will be the primary factors used to make the awards. Factors to be considered:
 - a. A point system has been established for determining the recipients (to be certified).
 - b. An employee will receive one (1) point for each year of full-time service to date. An employee will receive one-half (1/2) point for each year of part-time service. No points will be awarded for work in temporary positions, including adjunct faculty.
 - c. 1 ½ points will be subtracted for each year that any dependent child used in the Tuition Exchange Program.
 - d. If an employee's spouse is also employed by the University, points will only be subtracted from the point account of the sponsoring parent, to be determined by the parents. They cannot be combined.
 - e. If the points remaining from a child currently in the program are enough to sponsor another child simultaneously, two siblings may participate in the Exchange Program at the same time.
 - f. The openings will be awarded to the individual(s) with the highest point total.
 - g. In the event of a tie, the employee who has not yet used the Tuition Exchange Program will be given priority over the employee who has already used this benefit; secondarily, the employee whose spouse is also employed by the University shall be given priority over the employee whose spouse is not so employed or whose spouse has less seniority. If these two mechanisms cannot break the tie, a random drawing will be held.
9. Employees (with new dependents applying to the program) should submit the online application form at www.tuitionexchange.org, under the Families tab, EZ application. *Continuing students in the program must submit a paper form.*
10. Questions concerning the Tuition Exchange Program should be directed to the financial aid office; Laura Stith (stith@xavier.edu) is the Tuition Exchange Liaison Officer. Benefits questions should be directed to Human Resources.
11. The applicant must abide by all regulations of the receiving institution.
12. Xavier University reserves the right to modify these guidelines to insure an appropriate balance between import and export students.
13. For a listing of the member schools, go to www.tuitionexchange.org.